LANCASTER COUNTY
PUBLIC SCHOOLS



STUDENT/PARENT HANDBOOK

LANCASTER ELEMENTARY SCHOOL

Lancaster County Public Schools

STUDENT/PARENT HANDBOOK

Dear LCPS Families,

At Lancaster County Public Schools, we continue to make efforts to strengthen communication between home and school and ensure that families have clear access to important information and expectations. As part of this commitment, we have redesigned our Parent/Student Handbook to be more purposeful, organized, and user-friendly for students and families.

The handbook is now divided into four sections to help families more easily locate important information related to division expectations, student conduct, academics, procedures, and school-specific operations. This structure was designed to make the handbook easier to navigate while also ensuring families receive information that is relevant, clear, and accessible throughout the school year.

Families will receive a printed hard copy of the handbook at the start of their child's Kindergarten year upon entering elementary school and again at the start of their 7th grade year upon entering middle/high school. Parents will be required to sign and return the last page to verify they have reviewed the handbook. During all remaining school years, parents/guardians will be asked to review the handbook electronically and verify completion through an electronic signature process. The complete handbook will remain available on division and school websites at all times to ensure easy access for all students and families.

Parents/guardians and students are expected to review all four sections of the handbook at the beginning of each school year. It is important that families remain informed regarding school division expectations, procedures, student responsibilities, and available resources so that we may work together to support student success, safety, and a positive learning environment.

We greatly value our partnership with families and recognize the important role parents and guardians play in the educational process. By working together and maintaining open communication, we can continue providing students with a safe, supportive, and high-quality educational experience.

Part 1: Division Information for Families

Part 2: Compulsory Attendance Guidelines and Student Code of Conduct

Part 3: School Specific Information for Families

Part 4: Required Parent Signature Page for 2026 - 2027 Year

PART ONE

Division Information for Families

DIVISION INFORMATION

"What **ALL** Families Need to Know Prek - 12"

Steps for parent/guardians to take to set the year up for success:

I. Log in to the Powerschool Parent Portal (If you do not have an account, please refer to the 'Communication & Family Engagement' section of this handbook to learn how to do so.)

a. Electronically sign all beginning of the year forms.
b. Verify or update all personal information so that we can communicate with you.
c. Ensure your child's transportation information is correct.

II. Attend Back to School Open House.

Check dates on our website.

III. Review the following & know how to access each:

a. Division Student/Parent Handbook
b. LCPS Code of Conduct
c. Specific School Handbook

IV. If you need help please contact the ECEC, LES or LHS Registrar.

Telephone Number: 804-462-5100
Extensions:

- ECEC - x5103
- LES - x2018
- LHS - x4013

1. WELCOME & ABOUT OUR DIVISION **13**
SUPERINTENDENT'S WELCOME MESSAGE 13
ABOUT OUR DIVISION **14**
2. ENROLLMENT & STUDENT INFORMATION **15**
ENROLLMENT, TRANSFERS & WITHDRAWALS 15
ADMISSION REQUIREMENTS 15
TRANSFER 15
WITHDRAWAL 16
RESIDENCY REQUIREMENTS & FALSE STATEMENTS 16
PROOF OF RESIDENCY 16
FALSE STATEMENTS CONCERNING RESIDENCY 16
GUARDIANSHIP & NON-CUSTODIAL PARENT RIGHTS 16
LEGAL GUARDIANSHIP 16
NON-CUSTODIAL PARENT RIGHTS 17
ANNUAL STUDENT INFORMATION UPDATES 17
ANNUAL UPDATE OF STUDENT INFORMATION & CHANGE IN ADDRESS 17
RECORD RETENTION 17
STUDENT RECORD RETENTION 17
3. COMMUNICATION & FAMILY ENGAGEMENT **18**
COMMUNICATION 18
COMMUNICATION EXPECTATIONS 18
FAMILY ENGAGEMENT 18
CONFERENCES 18
POWERSCHOOL (PARENT PORTAL) 18
4. ATTENDANCE & DAILY ROUTINES **19**
ATTENDANCE EXPECTATIONS 19
ATTENDANCE 19
COMPULSORY ATTENDANCE 19
MAKE-UP WORK 19
INCLEMENT WEATHER/CLOSINGS/DELAYS/EARLY DISMISSALS 20
HOW WE COMMUNICATE DELAYS AND CLOSURES: 20
DELAY AND EARLY DISMISSAL INFORMATION: 20
REMOTE LEARNING PLANS: 20
5. SAFETY & SECURITY **21**
CRISIS INTERVENTION TEAM 21
EMERGENCY DRILLS 21
EMERGENCY DRILLS 21
FIRE DRILL/EVACUATION REGULATIONS 21
SECURITY 21
SCHOOL RESOURCE OFFICER / SCHOOL SECURITY OFFICER 21
ARREST OF A STUDENT 22
SCHOOL VISITORS & VOLUNTEERS 22
SCHOOL VOLUNTEERS 22

SCHOOL VISITORS 22
NO TRESSPASSING 23
6. HEALTH & STUDENT SERVICES 24
SCHOOL NURSING & ANNUAL SCREENINGS 24
NOTIFICATION OF SCREENINGS 24
FOOD & NUTRITION SERVICES 24
SCHOOL NUTRITION MISSION 24
CAFETERIA RULES & EXPECTATIONS 24
FOOD & BEVERAGE GUIDELINES 25
ALLERGY AWARENESS 25
POSITIVE CAFETERIA ENVIRONMENT 25
BREAKFAST AND LUNCH. FIRST MEAL FREE 25
DAILY FOOD OPTIONS 25
SCHOOL COUNSELING SERVICES 26
SCHOOL COUNSELING SERVICES 26
7. ACADEMIC PROGRAMS & SUPPORTS 27
ACADEMIC PROGRAMS 27
CURRICULUM OVERVIEW 27
TALENTED AND GIFTED PROGRAM (TAG) 27
SUPPORTS 28
HOMEBOUND INSTRUCTION 28
SPECIAL EDUCATION PROGRAMS 28
8. STUDENT PROGRESS & ACADEMIC EXPECTATIONS 29
GRADING & HONOR ROLL 29
STUDENT GRADING SCALE 29
PROGRESS REPORTS & REPORT CARDS 29
RETENTION & PROMOTION 29
PROMOTION AND RETENTION 29
STANDARDS OF LEARNING (SOL) ASSESSMENTS 30
DIVISION LEVEL ASSESSMENTS 31
CLASS PLACEMENT 31
9. STUDENT EXPECTATIONS & RESPONSIBILITIES 32
STUDENT CODE OF CONDUCT 32
PARENTAL EXPECTATIONS 32
VERBAL ABUSE TO STAFF 32
PARENTAL RESPONSIBILITY 33
DAMAGE TO SCHOOL PROPERTY 33
DAMAGE TO SCHOOL PROPERTY 33
MORNING EXERCISES 33
NATIONAL MOTTO 33
PLEDGE OF ALLEGIANCE 33
ONE MINUTE OF SILENCE 33
TECHNOLOGY ACCEPTABLE USE 34
CELL PHONE EXPECTATIONS 34

10. TRANSPORTATION & ACTIVITIES **35**
TRANSPORTATION 35
TRANSPORTATION PLAN 35
TRANSPORTATION 35
FIELD TRIPS 36
STUDENT EXPECTATIONS 36
LCPS COMMITMENT 36
11. STUDENT RECORDS & PRIVACY **37**
DIRECTORY INFORMATION 37
FERPA RIGHTS & STUDENT RECORDS 37
DATA COLLECTED FOR ALL STUDENTS 38
12. ANNUAL REQUIRED NOTICES (CONDENSED SECTION) **39**
SECTION 504 NOTICE 39
SPECIAL EDUCATION SAFEGUARDS 39
MCKINNEY-VENTO (HOMELESS EDUCATION) 40
FEDERAL PROGRAMS / TITLE I 40
13. WHERE TO FIND MORE INFORMATION **41**
LCPS POLICY MANUAL 41
ATHLETICS 41
LCPS CONTACT INFORMATION 41
LCPS DIRECTORS AND ADMINISTRATORS 41

1. WELCOME & ABOUT OUR DIVISION

SUPERINTENDENT'S WELCOME MESSAGE

Welcome to another exciting school year at Lancaster County Public Schools. I am proud to serve as your superintendent and want to take a brief moment at the beginning of this handbook to stress the importance of strong family-school relationships and the critical role parental involvement plays in the educational process. When schools and families work together as partners, students are able to reach their maximum potential and experience greater success both academically and personally.

At LCPS, our top priorities remain clear: maintaining safe and supportive schools, providing strong academic opportunities for all students, and protecting positive learning environments where students can grow, succeed, and thrive. Every decision we make is centered around what is best for students and ensuring they are prepared for future success.

We recognize that your children are your greatest pride and joy, and it is both a privilege and a responsibility for us to help educate, support, and guide them each day. We encourage all families to stay informed, involved, and engaged throughout the school year as we continue working together to provide the very best opportunities for our students.

This year, we have revamped our Parent/Student Handbook to make it more user-friendly, relevant, and helpful for families. We encourage you to review it carefully and use it as a resource throughout the school year.

Thank you for your continued support of LCPS. We look forward to a successful year together.

Sincerely,

J. Davis

Jessica Davis
Superintendent

ABOUT OUR DIVISION

- **LCPS 6 Year Strategic Plan**

  LCPS's 6 Year Strategic Plan can be reviewed at lcs.k12.va.us in the 'About Us' section.

- **LCPS Social Media**

  Lancaster County Public School's Facebook: @TheRealLCPS

  Lancaster County Public School's Instagram: @lcps_reddevilpride

  Lancaster High School's Facebook: @LancasterHighVA

  Lancaster Elementary School's Facebook: @LancasterElementaryVA

  Early Childhood Education Center's Facebook: @LancasterECEC

- **Equal Education Opportunity**

  Equal educational opportunities are available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis. Educational programs are designed to meet the varying needs of all students.

- **Non-Discrimination Policy**

  The Lancaster County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth, or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

The Compliance Office for Lancaster County Public Schools is:

P.O. Box 2000

Kilmarnock, Virginia 22482

(804) 462-5100

Compliance officer: Mr. Kelvin Evan

2. ENROLLMENT & STUDENT INFORMATION

ENROLLMENT, TRANSFERS & WITHDRAWALS

ADMISSION REQUIREMENTS

The following documents are required for students enrolling in Lancaster County Schools:

- Proof of residency in Lancaster County.
- Original copy of the birth certificate.
- Physical examination form completed by a physician no earlier than 12 months prior to the date of entrance into school if a student is enrolling in public school for the first time. For students who have been enrolled in public school previously, the physical examination form submitted at the time of first enrollment may be used.
- Documented proof of the required immunizations.
- Any child whose immunizations are incomplete may be admitted conditionally, if the parent or guardian provides documentation at the time of enrollment, that the child has received at least one dose of the required immunizations and has a schedule for completion of the required doses within 90 days.
- A certificate of immunization is not required of any child if his/her parent submits a sworn statement to the school, which indicates that having the child immunized conflicts with the family's religious beliefs, or the school is provided medical certification that one or more of the required immunizations may be harmful to the child's health.
- Other health screening as necessary.
- Report card and/or school records from previous school (for students K-12)
- Students must be enrolled by a natural parent, adoptive parent or adult with custody.
- Court adjudicated documents assigning custody must be presented at the time of enrollment if the student is not residing with the natural or adoptive parent.

TRANSFER

When a student enrolls in LCPS from another school system, the following items must be furnished:

- Birth Certificate (Must be provided before the child can enter the school unless it is a transfer student)
- Proof of Residency within Lancaster County - typically an electric bill, mortgage statement, or official document providing evidence of residency in Lancaster County
- Copy of parent or guardian's driver's license
- Official withdrawal from previous school or transcript of courses taken
- Official record of discipline
- A sworn statement from the parent/guardian that the child is not expelled for possession of an illegal item
- Complete immunization record
- Record of Physical Examination

If a student is living with someone other than their biological parents, proof of custody must be submitted.

NOTE: If a student has never attended a Virginia school, it is required that the physical examination be done in the State of Virginia. All students must be accompanied by a parent or guardian.

WITHDRAWAL

In order to withdraw from Lancaster County public schools, parents, guardians and emancipated students must:

- Provide the name of the institution in which they will be transferring.
- Secure authorization withdrawal or transfer note from parent.
- Obtain appropriate forms from the counseling department.
- Parents fill out the forms, take completed forms to the counseling department for final clearance.
- Return all classroom books and any other school property, library books, all athletic equipment and ensure all fees are paid.

RESIDENCY REQUIREMENTS & FALSE STATEMENTS

PROOF OF RESIDENCY

- Proof of residency must include the parent/legal guardians' name and 911 address and must be dated. No post office boxes.

- Proof of residency document examples: mortgage statement, deed, rental agreement, utility bill, tax statement, etc…

- Parent/Guardian ID: driver's license

- If you are residing in a home with permission from the homeowner, you will need the homeowner to complete a "Certificate of Residency Form". This form must be completed at the school board office and notarized there. The homeowner must appear in person along with the parent/guardian and bring proof of residency and driver's license as ID with the parent/guardian

FALSE STATEMENTS CONCERNING RESIDENCY

Any person who knowingly makes a false statement concerning the residency of a child, whether it be incorrect or misleading, as determined by § 22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by § 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to § 22.1-5, for the time the student was enrolled in such school division.

GUARDIANSHIP & NON-CUSTODIAL PARENT RIGHTS

LEGAL GUARDIANSHIP

Anyone other than the natural, custodial parent of a child otherwise eligible for school must provide legal guardianship papers granted by the court before the child may be enrolled. The school will presume that both parents and legal guardians have the authority to review and access records relating to the student unless the school has been advised that a parent or guardian does not have authority under applicable state law governing guardianship, separation and divorce or a court order prohibiting authority has been presented to the school.

To help the school maintain accurate guardianship and custodial records, please provide updated information pertaining to guardianship and custodial rights as soon as changes are made and available.

NON-CUSTODIAL PARENT RIGHTS

Non-custodial parents do not give up their parental rights by virtue of a divorce. The General Assembly added Section 22.1-279.4 to the Code of Virginia which specifically allows non-custodial parents to participate in school related activities. The law states that unless there is a court order to the contrary, non-custodial parents cannot be denied the opportunity to participate in school activities such as lunch breaks, parent-teacher conferences, and extracurricular activities. In fact, the law states that non-custodial parents should be allowed to participate in any activity that is supported or encouraged by school policy. If there is a court order denying access, it is the responsibility of the custodial parent to provide a copy of the order to the school.

ANNUAL STUDENT INFORMATION UPDATES

ANNUAL UPDATE OF STUDENT INFORMATION & CHANGE IN ADDRESS

Annually, ALL LCPS parents are required to log in to Powerschool and verify that all information is correct and also sign off on important annual documents. This is completed in the spring. A message will go out to all parents reminding them that it is time to do so. This must be done even if no information has changed. Any change of address, phone numbers, and emergency contact individuals, during the school year should be given to the school registrar. PowerSchool must be maintained with current information. If a new address is provided you will also be required to prove residency and fill out a new transportation form. Parents who move out of the county must apply through an Out of County application and be approved in order for their child to continue attending the current school.

RECORD RETENTION

STUDENT RECORD RETENTION

Lancaster County Public Schools adheres to the Library of Virginia Records Retention and Disposition Schedule No. 21, Public School Records. Parents/Guardians and Emancipated students are eligible to request any information by contacting the school in which the grade level is housed.

3. COMMUNICATION & FAMILY ENGAGEMENT

COMMUNICATION

COMMUNICATION EXPECTATIONS

Lancaster Elementary School uses the School Messenger notification system in order to deliver a variety of educational communications to parents throughout the year. These messages may include: attendance/absence notification; school closing advisories; and general reminders about field trips, athletic events, etc. Please contact the Main Office immediately when your contact information changes.

FAMILY ENGAGEMENT

CONFERENCES

LCPS scheduled 'Parent-Teacher Conference Days' are included on the LCPS academic calendar two times per year. Once in the fall and once in the spring. We encourage ALL parents to schedule a conference on both of these days with all of your child's teachers. A paper invite may come home with your child that allows for the schedule times to sign up. Parents are also encouraged to reach out to schedule either a phone or in-person conference with any one of your child's teachers at any time during the year if there is a concern, academic questions or if a meeting is needed for any other reason. You can email your teacher directly or call the front office to get in touch with the teacher to schedule a time and a preferred method.

POWERSCHOOL (PARENT PORTAL)

Lancaster County Public School parents have immediate access to their student's classroom grades, attendance and various other student information through the web-based PowerSchool software. Student records are protected with login passwords. If you desire to enroll as a PowerSchool parent, please go to our website at www.lcs.k12.va.us go to 'For Parents,' then go to 'Update Information for 26-27,' scroll down and you will find instructions on how to create a parent account. If you need assistance with setting up your account, please call your school registrar at 804-462-5100.

4. ATTENDANCE & DAILY ROUTINES

ATTENDANCE EXPECTATIONS

ATTENDANCE

Regular and prompt attendance is necessary for your child to maintain satisfactory progress. Sickness of the child, severe illness or death in the family, exposure to contagious disease or religious holidays are legitimate excused absences. Excessive absences may impact the student's ability to make learning connections. Parents will receive written notice of excessive absences, excused or unexcused. One of the criteria on which the State Board of Education judges schools is attendance. It is important to the child and to the school that absences are for legitimate reasons only. The student will be withdrawn from the attendance rolls for 15 days of consecutive absence. As a result of the Missing Children's Act (28 USC § 534) § 534, schools are required to make a "reasonable effort" to contact the home when a child is absent. To facilitate implementation of this law, please call the school before 10:00 a.m. to give notice of your child's absence. A dated, signed note or medical documentation is required upon your child's return to school. If no documentation is given the student will be considered unexcused. Children who arrive at school after 8:15 a.m. must be accompanied by a parent into the building, they will be considered tardy.

COMPULSORY ATTENDANCE

Children whose residence is established in Lancaster with their parents or legal guardian and who have reached their 5th birthday on or before September 30 (unless excused by the Superintendent) are required to enroll in a public, private, denominational or parochial school or to be taught by a teacher approved by the Superintendent.

MAKE-UP WORK

Students are expected to complete all assigned coursework within three school days of returning to school following an absence. At the elementary level, teachers will provide make-up work directly to the student. Middle and high school students are responsible for obtaining and completing any missed assignments within the same three-day window.

Teachers will provide reasonable opportunities for students to make up missed work due to excused absences without academic penalty. In cases of extended absences or extenuating circumstances, including those covered by an Individualized Education Program (IEP) or 504 Plan, teachers will work collaboratively with students and families to determine an appropriate timeline for completing missed work.

Failure to submit outstanding assignments within the designated timeframe may result in a reduced grade or a grade of zero.

INCLEMENT WEATHER/CLOSINGS/DELAYS/EARLY DISMISSALS

When winter weather creates unsafe travel conditions, we will share any changes to the school schedule as soon as possible. While we make every effort to decide the night before, there are times when weather conditions continue to develop overnight and a final decision cannot be made until early the next morning. Please know that the safety of our students and staff is always our top priority, and we also understand how important it is for students to be in school and learning each day.

HOW WE COMMUNICATE DELAYS AND CLOSURES:

- **Division Website:** Updated immediately with delay/closure information. www.lcs.k12.va.us
- **Facebook Page:** A post will be made as soon as a decision is finalized on all pages (ECEC, LES, LHS, LCPS)
- **Phone, Text, and Email Alerts:** Sent directly to parents and guardians
- **Local Media Outlets:** We report to the following stations:
    - **Radio:**
        - WKWI 101.7 FM
        - WIGO 104.9 FM
        - WRAR 105.5 FM
        - WNNT 100.9 FM
        - **Television:** Richmond channels 6, 8, 12

DELAY AND EARLY DISMISSAL INFORMATION:

- On **two-hour delay** days, **lunch will be served**, but **breakfast will not**.
- In the event of an **early dismissal**, we typically aim for a **12:30 PM** dismissal time; however, this may vary depending on the specific circumstances of the weather event.
- Students will be sent home according to the information we have on file. Please be sure your information is updated in Powerschool.

REMOTE LEARNING PLANS:

Remote learning will **not** be used automatically on consecutive snow days. Instead, it would be considered only if the number of closures begins to significantly impact instructional time. Participating in this remote learning on these days will count towards attendance.

Each school will be sharing additional information about **how remote learning will work** for your student/s including:

- How students will **access** remote learning
- What materials or platforms they will be expected to **use**
- What to do if a student does **not have a device or Internet access** at home
- How this work will count for present on the day

5. SAFETY & SECURITY

CRISIS INTERVENTION TEAM

We have a division level crisis team on standby to provide assistance if needed. Crisis teams are formed to assist in a crisis situation or in an event that may produce unusual or distressing emotional symptoms in a group of students. The Division level crisis team is on call, as needed, by the principal of any school to give assistance to the administrators and counseling staff when additional personnel are needed to assist students.

EMERGENCY DRILLS

EMERGENCY DRILLS

Drills will be conducted throughout the year to prepare students for a variety of safety emergencies, i.e., a fire drill, an intruder in the building, tornado or a threat outside the building. Students are expected to listen to teachers and staff during drills in order to maintain a safe and orderly environment. Families will be notified 24 hours in advance prior to a lockdown drill being conducted.

FIRE DRILL/EVACUATION REGULATIONS

Fire drills will be held once per week for the first month of school and once per month thereafter. Fire drills are held for the purpose of teaching students and faculty how to evacuate the building in the event of a fire or disaster. The fire drill will be a continuous sound of the fire alarm. The following must be adhered to by students:

- Upon hearing the signal, staff and pupils are to stop whatever activity they are engaged in, close windows, quickly form a line, turn off lights and proceed out of the building making sure all doors are closed.
- Walk out of the building in a line to the designated areas and report to the person in charge.
- The signal for returning to the classroom will be a signal from the administrator or designee in charge.
- Students must remain quiet during the fire drill. Talking may prevent students from hearing vital directions. Safety is very important to us.

SECURITY

SCHOOL RESOURCE OFFICER / SCHOOL SECURITY OFFICER

Lancaster High School and Lancaster Elementary school campuses have both a full time SRO and a full time SSO.

Our School Security Officer (SSO) is a dedicated trained staff member employed by the school district to help maintain a safe and orderly campus. Unlike the School Resource Officer, the SSO is a direct school employee whose primary focus is on the daily "eyes and ears" of the building. They are responsible for monitoring school entrances, patrolling hallways, and assisting with safety drills to ensure only authorized visitors are on site. Trained in conflict resolution and de-escalation, they work closely with our teachers and principals to support a positive environment where students can focus on learning.

Our School Resource Officer (SRO) is a specially trained police officer employed by Lancaster County Sheriff's Department dedicated to keeping our campus safe while building positive relationships with our students. Think of them as a mix of a safety expert, a guest teacher for law-related topics, and a mentor students can turn to for guidance. While they are here to ensure security, they do not handle school discipline—like being late to class or dress code issues—which remains the job of our principals. Their main goal is to be a familiar, supportive face in the hallways and a partner in making sure everyone feels safe at school.

ARREST OF A STUDENT

If you are under 18 years of age, a law enforcement officer may take you into immediate custody under certain circumstances. If you are 18 years old or over, you may be taken into immediate custody under the same guidelines as any adult.

SCHOOL VISITORS & VOLUNTEERS

SCHOOL VOLUNTEERS

Lancaster County Public Schools recognizes the value of volunteer participation in local school programs by parents and members of the community. A volunteer is defined as a nonpaid person functioning under the sponsorship of the school board and the approval of the school administrator.

Volunteers shall work within the guidelines established by the school policy and under the direct supervision of teachers or other members of the school staff designated by the school administrator.

Volunteers shall treat school information to which they have access with strict confidentiality, and at no time will volunteers have access to student cumulative records.
Opportunities for volunteering may include: field trips, special activities, programs, special interests, parties and preparing materials for classroom use.

Please Note: Principals shall take appropriate measures to determine the identity and background of any person before allowing that person to serve as a volunteer for the school.

All volunteers must:

- Volunteer during prearranged times.
- Report to the office to sign in, provide photo identification and obtain a visitor/volunteer badge.

SCHOOL VISITORS

For the safety of our children and the protection of instructional time, please adhere to the following when visiting the school:

- Call or come by the school office to make an appointment.
- Report to the office to identify the purpose of your visit to the school.
- Provide photo identification, sign in and obtain a visitor's badge.
- Individuals who desire to observe in a classroom must have prior permission from the building administrator or designee. Classroom observations shall not exceed 45 minutes.

- Individuals who desire to conduct surveys or engage in research must contact the Superintendent at the school board office.

Please Note: When considering all such requests for visitors, the school administration shall safeguard the instructional day from distractions.

NO TRESSPASSING

We value parents and families and their presence at student events, conferences, open houses and anything else where they can support and share in the K12 educational experience with their children. However, if a parent or family member is blatantly disrespectful to staff, other visitors or students, we *will* remove the ability to be present for these activities through a legally issued No Trespassing Order. Disrespect, cursing, arguing and any behavior that poses a threat will NOT be tolerated on any school property or at any school sponsored activity. We will not condone any behavior that makes our students or staff feel threatened or intimidated. If this behavior is displayed, you may expect to receive a No Trespassing Order.

6. HEALTH & STUDENT SERVICES

SCHOOL NURSING & ANNUAL SCREENINGS

NOTIFICATION OF SCREENINGS

Students attending the Lancaster County Public Schools will be required to show evidence of certain physical screenings upon their enrollment in our schools, and again as they move into certain grades.

Any student in grades K, 3, 7, and 10 must be screened during the school year in the areas of vision and hearing. Students in 7th and 10th grade will also be given scoliosis screening information.

Any new student to Lancaster County must be screened in the areas of vision and hearing. This is to be completed within sixty (60) business days of enrollment.

Results will be recorded on the student health form located in the student's scholastic folder. If a deficiency is found, a re-screening will be conducted within two weeks. After the re-screening, the parent will be notified of any deficiencies by the school nurse, and appropriate referrals will be made.

Should questions arise, contact the principal or nurse at your home school.

FOOD & NUTRITION SERVICES

SCHOOL NUTRITION MISSION

Lancaster County Public Schools recognizes the connection between healthy students, their eating habits and the ability to learn. Therefore we want to create a positive and welcoming space where our students can have access to healthy choices to include foods with lower saturated fats, lower sugars, whole grains and more fruits and vegetables.

We want our students to have opportunities in the classroom that provide nutrition education as well as fostering community partnerships with local farmers and businesses to provide fresh food.

The cafeteria provides balanced breakfast and lunch options that follow federal and state nutrition guidelines. Students are encouraged to make healthy food choices and try a variety of foods, including fruits, vegetables, whole grains, and low-fat dairy options.

Special dietary needs or food allergies should be reported to the school nurse and cafeteria manager so appropriate accommodations can be made when possible.

CAFETERIA RULES & EXPECTATIONS

To maintain a safe, clean, and respectful environment, students are expected to:

- Follow directions from cafeteria staff and school personnel.
- Use respectful language and behavior at all times.

- Speak at an appropriate noise level.
- Clean up after themselves, including disposing of trash and returning trays.
- Respect school property and the belongings of others.
- Avoid sharing food due to allergy and health concerns.

FOOD & BEVERAGE GUIDELINES

- Outside food and beverages may be restricted during the school day unless approved by school administration.
- Foods and beverages may not be sold during the hours of 730 am- 830am and 1030am- 130pm
- Students may carry water bottles if allowed by school policy.

ALLERGY AWARENESS

Our school works to maintain a safe environment for students with food allergies. Students should:

- Never trade or share food items.
- Wash hands after eating.
- Respect allergy-safe tables or designated seating areas if applicable.

POSITIVE CAFETERIA ENVIRONMENT

The cafeteria is an extension of the classroom. Students are encouraged to practice:

- Good manners
- Responsibility
- Inclusion and kindness
- Healthy decision-making

BREAKFAST AND LUNCH. FIRST MEAL FREE

- All first breakfast and lunch meals are free for our students
- Second meals are available for purchase. Breakfast $2.75 Lunch $4.00
- To set up and deposit funds into your students lunch account use myschoolbucks.com

DAILY FOOD OPTIONS

In keeping with our mission, our students will be offered a minimum of three daily fresh food options to include for breakfast: a hot option, whole grain muffins, breads and cereals. For lunch: a hot entree, fresh salads and/or whole wheat subs, wraps or sandwiches. At LHS we have a vending machine that dispenses only reimbursable meals. For breakfast: yogurt parfaits, whole grain muffins, breads and whole grain cereals. For lunch: fresh made subs, salads, wraps and bento/snack boxes. All students will have fresh fruit options with breakfast and lunch. LHS also has a salad bar option with fresh lettuces from Healthy Harvest in Warsaw as well as seasonal fresh vegetables, fruits, proteins, cheeses and a variety of salad dressings to choose from.

SCHOOL COUNSELING SERVICES

SCHOOL COUNSELING SERVICES

Guidance/Counseling services constitute an integral part of the educational program. These services are under the professional direction and coordination of qualified school counselors and the administrative leadership of the school's principal. These services seek to focus the educational processes on the individual student.

The guidance/counseling program seeks to assist all students to mature in self-understanding, self-responsibility, decision-making ability, development of values, and attainment of the attitudes and skills required for productive citizens in our society.

The program consists of specialized services. These services entail participation by all members of the school's staff. In addition, these services are an integral part of the school's program of student-personnel services. The guidance/counseling program is coordinated with and makes full use of the resources of the home and community.

7. ACADEMIC PROGRAMS & SUPPORTS

ACADEMIC PROGRAMS

CURRICULUM OVERVIEW

Our school division is committed to providing a high-quality instructional program aligned with the Virginia Standards of Learning. These standards, available on the Virginia Department of Education and the LCPS website, outline the essential knowledge and skills students are expected to learn at each grade level and in each subject area. This ensures consistency, rigor, and clear expectations across all classrooms. Students are taught and assessed on these standards throughout the school year.

To support all learners, we use high-quality instructional materials as our core curriculum, along with targeted intervention and supplemental resources to meet individual student needs. These materials are carefully selected to be research-based, engaging, and fully aligned to state standards.

Through this approach, we are committed to ensuring every student receives strong instruction, appropriate support, and meaningful opportunities to achieve academic success.
Families play an important role in student success. Parents can support their child's learning by encouraging daily reading, monitoring homework and assignments, and maintaining regular communication with teachers. Establishing consistent routines for study and attendance, discussing what students are learning in school, and reinforcing the importance of effort and responsibility can make a significant difference. Staying informed through school communication and reaching out with questions or concerns helps build a strong partnership between home and school.

TALENTED AND GIFTED PROGRAM (TAG)

Any kindergarten through twelfth grade student enrolled in LCPS may be referred for gifted services by a parent/guardian, teacher or staff member, administrator, professional, community member, peer, or by self-referral. Referral forms are available upon request from the LCPS Gifted Instructional Coordinator.

The division's Identification and Placement Committee uses a holistic, case study approach when determining eligibility and the need for gifted services.

All second- and fifth-grade students are administered the Naglieri Nonverbal Ability Test–Third Edition (NNAT3), a universal screening assessment that measures nonverbal reasoning and ability associated with gifted identification. In addition, elementary classroom teachers administer the Measures of Academic Progress (MAP) assessments in reading and mathematics to all students in the fall, winter, and spring. Results from these assessments are used as universal screening tools to help identify students who may demonstrate potential for gifted services.

At the elementary level, the Talented and Gifted Identification and Placement Committee recommends services when eligibility is determined. Standard services may include cluster grouping, differentiated instruction, pull-out instruction and individualized enrichment with the Gifted Instructional Coordinator, and acceleration, as appropriate.

At the middle and high school levels, students have multiple opportunities for advanced and rigorous coursework. Services are determined based on eligibility data and course availability. The School Counselor assists students with course selection, class placement, and acceleration, as appropriate.

TALENTED AND GIFTED VISUAL ARTS (TAG VISUAL ARTS):

Any fourth through twelfth grade student enrolled in LCPS may be referred for gifted services by a parent/guardian, teacher or staff member, administrator, professional, community member, peer, or by self-referral. Referral forms are available upon request from the LCPS art teachers.

The division's identification and placement committee uses a holistic, case study approach to determine the need for gifted services.

At the elementary, middle, and high school levels, gifted services for TAG Visual Arts are provided through differentiated instruction and supplemental programming, as well as school-based and county-wide activities.

SUPPORTS

HOMEBOUND INSTRUCTION

Homebound instruction may be provided, upon approval, for students who are confined to home or a hospital for a period of time that prevents regular school attendance and educational progress. To request homebound instruction, families should contact their child's school. A form, completed by a licensed physician, is required and can be obtained from the school division office.

SPECIAL EDUCATION PROGRAMS

Information about special education programs is available by contacting your child's school and speaking with a special education teacher or school counselor.

Special education provides specially designed instruction to meet the unique needs of students identified with disabilities through an Individualized Education Program (IEP). Related services are provided as appropriate and may include occupational therapy, physical therapy, speech-language services, counseling, and transportation. If a student is suspected of having a disability, a referral may be made in accordance with established special education procedures. School psychologists and diagnosticians conduct evaluations, including psychological, academic, and ability assessments, to support the eligibility process. A speech-language pathologist screens all kindergarten and newly enrolled students and provides services, when eligible, through an IEP for students with speech or language impairments. A range of services and program options is available to meet the needs of qualifying students.

LCPS also offers a Special Education Advisory Committee (SEAC). Virginia regulations require each school division to maintain a local SEAC to advise the division on matters affecting students with disabilities. The SEAC helps families understand the special education process and collaborate effectively with school staff.

8. STUDENT PROGRESS & ACADEMIC EXPECTATIONS

GRADING & HONOR ROLL

STUDENT GRADING SCALE

Grade Scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 - Below

PROGRESS REPORTS & REPORT CARDS

Our school division provides regular updates on student academic progress through progress reports and report cards. Progress reports are issued midway through each grading period to inform families of current performance and to identify any areas where additional support may be needed. Report cards are distributed at the end of each grading period and reflect a student's overall achievement based on assignments, assessments, and demonstrated understanding of grade-level standards.

We encourage parents to review these reports carefully and maintain open communication with teachers regarding their child's progress. Working together, we can support each student's continued growth and success.

RETENTION & PROMOTION

PROMOTION AND RETENTION

Student promotion to the next grade is contingent upon mastering the skills and acquiring the knowledge appropriate to the student's grade, age, and level of mental and physical maturity. When a student fails to make satisfactory progress, he/she may be retained in order to provide the opportunity for the student to master the skills necessary for the grade level. Student achievement on the Standards of Learning tests provides information to be considered in promotion and retention at the third grade. Retention is never an end-of-the year surprise to a student or parent. Parents of students being considered for retention will be notified before the end of the 3rd quarter and again before the end of the school year. If a student's work falls below an acceptable level and retention is a possibility, the teacher communicates this fact to the parent in time to try to correct the difficulty. Chronic absenteeism (missing 10% or more of the school year) may be a factor in a student's promotion or retention.

A committee will convene to review information for each student recommended for retention. This committee shall include an administrator, school counselor, classroom teacher, special education teacher (as applicable), and any other relevant staff members

Students being considered for retention must have the following information reviewed by the committee:

Grades

STANDARDS OF LEARNING (SOL) ASSESSMENTS

The Virginia Standards of Learning (SOL) assessments are statewide tests developed by the Virginia Department of Education to measure student understanding of the academic standards taught in each subject. These assessments are administered in grades 3–8 in reading and mathematics, along with science assessments in selected grades, and in high school courses such as Algebra, Biology, English, and History.

In high school, SOL assessments play an important role in graduation requirements. Students must earn verified credits in specific subject areas by passing the associated SOL tests (or approved alternatives) in order to receive a standard or advanced diploma.

SOL results are also used to guide instructional decisions, including placement in advanced or honors courses in grades 6–12 to ensure students are appropriately challenged. In addition, SOL data is used to identify areas where students may need additional support. When needed, schools provide targeted remediation, which may include small-group instruction, tutoring, or intervention programs to help students strengthen skills and achieve success on future assessments.

Families will receive information regarding testing schedules and results, and we encourage parents to support students by reinforcing the importance of effort and preparation.
On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. If you would like to receive information, please contact the building administrator either by phone or email.

All students enrolled in Virginia public schools are expected to take the applicable state tests. The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia state:

"In kindergarten through eighth grade, where the administration of Virginia assessment program tests are required by the Board of Education, each student shall be expected to take the tests" and "each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction" (8VAC20-131-30).

The Virginia regulations do not provide for what is sometimes referred to as an "opt out policy" for students regarding the Virginia assessments. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student's state assessment score report will reflect a score of "0" for any test that is refused.

Schools will notify parents of Standards of Learning Testing schedules. In addition, testing information can be located on every school's website.

DIVISION LEVEL ASSESSMENTS

In addition to state assessments, our school division uses local assessments to regularly monitor student progress and understanding of grade-level content. These assessments may include exams, quizzes, unit assessments, classroom assignments, and performance tasks aligned to the curriculum.

Local assessment data is used to guide instruction, provide targeted remediation, and support appropriate placement in courses to best meet each student's needs which may include after school tutoring, small groups remediation and access to online remediation programs. Students are expected to prepare for and take these assessments seriously, as they play an important role in measuring academic growth.

Study guides are provided to support student preparation and can be found on the school's webpage. Schools will communicate assessment schedules and expectations with families in advance. We encourage parents to support their child by reinforcing good study habits and staying informed about upcoming assessments.

For additional information on how to best prepare, please reach out to your child's teacher, who can provide guidance specific to your child's needs.

IEP/504 PLAN

Students required to take verified end-of-course SOL tests will have their scores on such tests taken under consideration when determining whether they will pass or fail the course.

The principal or their designee shall have the final authority to determine whether a student is retained or promoted to the next grade level.

CLASS PLACEMENT

Class placement is the responsibility of the school administration. Parents are asked to provide the school, in writing, with any information which can assist in determining the proper learning environment. Knowing the student's unique learning style will help in finding the best teacher match.

9. STUDENT EXPECTATIONS & RESPONSIBILITIES

STUDENT CODE OF CONDUCT

PARENTAL EXPECTATIONS

Parents and guardians serve an essential role in the educational success, safety, and well-being of students. Lancaster County Public Schools recognizes that a strong partnership between home and school contributes significantly to student achievement and the maintenance of a positive learning environment. Parents and guardians are expected to support the educational process and cooperate with school staff in a respectful and constructive manner.

Parents/guardians are expected to:

- Ensure their child attends school regularly, arrives on time, and complies with all compulsory attendance requirements established by the Commonwealth of Virginia and the school division.
- Maintain current and accurate student and emergency contact information with the school.
- Review school communications, policies, procedures, and student progress on a regular basis.
- Monitor and support academic performance, homework completion, and appropriate study habits.
- Encourage behavior that reflects respect, responsibility, honesty, and compliance with the Student Code of Conduct.
- Work collaboratively with teachers, administrators, counselors, and staff to address academic, behavioral, attendance, or social-emotional concerns.
- Ensure students use division technology, devices, internet access, and digital resources responsibly and in accordance with division expectations.
- Support school safety procedures, transportation expectations, visitor requirements, and all other division regulations.
- Model and maintain respectful communication and interactions with all staff members, students, volunteers, and community members.
- Address concerns through appropriate school channels and procedures in a calm, professional, and constructive manner.

VERBAL ABUSE TO STAFF

At LCPS, we value strong, respectful partnerships between families and staff as we work together to support student success. Parents, guardians, and visitors are expected to communicate with all employees in a respectful and appropriate manner at all times. Verbal abuse, threats, intimidation, harassment, profanity, yelling, or aggressive behavior directed toward staff members will not be tolerated in person, over the phone, through email, social media, or any other form of communication. We understand that concerns and disagreements may arise; however, all concerns should be addressed calmly and respectfully through appropriate channels. LCPS reserves the right to limit access to school property or take further action when behavior disrupts the educational environment or compromises the safety and well-being of students or staff.

PARENTAL RESPONSIBILITY

Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights (§ 22.1-279.3).

The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress (§ 22.1-279.3).

DAMAGE TO SCHOOL PROPERTY

DAMAGE TO SCHOOL PROPERTY

Legislation (Section 8.01-43) allows school boards to initiate action to recover from parents up to $2500 for damages for the willful or malicious destruction of school property by their child.

MORNING EXERCISES

NATIONAL MOTTO

The national motto "In God We Trust" must be prominently displayed in a conspicuous place in each school for all students to read. Senate Bill 608 - House Bill 108. 22.1 Miscellaneous Education Act.

PLEDGE OF ALLEGIANCE

Students are to stand and recite the Pledge while facing the flag with their right hand over their hearts. No student, however, can be compelled to recite the Pledge if the student, the parent, or the guardian objects on religious, philosophical, or other grounds to participating in this exercise. Students who are exempt are to remain quietly standing or sitting at their desk while others recite the Pledge and are not to do anything that disrupts or distracts others who are reciting the Pledge. Code of VA § 22.1-202.

ONE MINUTE OF SILENCE

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. Code of VA § 22.1-203.

TECHNOLOGY ACCEPTABLE USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating learning, resource sharing, innovation and communication. The term computer system includes but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, remote network access, cloud services the internet and other electronic services, and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the division's computer system must be (1) in support of education and/or research, or (2) for legitimate division business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the superintendent.

Please refer to the full policy, GAB/IIBEA, on our website.

CELL PHONE EXPECTATIONS

The Lancaster County School Board recognizes that student access to cell phones and other electronic devices is common in current society; however, it is imperative that students, parents, and staff understand that there are appropriate and inappropriate times for the use of such devices. Schools must provide a learning environment free of unnecessary distraction and disruption. The Lancaster County School Board sets forth expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

Please see full policy, JFC-R2.

10. TRANSPORTATION & ACTIVITIES

TRANSPORTATION

TRANSPORTATION PLAN

Buses will load and unload in the bus loop to the left of the school building. Teachers park in the parking lot to the left of the school building. Parents bringing students to school must use the rear loop that goes behind the school. Students may not be dropped off in the front parking lot. Any arrivals after 8:15 am will need to park in the office parking lot and come in to sign their child in as tardy. Tardy students may not sign themselves into school.

At the end of the school day, parents may drive to the back of the school and pick up their child by car. Parents will be provided an identification placard or sticker to place in the car. If you have someone pick up your child that does not have the placard, they will have to come into the school and sign the child out in person.

TRANSPORTATION

The following regulations will govern the transportation of students by publicly owned and operated school buses. Every parent, student, teacher, and other person charged with responsibility for the safety of students shall become familiar with these regulations. All buses have signs posted on the steps stating that only authorized personnel are permitted on board. Violations are prosecuted under the Code of Virginia.

To assure safe and efficient transportation of students, the following shall apply:

1. The number of pupils who may ride a school bus is determined by the total number who can be seated. School buses are designed to seat two to three students per seat. During the first days of school, while routes are being studied, we will monitor the number of students on the bus to ensure student safety.
2. Virginia law requires that students have assigned seats from the bus driver. Students must sit in their assigned seats. Assigned seating may be altered at any time by the bus driver. Additionally, the bus driver is the only person who is permitted to open and close the entrance door.
3. Posters, stickers, and advertising material of any kind are prohibited in or on school buses.
4. No object shall be placed in the bus that will restrict passage to the entrance or emergency door.
5. All students are under the jurisdiction of the driver while they are on a school bus. Drivers have the same authority as teachers in the classroom.
6. All students are to get on the bus, take a seat, face the front with legs and feet out of the aisle, and remain there until they reach their destination. Students are to refrain from reaching out of the bus windows at all times.
7. Misconduct, such as fighting, yelling, using profanity, or any conduct that is distracting to the driver, will not be tolerated.
8. The possession and use of tobacco products is prohibited.
9. Consumption of food or drink is not permitted on the bus. Glass containers on the bus are prohibited.
10. No objects are to be thrown out of the windows of the bus.
11. Students are expected to be at the bus stop ten minutes before the appointed time to avoid unnecessary delay in the bus schedule. The bus driver will not wait for students who are not at the bus stop.

12. All students are expected to ride the assigned or designated bus to and from the assigned stop only.
13. Any student who destroys, damages, or defaces any part of the bus will be required to pay for any damage and will be disciplined by the school.
14. Parents are not permitted in the bus loading or unloading zone at school for safety reasons.
15. Parents are not permitted on the bus without the express consent of the driver.
16. If the bus driver deems any electronic device to be a distraction on the bus, then appropriate measures will be taken.
17. Balloons are not allowed on the bus. Large instrument cases may be prohibited.

Appropriate school personnel must be present on the bus at all times when a parent is on the bus.

Riding a school bus is a privilege rather than a right. Student conduct must be acceptable in order to qualify to receive this optional benefit. If a student is suspended off the bus the parent is still obligated to ensure school attendance.

FIELD TRIPS

STUDENT EXPECTATIONS

Students are expected to represent the school in the most appropriate manner. Dress and mannerism are always being scrutinized by others. All school rules apply on field trips. Backpacks, coolers, and containers may be inspected by teachers or administrators at any time. Field Trip chaperones must be the parent/guardian, and must be at least 21 years of age, and must be cleared by the office prior to the field trip. Chaperones are not permitted to take students home directly from a field trip. All students must return to the school building using school-provided transportation.

The dress code applies to all field trips unless otherwise stated by the individuals organizing the field trip.

LCPS COMMITMENT

Lancaster County Public schools are committed to ensuring that all students are involved in a broad range of educational experiences. Within the framework of the county's curriculum, these activities expand, enrich, and expose students to academically profitable lessons that cannot be taught in the regular classroom. Field trips, therefore, are a vehicle for teachers to broaden their students' knowledge of grade-level curriculum, socialize their students in settings outside of the school building, and provide experience that might not otherwise be provided. All students that are participating in the field trip will ride LCPS transportation to and from the experience.

11. STUDENT RECORDS & PRIVACY

DIRECTORY INFORMATION

Personally identifiable information in a student's scholastic record may be classified as Directory Information. The following is part of the Directory Information:

- Name of student in attendance
- Address
- Date and place of birth
- Birth Certificate serial number
- Telephone listing
- Dates of Attendance
- Participation in officially recognized activities and sports
- Height and weight, if member of athletic team
- Awards and honors received; and other similar information

FERPA RIGHTS & STUDENT RECORDS

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 123g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent. Upon request, parents may review their child's cumulative records at the school office. We ask that parents please contact their child's counselor to arrange a time to review records. Any school record related to disciplinary action taken against a student for violating school board policies or rules on school property or at school sponsored events must be included in the student's record.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

DATA COLLECTED FOR ALL STUDENTS

Certain data must be collected and maintained for all students in Lancaster County Schools. The data listed below is maintained under the supervision of the building principal in the building in which the student attends:

- Record data disclosure form
- Name and address
- Birth date
- Name and address of parent
- Program of Studies plan
- Scholastic work completed
- Level of achievement, including grades and grade point average
- Type of diploma (or certificate)
- Attendance
- Test data
- Literacy Development Plan, if needed
- Cumulative health record, including pre-school physical examination report and school entrance examination report
- Certificate of immunization
- Social Security number (unless a waiver is granted)
- Notice of school status
- Student Conduct
- All other information required by the Virginia Board Regulations

12. ANNUAL REQUIRED NOTICES (CONDENSED SECTION)

SECTION 504 NOTICE

ANNUAL NOTICE OF NON-DISCRIMINATION AND SECTION 504/CHILD FIND RESPONSIBILITIES

NOTICE OF NON-DISCRIMINATION

Lancaster County Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. This notice is provided as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1905.

CHILD FIND AND FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

In accordance with federal law, Lancaster County Public Schools is committed to a policy of active "Child Find." The division is required to annually locate, identify, and evaluate all children residing within its jurisdiction, aged 3 to 21, who have a suspected disability and may be in need of special education, related services, or Section 504 accommodations.

Under Section 504, a student qualifies for protections and accommodations if they have a physical or mental impairment that substantially limits one or more major life activities (such as learning, reading, concentrating, walking, or seeing). The division ensures that all qualified students with disabilities receive a Free Appropriate Public Education (FAPE), including regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of non-disabled students are met.

REFERRALS AND EVALUATION

Parents, guardians, teachers, or community members who suspect a student has a disability that impacts their education may submit a referral for a Section 504 evaluation. Referrals must be made in writing to the principal of the student's school or directly to the division's Section 504 Coordinator. Parents will be provided with a copy of their procedural safeguards and parental rights upon any referral or request for evaluation.

DESIGNATED SECTION 504 COORDINATOR

Inquiries regarding compliance, non-discrimination policies, or student referrals should be directed to the designated Section 504 Compliance Officer:

- **Name/Title:** Heather Adams, Special Education Director
- **Phone Number:** 804.462.5100
- **Email Address:** hadams@lcs.k12.va.us

SPECIAL EDUCATION SAFEGUARDS

Procedural Safeguards.pdf - Please see our website at www.lcs.k12.va.us

MCKINNEY-VENTO (HOMELESS EDUCATION)

The McKinney-Vento Homeless Assistance Act is Title IX Part A of the Every Student Succeeds Act of 2015. This legislation ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school. It requires immediate enrollment or the option to remain in the same school even when a student experiencing homelessness no longer resides in the school's attendance zone.

Homeless children and youth are defined as those children who lack a fixed, regular, and adequate nighttime residence, including those who share housing with other persons, live in motels, trailer parks, campgrounds, cars, and substandard housing due to a lack of alternative adequate housing. Unaccompanied youth means youth not in the physical custody of a parent or guardian, such as runaways and youth denied housing by their families. Lancaster County Public Schools enrolls homeless students in accordance with School Board Policy. Please contact the Lancaster County School Board Office for more information in reference to homeless students at 804-462-5100 ext 7001. Each school division has a McKinney Vento liaison. Please see school board personnel at the beginning of this handbook for contact. Further information can be found at Project Hope Virginia (projecthopevirginia.org).

FEDERAL PROGRAMS / TITLE I

Federal Programs provide additional funding and support to help ensure all students have access to a high-quality education and the opportunity to succeed academically. These programs support instructional services, intervention programs, professional development for staff, family engagement activities, technology, and resources designed to meet the needs of students. Funding may include programs such as Title I, Title II, Title III, Title IV, and Special Education services, all of which work together to support student achievement, teacher effectiveness, and school improvement efforts across the division.

- Title I: Improving the Academic Achievement of the Disadvantaged
- Title II: Preparing, Training, and Recruiting High Quality Principals and Teachers
- Title III: Language Instruction for English Learners and Immigrant Students
- Title IV: 21st Century Schools
- Title V: State Innovation and Local Flexibility
- Title VI: Indian, Native Hawaiian and Alaska Native Education
- Title VIII: Equitable Services for Private School Students, Teachers, and Other Educational Personnel
- Title IX, Part A: Homeless Education

13. WHERE TO FIND MORE INFORMATION

LCPS POLICY MANUAL

The school division policy manual is available online at: www.lcs.k12.va.us. Printed copies may be available at the school division office located at 2330 Irvington Road, Weems, Virginia 22576.

ATHLETICS

see athletic handbook

LCPS CONTACT INFORMATION

- High School - 804-462-5100 x7000
- Elementary School - 804-462-5100 x7002
- Early Childhood Center - 804-462-5100 x5103
- School Board Office - 804-462-5100 x7001

LANCASTER COUNTY PUBLIC SCHOOLS BOARD MEMBERS:

- Joan Gravatt, Chair - District 4 - jgravatt@lcs.k12.va.us
- Margaret Socey, Vice Chair - District 5 - msocey@lcs.k12.va.us
- Faith Kemp - District 1 - fkemp@lcs.k12.va.us
- Kenya Moody - District 2 - kmoody@lcs.k12.va.us
- Cindy Clarke - District 3 - cclarke@lcs.k12.va.us

Britney Thomas, School Board Clerk - bthomas@lcs.k12.va.us

LCPS DIRECTORS AND ADMINISTRATORS

Superintendent of Schools	Jessica Davis	jdavis@lcs.k12.va.us
Director of Human Resources and Equity	Kelvin P. Evans	kevans@lcs.k12.va.us
Director of CTE and Workforce Readiness	Mary Catherine Jones	mcjones@lcs.k12.va.us
Director of Student Achievement & Accountability	Anna Kellum	akellum@lcs.k12.va.us
Director of Finances	Kia Dobyns	tdobyns@lcs.k12.va.us
Director of Transportation and Security	CD Hathaway	chathaway@lcs.k12.va.us
Director of Operations & Project Management	Travis Pittman	trpittman@lcs.k12.va.us
Director of Special Education	Heather Adams	hadams@lcs.k12.va.us

Director of Food Services	Christal Jett	cjett@lcs.k12.va.us
Athletic Director	Chuck Parrish	cjett@lcs.k12.va.us
Director of Testing and Student Information	Sarah Straney	sstraney@lcs.k12.va.us
Director of Technology	Kevin Bean	kbean@lcs.k12.va.us
Gifted Instruction Coordinator	Robyn Saunders	rsaunders@lcs.k12.va.us
School Social Worker & Homeless Liaison	Tish Scott	lscott@lcs.k12.va.us
Attendance Officer	Larry Willis	lwillis@lcs.k12.va.us
High School Principal	Mike Myers	mmyers@lcs.k12.va.us
High School Assistant Principal	Lindsey Smith	lnsmith@lcs.k12.va.us
High School Assistant Principal	Markus Ferguson	mferguson@lcs.k12.va.us
Elementary School Principal	Quintese Kenner	qkenner@lcs.k12.va.us
Elementary School Assistant Principal	Janet Delfico	jdelfico@lcs.k12.va.us
Elementary School Assistant Principal	Akim Mansaray	amansaray@lcs.k12.va.us
Early Childhood Education Coordinator	Amanda Ambrose	aambrose@lcs.k12.va.us

PART TWO

Compulsory Attendance Guidlines and Student Code of Conduct

LANCASTER COUNTY
PUBLIC SCHOOLS

2026-2027 Compulsory Attendance Guidelines and Student Code of Conduct

INTRODUCTION 4

ATTENDANCE DOES MATTER 5

COMPULSORY ATTENDANCE 6

ATTENDANCE POLICY 7

ROLES AND RESPONSIBILITIES 15

PURPOSE AND INTENT OF THE STUDENT CODE OF CONDUCT 15

REMOVAL OF A STUDENT FROM CLASS 16

PROCEDURES FOR STUDENT SUSPENSIONS AND EXPULSIONS 17

SUSPENSION FOR TEN (10) DAYS OR LESS 18

WRITTEN REQUEST FOR APPEAL 19

REVIEW BY SUPERINTENDENT 19

ALTERNATIVE PLACEMENT – CRIMINAL MATTERS 21

EXPULSION FOR WEAPONS-RELATED OFFENSE 22

EXPULSION FOR DRUG-RELATED OFFENSE 22

ADMISSION OF STUDENTS SUSPENDED OR EXPELLED FROM OTHER SCHOOL DIVISIONS 23

SUSPENSIONS OF EXPULSIONS OF STUDENTS WITH DISABILITIES 23

VIOLATIONS OF THE LCPS STUDENT CODE OF CONDUCT 23

BULLYING 26

CELLPHONE AND OTHER ELECTRONIC DEVICES 26

STUDENT DRESS 27

DISCIPLINARY CONSEQUENCES LEVELS 1-4 28

THREAT ASSESSMENT 29

SELF DEFENSE 30

SEARCH AND SEIZURE 30

INTRODUCTION

The Lancaster School Board established expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.
The following pages are your annual notification of the Lancaster County Public Schools Standards of Student Conduct.The school board and superintendent review the codes of student conduct developed by the Virginia Board of Education, to incorporate into policy and the Student Code of Conduct a range of discipline options and alternatives to preserve a safe, and non-disruptive environment for effective learning and teaching. The school board's *Student Code of Conduct* applies to all Lancaster County Public School students.

The Student Code of Conduct will be enforced when the students are:

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In school vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The Student Code of Conduct shall be sent to all parent(s)/guardian(s) within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time in accordance with the requirements of Va. Code § 22.1-279.3. A statement for the parent's/guardian's signature acknowledging the receipt of this policy is included in the back of the booklet and must be returned to the school immediately. The statement shall also acknowledge the receipt of state law concerning parental assistance in maintaining discipline and order. Parent(s)/guardian(s) shall be notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements. The school principal may request the student's parent(s)/guardian(s) if both have legal custody to meet the principal or his/her designee to review the *Student Code of Conduct* and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

ATTENDANCE DOES MATTER

Long Term Impacts of Missing School

1 or 2 absences a week doesn't seem much, but this is what it can lead to...

If a student misses...	This equals...	Which is...	Over 13 years of schooling..
1 day per quarter	4 days per year	1 week per year	36% of 1 school year
1 day per month	10 days per year	2 weeks per year	Nearly $^{3}/_{4}$ of one year
4 days per quarter	16 days per year	3 weeks per year	Just over 1 year
1 day per week	36 days per year	7 weeks per year	Just over 2 $^{1}/_{2}$ years
2 days per week	72 days per year	14 weeks per year	Just over 5 years

Being on time also matters

Being late to class doesn't really make a big difference, but this is what it can lead to...

If a student misses...	This equals...	Which is...	Over 13 years of schooling..
30 minutes per month	7.5 minutes per week	1 day per year	13 days
10 minutes per day	50 minutes per week	1 week per year	36% of 1 school year
20 minutes per day	1 hour 40 minutes per week	2 weeks per year	Nearly $^{3}/_{4}$ of one year
30 minutes per day	Half a day per week	3 weeks per year	Just over 1 year
1 hour per day	1 day per week	7 weeks per year	Just over 2 $^{1}/_{2}$ years

Did you Know:

- A missed school day is a lost opportunity for students to learn.
- Missing 10% (18 days) or about 2 days each month, equals almost a full month of learning lost during the school year.
- Reading and math skills develop continuously, with each day of instruction building upon previously learned concepts.
    - Children who are chronically absent in preschool, kindergarten, and first grade are much less likely to read at grade level by the third grade.
    - By 6th grade, absenteeism is one of the three signs that a student may drop out of school.
    - By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores.

What can you do:

- Ensure your child is on time and attends school regularly.
- Check to ensure your child has completed their assignments and is prepared daily.
- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- Talk about the importance of showing up to school every day.
- Monitor your child's academic progress and seek help from teachers or tutors when necessary.
- Make sure teachers know how to contact you.

COMPULSORY ATTENDANCE

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall cause such child to attend a public school or otherwise provide the child with an education in accordance with state law (VA Code § 22.1-254) unless the child is exempt from the state's compulsory attendance requirement. Further, in the case of any five-year-old child, the requirements of this policy may be alternatively satisfied by causing the child to attend any public educational prekindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program. As used in this policy, "attend" includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

The requirements of this policy apply to
(i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and
(ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in Va. Code §§ 22.1-253.13:1.C and 22.1-254.01.

The requirements of this policy do not apply to
(i) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan, and
(ii) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements.

ATTENDANCE POLICY

File: JED

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- For middle and high school students, one school day per school year to engage in a civic event
- A legal parent/guardian may excuse a child for personal sickness for up to 3 days. These days will require written notification from the legal parent/guardian but not a doctor's note.
- A maximum of 2 school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessment or during any period of time that the student is suspended or expelled from school; the student's principal or assistant principal may request a representative of 4-H to provide documentation of a student's participation in order for the student's absence to be excused
- Subject to guidelines established by the Virginia Department of Education, students who are members of a state- or federally-recognized tribal nation that is headquartered in Virginia shall be granted one excused absence per academic year to attend such nation's pow wow gathering provided that the student's parent provides the student's school advance notice of the absence in the manner required by the school
- Student participating in a college visit
- Student participating in a school activity (including sports)
- Student is in guidance, in-school suspension, or nurse's clinic
- Student returns from being sick with a doctor's note
- Student is attending court
- Student has a death in the family or is attending a funeral
- **Beginning with the 2026-2027 school year, a student whose immediate family member is an active-duty member of the uniformed services, as defined in Virginia Code § 22.1-360, and whose family member has received orders for deployment outside the United States, is on leave from such deployment, or has recently returned from deployment outside the United States, shall be granted up to five excused absences to visit with the family member in

connection with the leave or deployment. Written documentation verifying the leave or deployment may be required by the school division.

The superintendent, by regulation, establishes procedures for appropriate intervention when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

Students shall attend school for a full day unless excused by the principal or principal's designee.

High school students may spend a 5 day maximum of school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial day or a full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

An attendance officer, or a division superintendent or the superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

Nothing in this policy shall be construed to limit in any way the authority of any Attendance Officer or the division Superintendent to seek compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil's parent is aware of and supports the absence; and (3) a reasonable effort to notify the parent has failed then the principal or principal's designee makes

a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or, principal designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Additional Absences Without Parental Awareness and Support:

If the pupil is absent or more than one additional day after direct contact with the pupil's parents and school personnel have received no indication that the pupil's parent is aware and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the student's parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer.

The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code 20-124.2 and the school has received notice of such order, both parents shall be notified at the last received notice of such order, both parents shall be notified at the last known addresses of the parents.

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age and has 10 or more unexcused absences from the school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of

pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

File: JED-R

STUDENT ABSENCES/EXCUSES/DISMISSALS REGULATIONS

A student is considered chronically absent if they miss more than 10% of the days they are enrolled in school, regardless of whether the absences are excused or unexcused.
Examples:
Enrolled for 180 days → 18 or more absences = chronically absent
Enrolled for 174 days → 17 or more absences = chronically absent
Enrolled for 95 days → 9 or more absences = chronically absent

Regular attendance is essential for academic success, and chronic absenteeism can significantly impact a student's progress.

I. Excused Absences

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

1. For middle and high school students, one school day per school year to engage in a civic event.
2. A legal parent/guardian may excuse a child for personal sickness for up to 3 days. These days will require written notification from the legal parent/guardian but a doctor's note is recommended.
3. A maximum of 2 school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessment or during any period of time that the student is suspended or expelled from school; a representative of 4-H should provide documentation of a student's participation in order for the student's absence to be excused.
4. Subject to guidelines established by the Virginia Department of Education, students who are members of a state- or federally-recognized tribal nation that is headquartered in Virginia shall be granted one excused absence per academic year to attend such nation's pow wow gathering provided

that the student's parent provides the student's school 5 days advanced notice. Written documentation from the tribal nation is required in order to verify the absence.

5. Students participating in a college visit, with 5 days advance notice.
6. Student participating in a school activity (including sports).
7. Student is in guidance, in-school suspension, or nurse's clinic.
8. Student returns from being sick (more than 3 days) with a doctor's note.
9. Student is attending court and documentation is provided.
10. Student has a death in the family or is attending a funeral will be excused up to 3 days, with a letter from parent or guardian.
11. High school students may spend a 5-day maximum of school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial day or a full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.
12. Students may be excused from school for the observance of a religious holiday if specific procedures and criteria are met. To qualify for an excused absence on this basis, the parent or guardian must notify the school in writing at least five (5) school days prior to the intended absence. The written notification must include the parent's signature, the date(s) the student is requesting to be absent, the date(s) of the religious holiday being observed, and documentation verifying that that observance is for a nationally recognized religious holiday.

13. ** Beginning with the 2026-2027 school year, a student whose immediate family member is an active-duty member of the uniformed services, as defined in Virginia Code § 22.1-360, and whose family member has received orders for deployment outside the United States, is on leave from such deployment, or has recently returned from deployment outside the United States, shall be granted up to five excused absences to visit with the family member in connection with the leave or deployment. Written documentation verifying the leave or deployment may be required by the school division.

*Up to 10 absences per student per year may be excused with a note from parent/guardian. Additional absences will require documentation to support the absence. All notes or other documentation related to student attendance will be kept on file in the attendance office or other designated location as appropriate.

II. Unexcused Absences

Any absence which keeps a student away from school and is not excused by reasons above. Examples include:

1. Vacation
2. Personal travel (including travel sports (sports that are not school sponsored))
3. Missing the bus
4. Child Care

5. Truancy (student is absent from class and the school has not received notification from the parent that they are aware and support the absence)

III. Documentation of Absence

1. In the event that a parent/guardian is unable to provide prior notice of a student's absence, the school must be contacted on the day of the absence. The absence will be recorded as unexcused until written communication is received by the school stating the reason for the absence. A note or documentation explaining the reason for absence should be submitted to the school within 3 school days of the student returning from the absence. Acceptable written communication includes a signed note, email, or other form of documentation deemed appropriate by the school administration.
2. Parents/guardians are asked to submit a written explanation for a student's absence within 3 days upon his/her return to school. A doctor's written excuse is requested when medical services are involved. Other excuses from official sources also requested.

IV. Parent Notification Procedures

1. As required by Virginia State Law, Code 22.1-258, parent/guardian will be contacted each day their child is absent from school unless the parent/guardian has contacted the school in advance.
2. Following five days of a student's absence from school or any individual high school class, the parent/guardian will receive written communication from their child's building administrator regarding the absence of their child. Included will be the amount of days missed, and dates of excused or unexcused absences.
3. Following ten days of absence from school or any high school credit bearing class, the parent/guardian shall receive a written communication from their child's building administrator regarding the absences of their child. The student and parents/guardians may be required to attend a meeting regarding their child's absences from class.
4. **A student who accumulates seventeen or more absences–whether excused or unexcused– in any individual high school course will receive a failing grade for that course. Parents or guardians will be notified by mail when a student reaches this threshold.**

V. Chronically Absent

A student is considered to be chronically absent if they are absent from school, whether excused or unexcused, for more than 10% of the days in which they are enrolled. As chronic absenteeism negatively impacts student progress as well as school accreditation, the school division will implement the following measures:

1. 5th Absence (Excused or Unexcused)
   For any students ho accumulates five absences, the principal or designee will ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance.
2. 7th Absence (Excused or Unexcused)

If the student is absent seven or more days after direct contact within the student's parents, the school principal or principal's designee shall schedule a conference with the student, the student's parent and school personnel. Such providers to resolve issues related to the student's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designees shall make a referral to the truancy officer.

3. 10 or More Absences (Excused or Unexcused)
   The truancy officer shall schedule a conference with the pupil and pupil's parent within 10 school days of receiving referral and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1 -228 or (ii) institute proceedings against the parent pursuant to VA. Code §18.2-371 or §22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code 20-124.2 and the school has received notice of such order, both parents shall be notified at the least received notice of such order, both parents shall be notified at the last known addresses of the parents.
4. 10th Consecutive Days of Absences (Unexcused)
   A student who is under 18 years of age and has 10 or more unexcused absences from the school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's licence.
5. 15th Consecutive Days of Absences (Excused or Unexcused)
   In accordance with Code of Virginia §VAC20-110-130, at fifteen (15) days of consecutive absences, excused or unexcused, a student will be unenrolled from school. Parents/guardians will be notified of this action in writing and be provided with information on how to re-enroll the student or provide evidence of the student's enrollment in another school.

VI. Grade Reduction or Retention

Elementary and Middle School - Students who exceed the threshold from chronic absenteeism for the school year will be required to participate in a student assistance plan to address attendance. Students who do not successfully meet the conditions agreed to in the student assistance plan may be denied promotions to the next grade level.

1. The principal will convene a meeting with the student's teacher, school counselor and parents/guardians within 30 days prior to the end of the school year to review progress on the student success plan for any student who is passing their classes but has exceeded the threshold for chronic absenteeism for the current school year.
2. At the conclusion of the meeting, the parent/guardian will be notified in writing whether the student will be retained, promoted, or required to attend summer school as a condition of promotion to the next grade level.

High School Credit Bearing Courses - Students with 10% absences or greater in any course within a given semester will receive a failing grade (59%) for the semester or the actual class grade, whichever is lower.

1. A parent or guardian may request a waiver of the grade reduction or retention by completing and submitting the LHS Attendance Waiver Request form. All waivers must be received by the building principal within one week of the close of the semester.
2. Each waiver will be considered on a case-by-case basis and the parent or guardian will receive a decision in writing within 10 business days of submitting the waiver to the building principal.
3. To be eligible for an attendance waiver, the student must have a passing grade in the class for which the waiver is submitted. Attendance waivers will not be considered for any class in which the student does not have a passing grade.

Make Up Work

Students are expected to complete all assigned coursework within three school days of returning to school following an absence. At the elementary level, teachers will provide make-up work directly to the student. Middle and high school students are responsible for obtaining and completing any missed assignments within the same three-day window.

Teachers will provide reasonable opportunities for students to make up missed work due to excused absences without academic penalty. In cases of extended absences or extenuating circumstances, including those covered by an Individualized Education Program (IEP) or 504 Plan, teachers will work collaboratively with students and families to determine an appropriate timeline for completing missed work. Failure to submit outstanding assignments within the designated timeframe may result in a reduced grade or a grade of zero.

ROLES AND RESPONSIBILITIES

School board members, school personnel, parent(s)/guardian(s), and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. It is the responsibility of the school board to adopt policies and regulations. The superintendent has responsibility to issue standards of student conduct including a list of corrective disciplinary actions for violation of the standards. Each parent/guardian has a duty to assist the school in enforcing the standards of student conduct. Families should expect disciplinary consequences to become more severe as a child accumulates infractions.

Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the student code of conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

Upon the failure of a parent to comply with the provisions of § 22.1-279.3, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

PURPOSE AND INTENT OF THE *STUDENT CODE OF CONDUCT*

The development, implementation, and enforcement of the student conduct policy is intended to ensure a safe, non-disruptive environment for effective teaching and learning. Standards of student conduct are designed to protect the health, safety and welfare of students.

It is the belief of the Lancaster County School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning.

The primary objectives of the *Student Code of Conduct* are

(1) to provide standards and guidelines for student behavior;
(2) to assist the student in becoming a responsible, productive, and self-disciplined citizen; and
(3) to maintain a safe and orderly environment in the classroom and all other areas of the school.

REMOVAL OF A STUDENT FROM CLASS

Teachers shall have the initial authority to remove a student from class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:

1. The removal of the student is necessary to restore a learning environment free from interruptions or obstructions caused by the student's behavior.

2. The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.

3. The removal of a student is an appropriate response to student behavior that is a violation of the rules of conduct.

4. Written or verbal notice of the student's behavior and removal from class is given to the parent(s)/guardian(s) by the teacher/administrator.

5. The parent(s)/guardian(s) will be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues.

PROCEDURES FOR STUDENT SUSPENSIONS AND EXPULSIONS

When a student is sent to the principal or designee for any disciplinary action or conference concerning an incident, the steps below must be followed. These guidelines for disciplinary action constitute a hearing for the student and represent the due process procedures that are required.

The principal or designee:

1. Advises the student of the charge(s).
2. Advises the student of the facts on which the charge(s) are based.
3. Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written and/or verbal statement concerning the incident.
4. Provides written verification of the proposed disciplinary action (including a written statement of appeal procedures for out of school suspension) to the parent.
5. Makes every effort to notify the student's parent by telephone if action is going to be taken immediately to suspend the student.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of charges, explanation of facts and opportunity to present his/her version of what occurred, shall be provided as soon as practical.

SUSPENSION FOR TEN (10) DAYS OR LESS

The Code of Virginia gives the principal or designee the authority to make a determination, based on an investigation, that a student has violated a rule that may require a suspension of 10 days or less. If a parent desires to appeal a suspension of 10 days or less, the appeal process begins in the school with the suspending administrator.

No student in preschool through grade three shall be suspended for more than three days or expelled from attendance at school, unless

(i) the offense involves physical harm or credible threat of physical harm to others or

(ii) the School Board or superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Students who have been suspended from school, regardless of duration, may only be readmitted to regular attendance after the student's parent(s)/guardian(s) has attended, and or participated in a readmission conference with the principal or principal's designee to discuss improvement of the student's behavior.

The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by Lancaster County Public Schools that the student may attend during his/her suspension shall be borne by the parent(s)/guardian(s) of the student.

Any student who is suspended shall be given the opportunity to make up missed work. It shall be the responsibility of the student and/or his/her parent(s)/guardian(s) to initiate the effort necessary for making up missed work. Students will receive full credit for made up work that is returned to the school within 3 days of the students return.

Ten (10) Day Suspension

When a student has been suspended up to 10 days a discipline hearing will be scheduled within the 10 day suspension. The parent(s)/guardian(s) is required to attend the hearing to meet with the division's hearing officer in order to be readmitted to school.

WRITTEN REQUEST FOR APPEAL

1. If a principal's designee suspends the student, the appeal is to the building principal. The parent(s)/guardian(s) must request in writing a review of the suspension decision within three (3) school days of being notified of the suspension or the decision becomes final.

2. The principal will review the incident and within three (3) school days after receipt of the written request, will report the decision in writing to the parent.

3. Disciplinary matters with consequences less than out-of-school suspension (ex. in-school-suspension, detention) shall be the final decision of the principal.

REVIEW BY SUPERINTENDENT

If the parent requests an appeal of the principal's decision to suspend a student, the written request must be submitted within three (3) school days of the principal's decision or the decision becomes final. The request will be sent directly to the principal who will notify the superintendent of the request to appeal.

1. Within three (3) school days after receipt of the notice of appeal, the Superintendent will review the actions taken by the principal/designee and confirm or disapprove such action based on an examination of the record of the student's behavior.

2. The decision of the superintendent shall be final.

3. Disciplinary matters with consequences less than out-of-school suspension (ex. in-school-suspension, detention) shall be the final decision of the principal.

LONG-TERM SUSPENSION (11-45 DAYS) OR EXPULSION (365 DAYS)

A long-term suspension may extend beyond a 45-day school day period but shall not exceed 364 calendar days if (i) the offense is one described in VA. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

1. When a principal recommends long-term suspension or expulsion for a student, he/she must immediately notify the student and his/her parent(s)/guardian(s) that the student will be recommended for long-term suspension or expulsion.

2. The student will be suspended for ten (10) days by the principal. The principal will immediately forward a written request that the suspension be for more than ten (10) days, with a recommendation for the length of the long-term suspension or possible expulsion, to the Office of the Superintendent.

3. The principal, within 24 hours of the incident, must provide written notice to the student and his/her parent(s)/guardian(s) of the proposed action and the reasons, therefore. The parents are informed that a hearing before the division's hearing officer must be scheduled and held within ten (10) school days of the first day of the ten (10) day suspension. The parents are directed to call the School Board Office to schedule the hearing. The hearing officer and the Superintendent will receive a copy of this notice within 48 hours of the incident.

4. The parent shall also be notified of their right to an appeal of the decision of the hearing officer's recommendation to the School Board.

Review of procedures for suspensions of more than ten (10) days and expulsions, including appeals process:

1. All students that are recommended for long-term suspension or expulsion will have their long-term suspension or expulsion reviewed by the division's discipline hearing officer.

2. School Board Office personnel will schedule the discipline hearing after receiving a call from the student's parent(s)/guardian(s).

3. The hearing will be held within ten (10) school days of the date of the written notice unless the student and/or parent(s)/guardian(s) ask for a continuance and the continuance is approved by the hearing officer.

4. At the hearing, the principal or his/her representative shall present any evidence in support of the principals' recommendation. Likewise, the student and his/her parent(s)/guardian(s) or representative may present any evidence to support the student's position.

5. It is important for the hearing officer to review all the facts, evidence, and witnesses' statements. Written statements including a detailed report should be provided. They should present a strong case, which could be reviewed by the School Board. Student grades, attendance, and disciplinary records should be made readily available at the hearing by the principal.

6. The hearing officer may either uphold the recommendation of the principal in whole, part or disapprove. Additional recommendations may be made as well. The student and parent(s)/guardian(s) must appear at the hearing or the appeal will be deemed to have been waived.

8. The hearing officer must inform the Superintendent, Principal, and parent(s)/guardian(s) in writing of her recommendation within ten (10) school days.

9. The hearing officer must provide written notice to the student, parent(s)/guardian(s) of a suspension of more than ten days. The letter should specify the length of the suspension, information regarding the availability of alternative education programs or intervention programs. The letter should state the student's eligibility to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the school board during or upon the expiration of the suspension.

10. For students recommended for expulsion by the hearing officer, the School Board decides to uphold, deny, or modify the recommendation.

11. If the student, parent(s)/guardian(s) choose to appeal the decision of the hearing officer, they must do so in writing to the Superintendent within five (5) school days of the date of the letter of notification of the hearing officer's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The student will remain suspended pending the disposition of his/her appeal.

12. Upon a timely request for a hearing before the Lancaster County School Board, which shall occur within thirty (30) calendar days, the Superintendent shall notify the student and the parent(s)/guardian(s) of the time and place of the hearing.

13. If the School Board expels a student, written notice shall advise the parent(s)/guardians of such student that the student may petition the School Board for readmission to be effective one (1) calendar year from the date of his/her expulsion, and of the conditions, if any, under which readmission may be granted. The decision of the School Board may be appealed to the Lancaster County Circuit Court within thirty (30) calendar days of the date of the school board decision.

ALTERNATIVE PLACEMENT – CRIMINAL MATTERS

A school board may, in accordance with the procedures set forth in this article, require any student who has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (ii) found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) found to have committed a serious offense or repeated offenses in violation of school board policies; (iv) suspended pursuant to § 22.1-277.05; or (v) expelled pursuant to § 22.1-277.06, 22.1-277.07, or

22.1-277.08, or subsection C of § 22.1-277, to attend an alternative education program. A school board may require such student(s) to attend such programs regardless of where the crime occurred.

If the student or parent(s)/guardian(s) disagrees with the recommended alternative placement, a written request for an appeal hearing before the School Board must be submitted to the superintendent within five (5) business days after receipt of written notice of recommended alternative placement. The School Board shall conduct a hearing on the appeal within thirty (30) calendar days thereafter.

EXPULSION FOR WEAPONS-RELATED OFFENSE

Any student determined to be in possession of or to have brought any prohibited weapon (as described in Policy JFCD) onto school property or at a school-sponsored activity, may be expelled for a period of not less than one year (365 days). A school administrator, pursuant to school board policy, or a school board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. § 22.1-277.07

EXPULSION FOR DRUG-RELATED OFFENSE

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance or imitation controlled substance, or marijuana as defined in VA. Code §18.2-247 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the case that special circumstances exist, and another disciplinary action is appropriate. The Division Superintendent or hearing officer may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate and recommend that action to the School Board for final determination Virginia Code §22.1-277.08.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse or both, and if recommended by the evaluator and with the consent of the student's parent(s)/guardian(s), to participate in a treatment program.

ADMISSION OF STUDENTS SUSPENDED OR EXPELLED FROM OTHER SCHOOL DIVISIONS

A student who has been expelled or suspended for more than thirty (30) days from attendance at school by a School Board or a private school, or for whom admission has been withdrawn by a private school, may be excluded from attendance for no more than one calendar year in the case of expulsion or withdrawal of admission, and in the case of suspension of more than thirty (30) days, for not longer than the duration of such suspension. The school shall provide written notice to the student and his or her parent(s)/guardian(s) of the reason for such possible exclusion and of the right to a hearing conducted by the division superintendent or division hearing officer. The student may not attend school until a review of the case or hearing is completed. Exclusion shall be imposed upon a finding that the student presents a danger to the other students or staff member of the school division, The decision to exclude the student shall be final unless altered by the School Board after timely written petition, Upon the expiration of the exclusion, the students may petition the division superintendent for admission.

SUSPENSIONS OF EXPULSIONS OF STUDENTS WITH DISABILITIES

Suspension and/or expulsions of students with disabilities will be in compliance with state and federal law.

VIOLATIONS OF THE LCPS STUDENT CODE OF CONDUCT

The items in the following list, which is not exhaustive, are considered violations of the LCPS Student Code of Conduct:

1. **Assault:** a threat or perceived threat of bodily injury.
2. **Battery:** any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.
3. **Bomb Threat/False Fire Alarm:** any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.
4. **Bullying:** defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. 'Bullying' includes cyber bullying. 'Bullying' does not include ordinary teasing, horseplay, argument, or peer conflict.
5. **Cheating:** on a test or assigned work by giving, receiving, offering and/or soliciting information. Plagiarizing by copying the language, structure, idea and/or thoughts of

another. Falsifying statements on any assigned schoolwork, tests or other school documents.

6. **Defiance (insubordination):** the failure to comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.
7. **Disrespect of Staff**: speaking to a member of the LCPS staff (e.g., teacher, custodian, administrator, any staff member) in an uncivil, discourteous manner.
8. **Disruptive Behavior:** any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.
9. **Dress Code:** policy adopted by the school board that governs or restricts the attire, appearance, or grooming, including hairstyle, of any enrolled student. Continuous violation is considered defiance.
10. **Extortion:** the attempt to obtain anything of value from another by using a threat of any kind.
11. **Fighting:** the use of physical violence between students or on another person.
12. **Inciting a Fight**: any person who conspires with others to cause or produce a riot, or directs, incites, or solicits other persons who participate in a riot to acts of force or violence.
13. **Gambling** is betting money or other things of value, or knowingly playing or participating in any game involving such a bet, on school property, on school buses or during any school related activity.
14. **Gang-related Activity:** includes symbols of gang membership which are expressly prohibited (ex. clothing or hats that symbolize association) and rituals associated with or activities by an identified group.
14. **Harassment:** a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of his/her safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim and bystanders. Harassing behavior may include, but is not limited to, epithets; derogatory comments or slurs and lewd propositions; assault; impeding or blocking movement; offensive touching or any physical interference with normal school activity, work or movement, and visual insults such as derogatory posters or cartoons.
15. **Hazing**: to recklessly or intentionally endanger the health or safety of a student(s) or to inflict bodily injury on a student(s) in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student(s) so endangered or injured participated voluntarily in the relevant activity. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.
16. **Possession or use of alcohol, tobacco (including electronic cigarettes, vaporizing devices, nicotine patches), unauthorized use of prescription medications/ controlled substances, marijuana and/or other drugs or drug paraphernalia:** having on school property (i.e., not limited to bus stops, the school bus, lockers, school parking lots and other facilities used for school activities), distributing to others, being under the influence of illegal substances.
17. **Profane or Obscene Language or Conduct:** use of language that is vulgar, profane or

obscene (swearing, cursing, hate speech) language or a gesture (gang signs or hand gestures) that are vulgar, profane, obscene or such behavior that disrupts the teaching and learning environment.

18. **Property Offenses (Vandalism):** willfully or maliciously causing damage or defacing any school building or other property owned or under the control of the School Board. In addition, willfully or maliciously causing damage or defacing property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events. The School Board may institute action and recover from the parents/guardians up to $2,500 for damages.
19. **Threat:** making any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.
20. **Trespassing:** use school facilities without proper authority or permission, or being present on school property during a period of suspension or expulsion.
21. **Truancy/Tardiness**: the failure of students to attend school on a regular and punctual basis unless otherwise excused in accordance with the School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals).
22. **Stalking:** a pattern of behavior that places another person in fear of serious harm.
23. **Violations of the Acceptable Use Policy:** for example, unauthorized downloading software, waste of resources, printing without permission, hacking a database or corrupting the network.
24. **Weapons:** possession of any type of unauthorized firearm or other Dangerous weapon or device. (See policy JFCD weapons in School).
25. **Unsafe/Disruptive Behavior**: any behavior deemed unsafe or disruptive to the learning environment.

The facts and circumstances of each of the above offenses are considered fully in determining reasonable corrective actions.

BULLYING

A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

The principal or his/her designee will notify the parent of any student involved in an alleged incident of bullying within 24 hours of learning of the allegation of bullying.

CELLPHONE AND OTHER ELECTRONIC DEVICES

Expectations for Students

The use of cell phones (and all other personal electronic devices including headphones, earbuds, smart watches, and other Bluetooth enabled devices) is strictly prohibited during the regular school day. Upon arrival to school, and continuing through dismissal from school, cell phones (and other electronic devices) are required to be silenced or powered off and not permitted to be on the student's person. There are several options to store these devices throughout the day that are shared with students. Failure to comply with this expectation will result in the following actions:

Consequences of having a device on their person during the school day:

First offense: Parent/guardian contacted, verbal warning, and the device will be confiscated until the end of the school day.

Second Offense: Parent/guardian contacted, the device will be confiscated, and the parent/guardian must come to retrieve the device.

Third Offense: Parent/guardian contacted, the device will be confiscated, and the parent/guardian must come to retrieve the device. In addition, for a period of 30 calendar days, the student will be required to check their device into the office at arrival, and retrieve it following dismissal.

Cell phones and identified electronic devices may be used:

- When students are attending non-instructional after-school events/activities.
- When students are riding the school buses, so long as such use is not distracting or disruptive. Students must use earbuds or headphones when listening to music or watching videos with sound.
- When students have a documented medical exemption approved by the building level principal and school nurse.

Parental Involvement and Responsibility

Each parent of a student enrolled in Lancaster County Public Schools has a duty to assist in enforcing this policy, along with the Standards of Student Conduct.

STUDENT DRESS

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety concern. All students are expected to dress appropriately. Apparel worn to school should be neat and clean. Items of clothing, body art and accessories with language that is vulgar, obscene, or discriminating, or that promotes or depicts weapons, drugs, alcohol, tobacco products, nicotine vapor products, drug paraphernalia, themes of violence, or gang symbols are prohibited. No school board employee shall enforce this policy by direct physical contact with a student or a student's attire and no school employee shall require a student to undress in front of any other individual, including the enforcing school board employee, to comply with the dress or grooming code.

A. Examples of unacceptable dress include, but are not limited to:
   1. "See through" shirts, tank tops, muscle shirts and sleeveless shirts that do not extend to the point of the shoulder. These may only be worn with an additional shirt of a different type underneath or over.
   2. Hats, hoods, bandanas, sunglasses, ski masks, gloves, head covers (except any religion or ethnic specific head cover that fits snug to the head), and bonnets/shower caps are not to be worn in a school building.
   3. Clothing that exposes undergarments, the midriff, chest, back, or buttocks is inappropriate for school and is not permitted.
   4. Pajamas and other sleepwear.
   5. Absence of shoes or appropriate footwear. Examples of inappropriate footwear include, but are not limited to, slippers, shoes with wheels, and in grades PK – 5, open toed and open backed shoes.
   6. Clothing with inappropriate slogans, sexual innuendo, themes of violence, or negative gestures, especially as they relate to alcohol, drugs, illegal substances, or tobacco products.
   7. Pants worn below the normal waistline and/or at a length that may cause walking on the hem of the garment.
   8. Shorts that do not reach mid-thigh.

9. Skin-tight clothing unless covered by a garment reaching mid-thigh.
10. Clothing with holes that reveal skin or undergarments above mid-thigh.
11. Bandanas hanging from pockets or "flagging".
12. Any student's dress that is determined by school administration to be disruptive to the learning environment is not acceptable.

B. Principals have the final determination of the appropriateness of student dress.

C. Students who fail to meet the dress standards as stated above will be asked to change clothes and parents will be contacted for their assistance. If a student dress code violation cannot be immediately remedied, the student may be placed into in-school suspension. Repeated violations of the dress code policy will be treated as defiance and may result in consequences up to and including in-school and out-of-school suspension.

D. These standards shall be enforced in a gender-neutral manner.

DISCIPLINARY CONSEQUENCES LEVELS 1-4

The consequences for offenses appear below within a range of level 1 to level 4. Consequences for offenses may include, but are not limited to, the corrective actions in policy JFC-R. Repeat offenders will face the possibility of other disciplinary actions based on their individual disciplinary record.

Level 1: Interventions and consequences, including any or several of the following:

- Counseling
- Warning
- Reprimand
- Loss of privileges
- Parental conferences
- In class break
- Reteach or model desired behavior
- Peer mediation or conflict resolution
- Parent notification via phone call/email
- Mediation, or community service programs
- Confiscation of student items
- Restitution
- Behavior reflection form
- Behavior contract with teacher
- Seat change
- Mentor

Level 2: Intervention and consequences (Disciplinary action as determined by administrator) or In-School Assignment, including level 1 and any of the following:

- Referral to student assistance services
- Removal from class
- Restorative conference
- Initiation of child study process
- Loss of bus privileges
- Confiscation of items
- Refer to Behavior Specialist
- Lunch Detention

- Referral to in-school intervention
- Mediation, or community service programs
- In-school suspension (ISS) 1/2 day up to 5 days
- Tasks or restrictions assigned by the principal or his/her designee
- Detention after school (Parent responsible for picking up student)
- Check-in/Check-out system
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- Parent/teacher/administrative conference
- Behavior contract developed by parent/guardian, student, and school officials

Level 3: Short-Term Suspension from 1-10 days or Levels 1 and 2:

- Out-of-school suspension up to 10 days

Level 4: Long-Term Suspension from 11-45 days, Alternative Education Placement, or Expulsion, including any or several of the following:

- Out-of-school suspension of 11-45 days
- Referral to an alternative education program
- Notification of legal authority where appropriate
- Recommendation for expulsion, including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity, and serious bodily harm.
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol or violence intervention, prevention, or treatment program
- Referral to law enforcement as required
- Long-term revocation of privileges

THREAT ASSESSMENT

A threat is a concerning communication or behavior that suggests a person may intend to harm someone else, or themselves. The threat may be spoken, written, or gestured. It may be observed by or communicated directly to the target of the threat, or it may be observed by or communicated to a third party. The target of the threat does not need to be aware of the threat existing in any fashion, whether orally, visually, in writing, or electronically.

Threat assessment is mandated in all public K-12 schools and institutions of higher education in Virginia. Threat assessment in Virginia is a fact-based process relying primarily on an appraisal of behaviors to identify potentially dangerous or violent situations, and to address them in a professional and timely manner.

SELF DEFENSE

Discipline cases for which self-defense is claimed must meet the following criteria: (1) the claimant must not have provoked or behaved in a manner to cause the incident; (2) the claimant must have had reasonable fear of danger or harm; and (3) the claimant used no more force than needed for protection from the threatened harm. Such incidents should be reported immediately to school officials. When claims of self-defense have been established, the administrator shall: (1) allow the student to present his/her version of what occurred and (2) review circumstances and relevant information from others pertaining to the incident, including relationships and previous patterns of interaction among the students involved. Findings from the review of circumstances and other relevant information should be considered in determining appropriate corrective disciplinary action. Claims of self-defense do not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity. Weapons are prohibited on school property and at school-sponsored events.

SEARCH AND SEIZURE

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

PART THREE

School Specific Information for Families

LANCASTER ELEMENTARY



2026-2027 HANDBOOK

Dear Students and Families,

Welcome to a new school year! We are excited to begin another year of learning, growth, and opportunity together. Whether you are returning to our school community or joining us for the first time, we are grateful to have you as part of our school family.

At our school, we are committed to fostering a safe and inclusive school community where teachers feel valued, families are engaged partners, and every student is supported in maximizing their emotional, academic, and social growth. This mission guides our work each day and reflects our belief that every student can succeed when supported by caring educators and strong partnerships with families.

Students, this year is filled with opportunities to learn new skills, build meaningful relationships, discover your strengths, and challenge yourself to reach new heights. We encourage you to come to school each day ready to learn, participate, and contribute positively to our school community. Your effort, perseverance, and character will play an important role in your success.

Families, thank you for entrusting us with your children. We recognize that education is most successful when schools and families work together. We value your partnership and encourage open communication, active engagement, and collaboration throughout the year. Together, we can provide the support and encouragement students need to thrive academically, socially, and emotionally.

As we begin this school year, we look forward to creating a welcoming environment where every student feels a sense of belonging, and every family feels connected. Together, we can ensure every student is encouraged to achieve their fullest potential. Teamwork, respect, and a shared commitment to excellence will make this school year a rewarding and successful experience for all.

Thank you for being part of our school community. We are excited about the year ahead and look forward to celebrating the achievements, growth, and successes of our students together.

Wishing you a wonderful and successful school year!

Sincerely,

Quintese Kenner
Principal
Lancaster Elementary School

LCPS School Board and Central Office Personnel

Lancaster County Public Schools Board Members:

Joan Gravatt, Chair - District 4
Cindy Clarke - District 3
Faith Kemp - District 1
Kenya Moody - District 2
Margaret Socey, Vice Chair - District 5
Amanda Molineaux, Board Clerk

Superintendent of Schools	Jessica Davis
Director of Human Resources and Equity	Kelvin P. Evans
Director of CTE and Workforce Readiness	Mary Catherine Jones
Director of Transportation and Security	CD Hathaway
Director of Special Education	Heather Adams
Instructional Technology & Resource Teacher	Karissa Barnes
Gifted Instruction Coordinator	Robyn Saunders
Coordinator of Early Childhood Education	Amanda Ambrose
Attendance Coordinator	Larry Willis

LES Administration & Office Personnel

Phone: (804) 462-5100 ext. 2001

Principal	Quintese Kenner	qkenner@lcs.k12.va.us
Assistant Principal	Janet Delfico	jdelfico@lcs.k12.va.us
Assistant Principal	Akim Mansaray	amansaray@lcs.k12.va.us
Front Office Secretary	Lynette Robinson	lrobinson@lcs.k12.va.us
Administrative Assistant	Carisa Davis	cturner@lcs.k12.va.us
Bookkeeper	Melanie Hathaway	mhathaway@lcs.k12.va.us
School Counselor	Michelle Fluker	mfluker@lcs.k12.va.us
School Counselor	Heidi Lally	hlally@lcs.k12.va.us
Registrar	Amanda Molineaux	amolineaux@lcs.k12.va.us
School Nurse	Laurel Dillistin	ldillistin@lcs.k12.va.us
School Nurse	Kelly Kellum	kkellum@lcs.k12.va.us

ACADEMIC PROGRAM

Curriculum and instruction at the elementary level reflects a developmental approach that is centered on the concepts, skills and processes in the individual subject areas. Each child is viewed as a unique person with an individual growth rate. Curriculum and instruction are responsive to individual differences in ability and interests. Different levels of ability, development, and learning styles are expected, accepted, and used to plan and design appropriate learning experiences for each child.

The Virginia Standards of Learning (SOLs) provides the framework for what is to be taught at each grade level. The curriculum, used division-wide, emphasizes basic skills and is rich in informational facts, along with problem solving and decision-making techniques. Technology plays an important role in instruction and skills and the use of technology is incorporated throughout the curriculum.

ELEMENTARY INSTRUCTIONAL SCHEDULE

Our elementary instructional schedule supports research-based instructional practices and provides the most efficient school day for ALL students and teachers by increasing the quality of instructional time and reducing fragmentation of the school day. Our goal is to create the best learning environment for students.

One component of the elementary schedule is time for "What I Need" (WIN) where teachers provide extra help for students who are behind and provide enrichment to those students who have mastered the content. In addition, all grade level teachers are provided a daily common planning time to discuss instructional needs of students and curriculum implementation.

Any student who fails to achieve the standards for the grade level, the benchmark for the VALLSS, or a passing score on all of the Standards of Learning assessments for the relevant grade will be offered the opportunity for remediation during the school day, after school, or over the summer.

LANGUAGE ARTS

From kindergarten through grade six, students learn the structure of language and use the writing process to produce narrative, persuasive, expository, and technical writings. Student learning is enhanced through the use of computer technology. Data access, retrieval, and processing support instruction in reading, writing, and research. Informational technology is a large part of student research and assists students in

acquiring information from a variety of sources to produce effective oral and written presentations.

The elementary language arts program has three strands: oral language, reading, and writing. These strands follow the Virginia Standards of Learning. The Virginia SOL Curriculum Framework (VDOE), Enhanced Scope and Sequence (VDOE), and Blueprints (VDOE) serve as the foundation of the program. The program also follows the International Reading Association Standards for Reading Professionals (IRA, 2004).

In elementary language arts, students should be able to:

- Use oral language (listening and speaking), reading, and writing as primary ways to learn
- Read and write on or above grade level
- Communicate effectively using oral language, reading, and writing

The goals of the Elementary Language Arts Program ensure students will:

- use effective oral language skills in a variety of settings
- master the early learning-to-read basics by the end of grade two
- gain knowledge and internalize the use of early skills beyond grade two to recognize common words with automaticity
- read successfully at grade level or above by third grade read to gain content knowledge
- begin to develop listening comprehension strategies in kindergarten and develop strategies to read with comprehension by the upper elementary grades, write successfully for different purposes and in different forms and develop as life-long learners and effective communicators.

Virginia Literacy Act (VLA)

The Virginia Literacy Act, implemented in 2024, instituted new legislation that requires the use of science-based reading research and evidence-based literacy instruction in all public schools. As a result, Lancaster Elementary School has established a division literacy plan that includes training for all reading educators in the science of reading. Students will receive whole-group reading instruction in their classroom, then more tailored reading remediation during a WIN (What I Need) time. Students not receiving reading intervention will receive enrichment during this WIN time.

Virginia Language & Literacy Screening System (VALLSS)

All students in grades K-6 will be administered the Virginia Language & Literacy Screening System (VALLSS) during the 2025-2026 school year. Students who received either a Fail/Below Basic or Fail/Basic on the Reading SOL test during the prior school year will participate in VALLSS: Grades 4-8. Additionally, students who pass the Reading SOL test with an audio or read aloud accommodation will also participate in VALLSS: Grades 4-8 to provide information about their word knowledge and fluency skills.The purpose of this screener is to serve as an early warning system for those students not meeting grade-level expectations in reading categories. Students will be placed into high, moderate, or low risk of future reading difficulty bands based on this screener. Students in the high risk band will receive intervention, have a student reading plan, and continue to receive core reading instruction. Students in the moderate risk band will need supplemental instruction, and students in the low risk band will receive quality core instruction. Student reading plans will be developed as a team with parental participation and input. These plans are designed to help close reading gaps and support students in their development and mastery of reading skills.

Mathematics

The mathematics curriculum supports the following process for students to become: mathematical problem solvers, communicate mathematically, reason mathematically, make mathematical connections, and represent and model mathematics approximately. The curriculum focuses on six specific content strands. These content strands are number and number sense; computation and estimation; measurement; geometry; probability and statistics; and patterns, functions and algebra.

Students must learn to use a variety of methods and tools to compute, including paper and pencil, mental math, estimation, and calculators. Students will relate concepts and procedures from different topics within mathematics and to other disciplines, using a variety of representations--graphical, numerical, algebraic, verbal, and physical.

Science

In the elementary grades, students receive an introduction to the study of the content area disciplines through a curriculum that is activity oriented, content rich and provides opportunities to reinforce thinking skills. The content area disciplines lend themselves to the integrated approach to instruction. In science, the content includes the study of physical, earth and life sciences with such universal themes as patterns, cycles and change; life processes; time and space; forces; energy and matter; and relationships and resources. Students participate in science activities that are centered on teaching with a hands-on approach that emphasizes inquiry, scientific experimentation, and science process skills.

History

The study of history is vital in a democratic society. All students need to know and understand our national heritage in order to become informed participants in shaping our nation's future. The history and social science curriculum follows the Virginia Standards of Learning (SOLs). Each course, from kindergarten to grade four, is taught through four strands: history, geography, civics, and economics. The history and social science Virginia SOLs are designed to:

- develop the knowledge and skills of history, geography, civics, and economics that enable students to place the people, ideas, and events that have shaped our state and our nation in perspective;
- enable students to understand the basic values, principles, and operation of American constitutional democracy;
- prepare students for informed and responsible citizenship; develop students' skills in debate, discussion, and writing; and
- provide students with a framework for continuing education in history and the social sciences.

Use of AI & Academic Integrity

Students are expected to complete all assignments, projects, quizzes, and tests using their own knowledge and effort unless specific permission is given by the teacher to use artificial intelligence (AI) tools. The unauthorized use of AI-generated content, including but not limited to essays, homework, test answers, or other academic work, is considered cheating and a violation of the school's academic integrity policy.

Students found using AI or other unauthorized resources to complete assignments or assessments are considered cheating and may receive a grade of zero on the assignment or test, be required to redo the work, and/or face additional disciplinary consequences as determined by school administration. Repeated violations may result in more serious disciplinary action. Maintaining honesty and integrity in academic work is essential to student learning and success.

Exploratory Courses

Lancaster Elementary School strives to provide students with exploratory course offerings beyond their core classes to expand their experiences and knowledge. Beginning in Kindergarten, students have a daily exploratory period. Students in grade 6 have two 45 minute exploratory periods daily. 6th grade students may be

excused during one of these exploratory periods for academic remediation with their teachers if they are not meeting grade-level standards or are at risk of failing SOL tests. Exploratory courses offered at LES for the 2026-2027 school year include: art, band, chorus, digital literacy, health & physical education, music, and STEAM. Students will have different course offerings depending on their grade level.

ADDRESS/TELEPHONE CHANGES

LES teachers and staff rely on up-to-date contact information in PowerSchool to communicate effectively with parents and guardians. If an address, phone number, or email address changes, it is the responsibility of the guardian to either update it in PowerSchool or to notify Amanda Molineaux, registrar, as soon as possible. Failure to do so may result in a lapse of communication with the school.

AFTER SCHOOL DETENTION

Students that disrupt the learning environment and/or violate the student code of conduct may be assigned after-school detention by school administration. After school detention will be held from 3:00 - 3:45 pm on Tuesdays and Thursdays. Transportation will not be provided; parents and guardians will be responsible for arranging pick-up in the event that their child is assigned after school detention.

Students will be expected to complete any missing school work during after school detention or review academic materials. Students that are disruptive or violate the student code of conduct while in after school detention will be subject to further disciplinary action. If a student is scheduled to attend an after-school activity or practice on the day of an assigned detention, they may not be able to participate in the activity.

ARRIVAL

The building is open to students at 7:45 a.m. Supervision is not available for students prior to 7:45 a.m. and students may not be dropped off or left prior to this time. Students must be in their homeroom by 8:15 a.m. If your child will be receiving breakfast from the school cafeteria, we ask that they arrive by 8:00 a.m.

Parents/guardians that drive students to school must use the back loop road traffic pattern that begins to the right of the Early Childhood Education Center (ECEC). Vehicles with students for both LES and ECEC will use the left lane while vehicles with students for only LES will use the right and travel behind the school. Students may not be dropped off in the main office parking lot unless special arrangements have been made with the school.

A student that arrives after 8:15 a.m. is considered tardy. A parent/guardian must escort the student into the main office and sign them in, including providing the reason for tardiness.

ATTENDANCE

Regular school attendance is important to a student's academic and social development. The school day begins promptly at 8:15 a.m. and ends at 3:00 p.m. Student absences are logged daily and are categorized as excused or unexcused (See the attendance policies section for more information). Regardless of whether it is excused or unexcused, all absences count toward a student's attendance record.

In cases of planned absences like vacations or planned events, parents should inform the school and teacher with as much notice as possible. This will allow teachers to prepare any school work the child may be missing. At least five (5) school days should be given as notice.

Upon returning to school from an unplanned absence, a written or typed parent note must be sent with the student. These notes are used as documentation of the absence and kept on file in the main office. Students must complete all assigned coursework within three days of returning to school following an absence. Failure to submit assigned coursework within the three day period may result in a reduced grade or a grade of zero.

BACKPACKS

To promote safety and maintain an orderly learning environment, students are not permitted to wear or carry backpacks throughout the school building during the school day. Upon arrival, students should store their backpacks and personal belongings in their designated storage area. Depending on the student's grade level, this may include a cubby, hook, or locker. Students should keep only the materials needed for instruction with them during the school day.

CAFETERIA

To encourage good nutrition, a well-balanced meal is provided daily at no cost to all students. Lancaster County Public Schools have been approved for Community Eligibility Provision (CEP) countywide. Our school cafeteria is here to serve our students.

Cafeteria Rules:

1. Each student is to return his/her tray, flatware, paper, etc. to the appropriate disposal area prior to leaving the cafeteria.
2. Students may not order or have food delivered or dropped off from an outside vendor, like McDonald's, Dominoes. Store brought cupcakes with ingredient labels are permitted for the celebration of a birthday. If you bring breakfast items from outside vendors or home, they must be consumed in the cafeteria. Students

will not be allowed to bring or eat food in the classroom, unless approved by administration.

3. Students are to line up in the same order that they entered the cafeteria and not to break into the serving line.
4. No glass containers are allowed in the cafeteria or at school.
5. Students must remain seated until their group is called for dismissal.
6. Students should not share food.
7. Quietly talking and socializing with table partners is encouraged, however, yelling across the room to other students seated at the other tables is inappropriate.
8. All food items must be consumed in the cafeteria. Snacks cannot be purchased in the last 5 minutes prior to dismissal. Food/drink should not be carried out of the cafeteria unless in a lunch box/bag.
9. Students must clean up their table and floor area before lining up. If their area is left a mess they will be asked to go back and clean up the area.

******Inappropriate cafeteria behavior may result in special seating arrangements during lunch, or possibly reassignment to an area outside of the cafeteria while eating lunch.***

CLINIC

The LES school clinic is staffed by two Registered Nurses.The school nurse administers first aid as needed to students during school hours. Clinic hours are from 8 am to 2:45 pm. Students must have a pass to visit the clinic. If it is necessary for a student to go to the clinic during class time, a pass must be written for the student by the teacher. Conversely, the student may use the nurse's pass to return to class. All year passes will be given to students who have asthma medication in the clinic and for scheduled prescription medication within the first month of school, or as condition warrants throughout the year. The only exception to coming without a pass is if the student is bleeding or vomiting. In this case a teacher will contact the nurse to come to the classroom as these cases would be deemed an emergency. Frequent visits to the clinic may result in a referral to the student's family doctor to rule out any chronic conditions. All students must be signed out in the main office once approved by the school nurse to leave early due to illness.

Clinic Rules:

1. Bring a pass and sign in, sit quietly, and wait your turn.
2. Do not ask others why they are in the clinic.
3. Be respectful and use manners as you would in class.

Illness/Accidents:

Students with infectious or contagious conditions such as conjunctivitis (pink eye), impetigo, head lice, ringworm, or scabies will be sent home until treatment is initiated; students with head lice must be declared free of lice and nits before they may return to school, as nits can hatch and continue the spread of lice. The Virginia Department of

Health guidelines are followed by the nurse regarding communicable diseases. Your child may be sent home, or asked to remain at home if any of the following signs or symptoms are present: fever of 100 degrees or higher, vomiting, repeated diarrhea, inflamed or draining eyes/ears, persistent cough/sore throat, skin eruptions/draining sores. If you know your student is ill, please keep him/her home. Do not send your child directly to the clinic in the morning to rule out sickness. If your child is not feeling well, it is the parent/guardian decision to keep them home. Working together, the spread of illness can be minimized.

If a student has an accident or becomes ill during the school day, the nurse will assess their condition and provide appropriate first aid care. The parents will be contacted if they need to go home or need further treatment. In case of emergencies, clinic staff will provide care until the student can be transported to a hospital. It is very important that clinic staff be made aware of current telephone numbers, emergency contacts, changes in health status and student medications, and that emergency contacts live locally.

Medication and Prescription Medication:

Parents/guardians are encouraged to administer prescription medication, including over-the-counter medication, before and after school. However, if a student needs to take medication during the day, it must be brought to the nurse or administration by the parent/guardian in the original, unopened container with the student's name on it. It will not be accepted if not labeled properly. Along with providing your own medication (ex. Tylenol), the parent must write a note stating that the student may take it. The medication will be administered as directed per the medication label and this medication is to be left in the clinic at all times. No child is allowed to carry medication in school (unless it is an approved inhaler, see asthma section for details).

A written prescription order must be on file for the nurse to give prescription medication at school. The nurse will administer the medication as directed on the bottle/prescription order. If your child takes prescription meds during the day, they will receive an all year pass to come to the clinic at that time.

The clinic may carry Acetaminophen tablets, Ibuprofen tablets, and eye drops/wash to be administered by the nurse in an emergency situation only. If your child needs to take medication for a headache, the parent/guardian must provide the medication and a note stating what they can take it for (headache, stomach ache, dental pain) and the medication will be given at the nurse's discretion.

A permission form for emergency medications will be provided at the school's open house, and extra copies are always in the clinic. Prescription forms, along with medical exemption forms can also be found in the clinic.

If your child needs cough drops, they must be provided with a note stating that the child can use cough drops while in school. The cough drops will be kept in the clinic for whenever your child needs them. Students are not allowed to carry cough drops unless

the nurse has given them to the student that day. The nurse will give up to 3 cough drops at a time, as needed. Sharing cough drops with other students is not allowed, as some students may be allergic to red dye, and cough drops can be a choking hazard.

Asthma:

If your child has asthma or any chronic lung condition and uses an inhaler/nebulizer, an asthma action plan (completed by a doctor) must be on file in the clinic for each school year. This form can be obtained from the nurse or on www.virginiaasthmacoalition.org. If you wish for your child to carry and self-administer the inhaler, the inhaler must be checked and approved by the RN and documentation must be on file for self-carry rights from the doctor. Self-carry rights are only allowed for 6-8th graders. Ask the nurse for an authorization for a self-carried medication contract if you prefer this option. All kids who have asthma medications in the clinic will be given an all year pass which may be used to come to the clinic as needed for asthma related issues. If the child needs any other medical attention (ex. Headache, upset stomach) they must have a pass written from their teacher or have the "nurse" pass. The all year pass is intended for asthma related visits only. It is the parent/guardian responsibility to provide asthma medications at school. The clinic has a nebulizer machine and tubing supplies. At the end of the year, leftover medications must be picked up by a parent/guardian or it will be properly destroyed.

Diabetes:

If your child has diabetes, all diabetic supplies must be provided. The student may come to the clinic to check blood sugar and/or take insulin as needed. As with all prescription medications, a doctor's order must be on file. An all year pass will be given to all diabetic students. Please let the nurse know if your child has diabetes.

Physicals:

Students entering Kindergarten must have a completed physical examination performed within 12 months of the student's first day of school. For students entering LES from another school in Virginia, records from the prior school will be obtained to satisfy this requirement. Students will be enrolled in LES once proper verification is received from the child's prior school.

Immunizations:

Refer to the Virginia Department of Education website for required immunizations. It is required that rising 7th graders receive a TDAP and Meningococcal vaccine prior to the first day of school. If your child does not have proper documentation, they will be asked to stay home and this does affect attendance. It is also a state requirement that 6th grade male and female students receive a series of HPV vaccines. The parent can refuse this vaccine at their discretion (please see your primary care provider). If your child has received the HPV vaccine, please pass the documentation to the school nurse. To contact the school nurse, call 804-462-5100 and dial extension 2008.

CLUBS / TUTORING

Students at LES have the opportunity to participate in after school clubs and tutoring. Clubs are intended to develop and strengthen student extracurricular interests and support school programs. After-school tutoring is designed to support student academic progress and takes precedence over clubs if there is conflicting interest. Clubs and tutoring are held on Monday and Wednesday afternoons with transportation provided by the school.

CUSTODY/COURT ORDERS

If a student is involved in custody arrangements or legal restrictions, parents must submit appropriate court documentation to the school. This ensures student safety and helps staff adhere to legal directives regarding pickups, communications, and access. Custody agreements or court orders must be signed. They will be kept on file in the student's cumulative folder and will be considered the most up to date copy unless a parent/guardian presents revised or new paperwork to the office.

DISMISSAL

Lancaster Elementary School will dismiss students at 3:00 pm. Please send a note to school with your child if you are going to pick him/her up early. We ask that you go to the office, or designated sign-out location, and not to the classroom when picking up your child. All students must be signed out in the front office for early dismissal. Students must be signed out by a parent, legal guardian, or authorized individual 18 years of age or older. **Changes to transportation may not be allowed after 2:15 pm to reduce the likelihood of a message or student getting lost and to reduce disruptions of class.**

******Supervision is not available for children who are waiting outside of the building prior to the doors opening. Do NOT drop off your child and leave before we can accept them into the school. This can become a safety issue. Students should NOT be dropped off to wait outside unless the doors are open. Students should not be left at school after 3:20 pm who are not in a supervised school sponsored activity.***

Authorized individuals include people listed as a child's emergency contact or a person identified by a parent in a written signed note to the school. Please make every effort to have your child remain at school until 3:00 p.m. each day. We ask that early dismissals be limited to emergency situations such as doctor appointments and family emergencies.

If your student will be picked up as a car rider, please display your assigned car tag during dismissal each day. Staff will use this tag to help identify authorized adults and safely

release students. This process is an important part of our dismissal procedures and helps ensure every child goes home with the appropriate adult.

DIVISION ASSESSMENT AND TESTING PROGRAM

Students participate in a variety of assessments throughout the school year to measure academic growth, monitor progress, and guide instructional planning. These assessments are aligned with the Virginia Standards of Learning (SOLs) and provide valuable information to teachers, students, and families about student achievement and areas for continued growth. The chart below outlines the assessments administered at each grade level during the school year.

Grade Level	Assessments/Screeners
Kindergarten	• Measures of Academic Progress (MAP) Reading and Math • VALLS Reading Screener • Virginia Kindergarten Readiness Program (VKRP) • Writing Portfolio
Grade 1	• Measures of Academic Progress (MAP) Reading and Math • VALLS Reading Screener • Writing Portfolio
Grade 2	• Measures of Academic Progress (MAP) Reading and Math • VALLS Reading Screener • CIP Reading & Math Benchmarks (Quarters 1–4) • Writing Portfolio
Grade 3	• Measures of Academic Progress (MAP) Reading and Math • VALLS Reading Screener • CIP Reading & Math Benchmarks (Quarters 1–3) • Project-Based Assessments for History and Science • Standards of Learning (SOL): Reading and Math • Writing Portfolio
Grade 4	• Measures of Academic Progress (MAP) for Reading, Math, and Science • Reading, Math, History, and Science Progress Monitoring • VALLS Reading Screener • CIP Benchmarks (Quarters 1–3) • Project-Based Assessments • Science Alternative Assessment • Standards of Learning (SOL): Reading, Math, and Virginia Studies • Writing Portfolio

Grade 5	• Measures of Academic Progress (MAP) for Reading, Math, and Science • Reading, Math, and Science Progress Monitoring • VALLS Reading Screener • CIP Benchmarks (Quarters 1–3) • Standards of Learning (SOL): Integrated Reading & Writing, Reading, Math, and Science • Writing Portfolio
Grade 6	• Measures of Academic Progress (MAP) Reading and Math • Reading and Math Progress Monitoring • VALLS Reading Screener • CIP Benchmarks (Quarters 1–3) • History SGA • Project-Based Assessments • History Alternative Assessment (4) • Standards of Learning (SOL): Reading and Math • Writing Portfolio

HOW TO HELP YOUR CHILD

- See that your child gets adequate exercise, sleep and rest and that your child wakes up in ample time to dress and eat breakfast before the school day begins.
- Read with your child and encourage the use of school and public libraries.
- Talk with your child about tasks that are well done and encourage your child to do well.
- Provide opportunities for your child to be independent at home.
- Treat your child's ideas with respect and consider him/her in family plans.
- Avoid comparisons with other children and refrain from forcing your child to complete tasks above their maturity level.
- Encourage positive peer relationships both at home and in the community.
- Provide a time and place for your child to study at home each day.
- Get to know your child's teachers and help them understand some of the experiences your child has had that may influence success in school.
- Help your child to understand that teachers and staff at school are there to help.

EARLY RELEASE

Children will be released early only to parents, guardians or persons officially designated in writing by the parent or guardian. A signature and photo identification of the individual picking the child up may be required before a child is released to any adult. **Regular early pick-ups before 3:00 p.m. count as an early release and are discouraged as they may impact student learning.** Chronic early pickups are also recorded as they impact a student's academic progress. Please note that calling to pick up a student after 2:15 pm may not be honored due to the late nature of the request. This is to ensure that there is no confusion in the dismissal procedure for staff and students.

FIELD TRIPS

All Lancaster Elementary School students are invited to participate in field trips sponsored by the Lancaster County Virginia Education Foundation. Permission slips must be returned by the designated deadline and include lunch and emergency contact information so the school can plan accordingly.

For safety reasons, all students attending field trips are required to travel to and from the destination on LCPS-provided transportation. Unless otherwise stated, students are not permitted to use cell phones during field trips.

Appropriate student behavior is necessary in order to maintain safety during all school trips. Students that exhibit inappropriate behavior resulting in a disciplinary referral leading up to a school trip may be prohibited from attending, subject to school administration.

HALLWAY COURTESY

Student behavior in the hallway must allow for instruction to occur without disruptions or distractions. Students should keep their hands and feet to themselves and off of the walls and school objects. Volume should be kept to a minimum. If between classes, students should go directly to their next class unless permission has been obtained by their teacher.

1. Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups.

2. Pass through hallways quietly without running. Be considerate of others at all times. Students are working throughout the building at all times. Hallway behaviors should not be distracting to other students or pose a safety hazard.

3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

*****LES students should take pride in the facility and promote an atmosphere of courtesy.**

HOMEWORK

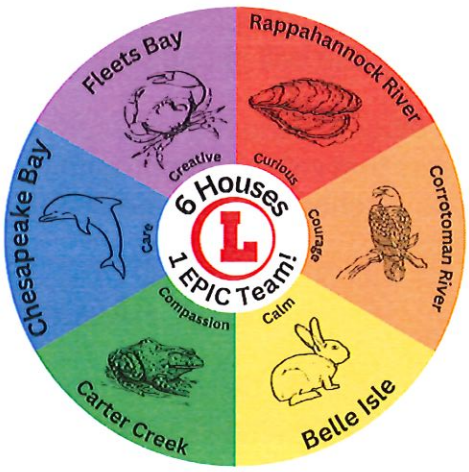
Most school work is completed under the supervision of the teacher during school hours. Homework is assigned regularly to provide students with opportunity to practice the skills they learn during school. Homework should be completed on a regular basis. Parents and guardians are encouraged to participate in this time alongside their child(ren), offering assistance as needed. However, parents should not complete homework for their child.

Completing homework also reinforces effective work habits. If your child is not receiving homework or is struggling to complete it, please reach out to their teacher.

HOUSE SYSTEM AT LES

Our school has adopted a house system that sorts all students and staff into one of 6 "houses" designed to increase social engagement, excitement, and pride within our school. The houses follow our Chesapeake Bay theme and include:

- Rappahannock - **Red**
- Belle Isle - **Yellow**
- Corrotoman - **Orange**
- Fleets Bay - **Purple**
- Carter Creek - **Green**
- Chesapeake Bay - **Blue**



Students can earn house points in the form of physical beads that they turn into their classroom's bin each day. These accumulate and there are weekly, monthly, and yearly house winners. Students are awarded house points for positive acts like helping a classmate, demonstrating positive behavior, displaying good character, participating in an event, etc. Students can also earn points for academic achievement and showing school spirit.

Time is set aside each month for house meetings where students work together to participate in activities and programs that strengthen our house system and promote further connections between students across grade-levels.

JUNIOR BETA CLUB

The Junior Beta Club is an academic honors program that emphasizes academic success, promotes good citizenship, and develops leadership qualities in students through service to the school and community. Its motto is, "Let Us Lead by Serving Others." The qualifications for membership on the part of the student are crucial. They should demonstrate worthy, moral and ethical character, exemplary achievement, and commendable attitude. The organization aims to select, honor, and encourage students possessing these characteristics, recognizing their significant role in the club.

The LES Junior Beta Club sponsors will review all grades for rising 6th and 7th grade students and select potential candidates for membership who are working on or above grade level and have no grades lower than a B on the report card. In addition, students should have no major disciplinary infractions. If a student receives a referral, the administration and club sponsors will review the infraction and determine whether the student will remain eligible as a potential candidate. The administration and the classroom teachers will then evaluate all students found eligible through these criteria, and meet with the Junior Beta Club Sponsors to determine the final list of candidates for spring induction.

LIBRARY MEDIA CENTER

The library media center houses a collection of books and other materials to support the curriculum as well as children's reading interests. Children are encouraged to check out books and read them independently. Please encourage the prompt return of these books so they may be available to all students. Replacement costs must be paid for lost or excessively damaged books. Children are able to use the library with their teachers and independently.

LOST AND FOUND

LES asks that any items sent to school be labeled with your child's first and last name. Items that are found with a student's name will be returned to the student or teacher. Items that are not labeled or identified will be taken to the main office and be kept in the lost and found. At the end of each month, any unclaimed items will be discarded. If you believe that your child has lost an item at school, please visit the school office to search the lost and found.

PARENTAL NOTIFICATIONS

Right to Request Information on Teacher Qualifications As Required Under the *Elementary and Secondary Education Act of 1965, as amended*

On December 10, 2015, the *Every Student Succeeds Act (ESSA)* was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in Lancaster Elementary School], receiving Title I funds, you have the right to know the professional qualifications

of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Mrs. Quintese Kenner, principal, either by phone at 804-462-5100 X-2001, or in writing at 191 School Street, Kilmarnock, Virginia 22482.

Parental Notification of Assessment Opt Out Policies under Section 1112(e)(2) of *The Every Student Succeeds Act of 2015* (ESSA)

On December 10, 2015, the *Every Student Succeeds Act of 2015* (ESSA) was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact LCPS Director of Testing and Student Information, either by phone at x-4010, or in writing to 100 Visionary Way, Irvington, VA 22480.

School Quality Profile:

Federal law and Virginia regulations require that parents have access to information about the performance of their child's school. The Virginia School Quality Profile provides important information about each public school, including student achievement, accreditation, accountability, teacher quality, school safety, graduation rates, college and career readiness, and other indicators of school performance. Parents are encouraged to review their school's Quality Profile to learn more about the school's performance and available programs. The Virginia School Quality Profiles can be accessed through the Virginia Department of Education Lancaster Public Schools School Quality Profile

PARENT AND FAMILY ENGAGEMENT

Parents and guardians are valued partners in the educational process. As a Title I Schoolwide Program, Lancaster Elementary School encourages families to actively participate in their child's education by attending family engagement events, serving on advisory committees, providing input on the Title I program and School Improvement Plan, volunteering, maintaining regular communication with teachers, and supporting learning at home.

The enclosed Title I School-Parent Compact describes the shared responsibilities of the school, parents, and students for improving student academic achievement and building a strong home-school partnership. Please review the compact with your child, sign it, and return it to the school.

We encourage you to become an active participant in our Title I program. Your involvement and feedback are critical to helping us improve our school and ensure every student has the opportunity to succeed.

LES Title 1 School Parent Compact Signed and returned to teacher.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are encouraged and may be requested by parents throughout the school year. They should be scheduled at a time mutually agreed upon by the parents and the teacher and should not interfere with instruction of the class. Parents may call the school or send a note to the child's teacher to schedule a conference. Parents are urged to attend scheduled conferences. This ensures a good start to building a partnership for learning. **There is no substitute for mutual face-to-face interaction between teachers and parents.**

Our scheduled parent-teacher conferences will take place on the following dates:
September 17, 2026 2:00-6:00 pm

February 11, 2027 2:00-6:00 pm

PERSONAL ITEMS

Items like toys, sports equipment, trading cards, or other non-academic items should not be brought to school. Items that are brought to school may be confiscated or asked to place in student backpacks. Sensory items may be permitted under individual circumstances based on student need. Students may have sealable and see-through water bottles at school, labeled with their first and last name.

POSITIVE BEHAVIOR SUPPORT SYSTEMS (PBIS)

PBIS of Virginia teaches faculty/staff how to determine the function of behaviors and to teach appropriate behaviors. The Lancaster Elementary School PBIS team will lead the staff in reviewing data for making timely decisions about academic and non-academic interventions. This is done by:

- A consistent discipline referral process throughout the school.
- School-wide expectations and rules in specific settings to teach students appropriate behavior.
- Selecting and implementing evidence-based strategies.
- Promoting an acknowledgement system to encourage appropriate behavior and consequences to discourage inappropriate behavior.

Faculty, staff, and parents can get more information about PBIS of Virginia in Virginia by visiting the website at www.ttac.odu.edu/pvisva/ or visit www.PBIS.org.

READING INTERVENTION/TITLE I

Reading resource instruction is provided for students who are experiencing persistent difficulties in reading. Students are referred by their teacher. As a Title I school, we also will include math and reading support through small groups and one-to-one instructional opportunities.

Identification for additional reading instruction is based on the Virginia Language & Literacy Screening System in grades K-6. Students that screen into the "high-risk" category will receive specialized reading instruction with a reading specialist as well as the creation and monitoring of a Student Reading Plan. The goal of these is to improve student reading outcomes.

RECESS

Daily physical activity is essential in a healthy learning environment. It is an opportunity for unstructured play and social engagement. The student code of conduct applies to all recess periods and proper student conduct is expected. Recess is held outside except for instances of rain, thunder, or wind chill below 20 degrees. Students must be dressed appropriately for recess during periods of cold or hot weather.

REPORT CARDS/PROGRESS REPORTS (K-6)

Report cards are sent home at the end of each nine-week period. Please read your child's report card carefully, sign and return it to the school as soon as possible. Indicate also whether or not you would like a conference with the teacher. Interims are sent to students between each report card at four and a half week intervals.

SAMPLES OF STUDENT WORK

Periodically, teachers send samples of student work home by way of the student. Please check your child's folder on a nightly basis and on the weekend. Teachers keep record of student writing each year so that upon graduation, students will receive a copy in a writing portfolio.

SCHOOL COUNSELING

SOCIAL EMOTIONAL LEARNING (SEL):

SEL is an integral part of education and human development. SEL is the process through which all-young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Social emotional learning begins at home and continues through adulthood. Embedding SEL intentionally in school culture advances the work that begins and continues at home.

SEL lays the groundwork to create a safe and positive learning environment for students and adults, which allows for relationship building, collaboration, cultural competency, and critical decision-making. Research has shown that students participating in evidence-based SEL programs have:

Improved classroom attitudes and behavior:

- Better sense of community
- More class participation
- Stronger pro-social skills
- Better understanding of consequences
- Improved attendance
- Better coping skills
- Increased attitude toward school and learning

Improved school performance:

- Higher achievement test scores (up 14 percent) and higher grades (up 11 percent)
- Improved metacognition skills
- Improved problem solving, planning, and reasoning skills
- Improvements in reading comprehension

SEL programming has long-term benefits on students' academics, anxiety, behavior problems, and substance abuse. Research has shown the benefits extend to

postsecondary education or work readiness, positive family and work relationships, improved mental wellness, and engaged citizenship. SEL can also be leveraged for creating equitable learning environments and fostering healthy development for all children, adolescents, and adults.

STUDENT LOCKERS

Students in grades 5 and 6 will be assigned a locker for the storage of school and personal belongings. Lockers and other storage facilities made available to students for temporary storage of their electronic devices, textbooks, school materials, supplies, clothes, and other personal items needed for school remain under the control of the school administration. Lockers should be used and kept clean and organized at all times. Items found on top of the lockers may be removed and taken to the front office.

- Students are expected to assume full responsibility for the security of their lockers.
- Personal locks are not to be placed on school lockers.
- School authorities or police for any reason may conduct periodic, random, general inspections of lockers at any time without notice, without student consent, and without a search warrant.
- Any contraband, illegal substances, or items will be removed from the lockers by school personnel and turned over to law enforcement officers for ultimate disposition and/or prosecution.

SUMMER LEARNING ACADEMY

Lancaster Elementary School strives to provide summer learning opportunities for students who do not meet achievement standards during the school year or are at-risk of not meeting achievement standards in future years. Students may be invited to participate in the summer learning academy for a variety of reasons to include, but not limited to:

- High-Risk as assessed by the VALLSS
- At-risk of not passing a Virginia Standards of Learning (SOL) test for students in grades K-2
- Failure to pass a Virginia Standards of Learning (SOL) test in grades 3-6
- Chronic absenteeism during the school year (Missing 10% or more of the school year)

Transportation will be provided by the school for students attending the summer learning academy. If a student is invited to participate in the summer learning academy but does not attend, the guardian is required to provide documentation of tutoring or intervention through another source under Virginia State Code § 22.1-253.13:1.

VISITORS & ITEM DROP OFF PROCEDURES

To ensure the safety and security of all students and staff, all visitors must enter the school through the front office unless otherwise directed by Lancaster Elementary School administration. Visitors are required to present a valid photo ID, sign in, and wear a visitor identification badge while on school property. For the safety of our students, all visitors will be escorted through the building by LCPS staff.

Students are expected to come to school prepared for the day, including their lunch, if they so choose. In the event of forgetting their lunch or other school item(s), parents are asked to bring items to the front office labeled with the student's name. To minimize interruptions to instruction and the school day, lunch and item drop-offs should be limited to necessary occasions.

WATER BOTTLES

Students should bring only water in clear, see-through plastic water bottles with lids that close tightly to avoid spills. These small steps help us keep our classrooms and buses safe and mess-free while allowing students to stay hydrated and ready to learn.

PART FOUR

Required Signature Page for 2026-2027

Lancaster County Public Schools

2026–2027 Student Handbook & Student Code of Conduct Acknowledgement

Student Name: _____ Date of Birth: _____

School: _____ Homeroom Teacher: _____ Grade: _____

Student Acknowledgement

I acknowledge that I have received access to the Lancaster County Public Schools Student/Parent Handbook and Student Code of Conduct for the 2026–2027 school year. I understand that I am responsible for following the policies, expectations, and standards of behavior described therein.

I agree to abide by the Student Code of Conduct and to seek peaceful resolution to any conflict that affects me or my school. I further acknowledge that I have taken this handbook home to review with my parent(s)/guardian(s).

Student Signature: _____ Date: _____

Parent/Guardian Acknowledgement

I acknowledge that I have received access to the Lancaster County Public Schools Student/Parent Handbook and Student Code of Conduct for the 2026–2027 school year. I understand that the handbook contains important information regarding school policies, procedures, student expectations, rights, responsibilities, and the Student Code of Conduct.

I have reviewed, or will review, the handbook with my student and understand that it is our responsibility to become familiar with its contents. I understand that the policies and procedures outlined in the handbook are intended to promote a safe, respectful, and productive learning environment.

I agree to discuss the Student Code of Conduct periodically with my child. I understand that I may contact the school for assistance in understanding any rule, regulation, or consequence. I will seek peaceful resolution to any conflict with school staff and understand that aggressive behavior toward staff members may result in criminal trespass or other appropriate legal action.

I understand that receipt of this handbook does not create a contractual relationship between Lancaster County Public Schools and the student or parent/guardian. The school division reserves the right to revise or amend the handbook, policies, or procedures as necessary.

By signing below, I acknowledge receipt of the Student/Parent Handbook and Student Code of Conduct and understand my responsibility to review their contents.

Printed Parent/Guardian Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Required Virginia Acknowledgement

Our signatures acknowledge receipt of the following documents. By signing this statement of receipt, I do not waive, but expressly reserve, my rights protected by the Constitution or laws of the United States or the Commonwealth of Virginia. I retain the right to express disagreement with a school's or school division's policies or decisions.

Receipt is acknowledged for:

1. The Lancaster County Public Schools Student Code of Conduct.
2. The notice required by § 22.1-279.3 of the Code of Virginia describing the duty of each parent of a student enrolled in a public school to assist the school in enforcing the Standards of Student Conduct and compulsory school attendance.
3. A copy of the compulsory attendance law.

Please return this signed acknowledgement form to the student's homeroom teacher no later than August 14, 2026.