LANCASTER COUNTY
PUBLIC SCHOOLS



STUDENT/PARENT
HANDBOOK

LANCASTER HIGH 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

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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

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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.
15. **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 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.
16. **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.
17. **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.
18. **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.

19. **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.
20. **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.
21. **Trespassing:** use school facilities without proper authority or permission, or being present on school property during a period of suspension or expulsion.
22. **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).
23. **Stalking:** a pattern of behavior that places another person in fear of serious harm.
24. **Violations of the Acceptable Use Policy:** for example, unauthorized downloading software, waste of resources, printing without permission, hacking a database or corrupting the network.
25. **Weapons:** possession of any type of unauthorized firearm or other Dangerous weapon or device. (See policy JFCD weapons in School).
26. **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 HIGH SCHOOL



2026-2027 HANDBOOK

Lancaster High School

Home of the Red Devils

2026-2027 Lancaster High School Student Handbook

LHS Administration

Mr. Mike Myers	Principal
Mr. Markus Ferguson	Assistant Principal
Mrs. Lindsey Smith	Assistant Principal

Non-Discrimination Statement

Lancaster County Public Schools does not discriminate based on race, color, disability, religion, sex, or ethnic/national origin.

Contact Information

Lancaster High School
100 Visionary Way
Irvington, VA 22480

(804) 462-5100 ext 4001

Fax: (804) 462-5174

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Morning Routine

Students should arrive on time, enter the building calmly, and report directly to their assigned location. Loitering outside, gathering in unauthorized areas, or roaming the building before the school day begins is not permitted. Specific procedures will be sent home and reviewed with students at the beginning of the school year.

Emergency Closings Information

When the National Weather Service issues a warning or a watch of inclement weather in this area, you may get information on school closings from **RADIO STATIONS: WKWI 101.7, WIGO 104.9, WRAR 105.5, and WNNT 100.9. TELEVISION STATIONS ARE: WTVR-TV6, WWBT-TV12 and WWBT-TV8.**

Additionally, Lancaster County Public Schools will notify parents/staff via the telephone using the SchoolMessenger system. Please make sure you fill out the emergency closing form in PowerSchool. We will also post any closings/delays on the LCPS Social Media pages.

Remote Learning Day

In the event Lancaster County Public Schools must close due to weather or other emergency situations, students may be required to participate in a remote learning day. On these days:

- instruction will continue from home through assignments provided by teachers and/or online platforms,
- students are expected to complete their work and engage in learning activities as directed,
- teachers will be available through email if families or students have questions, and
- **attendance will be taken, just as it is during a regular school day, to ensure students remain connected and on track.**

Teachers will send home instructions outlining the platform students will use to complete their remote assignments.

To be marked present for these days, students must complete the assignments. If you have any questions, please contact your child's teacher via email.

If students need to log into Canvas to access their school work for remote learning days, the best way for students to login to Canvas is by logging into their school email and clicking the "waffle" icon. From there, students can scroll down and find the Canvas button. See video below for how to login to Canvas.

School email is typically a student's first initial, last name followed by 2-digit graduation year and @students.lcs.k12.va.us. Passwords for school email are typically four zeroes followed by the student's lunch number.

- For example, if John Smith is graduating in 2030, his email would be **jsmith30@students.lcs.k12.va.us**
- For example, if John Smith's lunch number is 1234, his email password would be **00001234**

Other online resources such as MathSpace, IXL, or HMH students can be accessed via Clever on laptops, computers, tablets and smartphones. A student's username for Clever is their 4 digit lunch number and

their password is their birthday in M/D/YYYY format. If a student is born on July 1st, 2016 their password would be 7/1/2016. See video on the school system website for how to login to Clever.

Student Responsibilities

In fulfilling his/her obligations, each student shall:

- Comply with all regulations of the Board of Education and of the local school.
- Recognize the authority of all teachers and other school personnel. **Students are accountable to ALL high school staff members.**
- The rules and procedures of Lancaster High School are designed to allow every student to obtain a safe, orderly, and appropriate education. Students are expected to follow directions the first time they are given and to obey school rules at all times.
- Students will bring the necessary materials for each class, including pens/pencils, paper, their assigned computer with charger, etc.
- Students will treat every LHS staff member and their peers with respect, which includes respecting their personal space and belongings.
- Rude, disrespectful, or inappropriate behaviors, including foul language and swearing, is never acceptable at Lancaster High School.
- For the 2026-2027 school year, the LHS administration and staff will emphasize an assertive and consistent compliance from all students of the LHS dress code and cell phone use policies. Students are asked to familiarize themselves with these rules and act accordingly.
- Abstain from gambling, immorality, profanity, hazing, fighting, threats, extortion, use of narcotics, or intoxicating liquors, or the possession of any instrument capable of inflicting bodily harm.
- Refrain from willfully damaging, defacing, or destroying school property or being on school property except when that property is open to the public.
- Be regular in school attendance and on time.
- Wear appropriate dress that conforms to acceptable standards as addressed in the student dress code.
- Abide by regulations set by the school board concerning travel to and from school on school buses and regulations for the use and operation of private vehicles on the school grounds.
- Private vehicles must be registered with the school and parked in the student lot.
- Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
- Comply with the regular rules and regulations of the school board while attending any activities sponsored by the school.
- Do not leave campus during school hours unless authorized by the office. Enter and exit only through the main doors at the front of the school during the school day.
- Be aware that students' behavior is affected by the presence of unauthorized individuals. Only those persons who have presented themselves to the school office and who have received approval to visit may do so. It is your responsibility to discourage visitors during school hours and your obligation to immediately inform any visitor of the rules concerning visitors. Failure to do so will be considered in violation of School Board Policy and subject to disciplinary action.
- Assist in the observance of school policy and regulations by reporting any known violations or disruptions to the proper authorities.

ATTENDANCE

Attendance Policy Update

- We want to keep you informed that our **school's attendance policy and regulations are currently being reviewed by the School Board**. This review is part of our ongoing efforts to support student success and align with updated guidance.

Why Attendance Matters

- Regular, on-time attendance is critical to student learning and achievement. It is also **required by the Commonwealth of Virginia**. Students are expected to attend school every day, all day. Per the state code both excused and unexcused count towards chronic absenteeism.

What's Next

- Once the updated policy and regulations have been reviewed and approved, we will send out a full update with any changes you need to know.

Thank you for partnering with us to prioritize attendance and student success!

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.

Student Conduct and Expectations

Student in Good Standing / Not in Good Standing

A student is in good standing when they consistently meet school expectations for behavior, attendance, academics, and conduct. A student may be placed not in good standing by administration when repeated violations, disciplinary referrals, chronic attendance issues, or failure to meet academic or behavioral expectations occur. Students not in good standing may lose privileges such as participation in extracurricular activities, school-sponsored events, field trips, parking privileges, or other school-sponsored opportunities, including and not limited to prom, homecoming events, and graduation ceremony, until their standing improves.

Dress Code Violations

All students are expected to follow the school's dress code at all times. At the beginning of each semester, the school will hold Expectation Assemblies to review dress code guidelines and other important policies. Students will be expected to fully comply with the dress code, and dress code violations will be addressed without warnings. Students who are not in compliance may be required to change clothing, contact a parent/guardian, or face disciplinary consequences in accordance with school policy.

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/or accessories with language that is vulgar, obscene, discriminatory, or 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.

Examples of unacceptable dress include, but are not limited to:

- "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.
- Hats, hoods, bandanas, sunglasses, and head covers (except any religion or ethnic specific head cover that fits snug to the head, no bonnets or shower caps) are not to be worn in a school building. Ski masks are not permitted at any time.
- Clothing that exposes undergarments, the midriff, chest, back, or buttocks is inappropriate for school and is not permitted.
- Pajamas and other sleepwear.
- Absence of shoes or appropriate footwear. Examples of inappropriate footwear include, but are not limited to, slippers and shoes with wheels.
- Clothing with inappropriate slogans, sexual innuendos, themes of violence, or negative gestures, especially as they relate to alcohol, drugs, illegal substances, or tobacco products.
- Pants worn below the normal waistline and/or at a length that may cause walking on the hem of the garment.

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

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

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's dress code violation cannot be immediately remedied, the student may be placed in 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.

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

Absences on the Day of a Game or Other After-School Activity

Students participating in extracurricular activities must be present for at least four (4) 44-minute classes or two (2) 90-minute classes to participate in games or practices. (Half the school day)

Truancy

Students are required by law to attend school until the age of 18 or graduation, whichever comes first. It is the responsibility of the student and parent to ensure that attendance meets state and local requirements.

Saturday School

Saturday School will begin in November from 9 AM to 12 PM, but it may not be offered every Saturday. Students are responsible for transportation to and from. Available Saturday School dates will be made known to LHS families before the end of the first quarter.

Withdrawal

The school may withdraw any students who have been absent from school for 15 consecutive full days.

Time of Arrival and Departure

Students are to arrive at school no earlier than 7:45 AM. Once students arrive after 7:45 AM, they must remain in the commons area until the first bell rings. **All students must leave the building by 3:25 PM unless they are participating in a planned activity under the supervision of school staff. No student should be in the school unsupervised. Students should be off campus within 10 minutes of their last class (school, parking lot, and grounds). If not, they will have to wait in the ISS room or the office until their ride comes to the office for them.**

Tardy to School

Students are expected to be on time for school. Students who arrive at school after classes have begun must report to the office and sign in. A note from home does not necessarily mean the tardiness is excused. Students who arrive on a late bus will not be considered tardy. **Tardies are counted per class and per nine weeks.**

- **Consequences**
  - Student drivers have earned the privilege to drive to and park on the school premises. **Driving privileges may be taken away due to excessive tardiness.**
  - If a student arrives late to school on five occasions, consequences will be administered. (S)he will receive a phone call home after 3 tardies and then a written letter after 4 tardies. After the fifth tardy, students will receive an after-school detention. Additional tardies may result in Additionally, students who drive will have their parking pass revoked for one week. The student's parking pass must be turned in to the front office before the 5 day driving suspension begins and the student must be on time for five consecutive days to earn the pass back. If the student arrives late during that 5 day driving suspension period, the days will reset back to zero.

Early Dismissal Policy

The following procedures are to be followed when a student is requesting an early dismissal from school:

- The student must bring a note to school signed by the parent. The note must have the date, time, reason for dismissal, and telephone number where parents may be reached. The note must also state the person who is picking up the student, if it's someone other than a parent.
- The note must be brought to the office. Calls home for early dismissals will only be granted in an emergency and need approval from an administrator.
- The parent/person designated on the note must come to the office to pick up the student.
- A student driving to school will be provided an early release slip to give to the teacher.
- **All students have to be signed out before leaving school.**
- All students must sign out **regardless of age**.
- A student who has signed out or who is excused early because of a class schedule must leave the building and grounds immediately or be subject to disciplinary action.

Leaving the School Grounds

Students are not permitted to leave the school during the school day without the administration's approval. Each student should sign out in the office. Students who leave early may not return to school without receiving prior permission. Students are to enter/exit only through the main school doors in front of the office.

RULES

School safety is our number one priority at LHS. In order to ensure the safety of all students and staff members, we have rules. These rules and regulations are put in place to keep everyone safe, as well as provide a learning environment with minimal distractions. Below are the rules that students are expected to follow. Disciplinary consequences may be issued when rules are not followed.

Administrative Areas

The administrative area of this school is the business office. Students are expected to be in the administrative area only if they have business in the general office, if sent to the office by a teacher, or if meeting the guidance counselor or the principal. Students are not allowed in the faculty workroom. The above use of the administrative area applies to all hours of the day.

Assault and Battery

Assault is defined as any attempt or threat to harm another person. Battery is the illegal touching of another person, especially when there is intent to do harm. When students engage in assault and/or battery, the student may receive up to a ten (10) day suspension from school and a referral for a disciplinary hearing. Depending upon the severity of the action, a student may also be referred to the superintendent for a disciplinary hearing with a recommendation for expulsion. The student involved may be referred to law enforcement officers, and a juvenile petition or warrant obtained as appropriate.

Assembly Rules

- Students should show proper respect for visitors, speakers, and guests.
- All students must sit in areas designated for their grade or teacher.
- Students should keep their hands, feet, and objects to themselves.
- No food or drink products are allowed in assemblies.
- Students should not leave their assigned area until the assembly has officially ended.

Assigned Areas

Students must remain in their assigned locations during the school day, including lunch, unless they have staff permission or a valid pass. Being in halls, common areas, restrooms, classrooms, or outdoor spaces without permission is a violation of school expectations. Consequences may include detention, parent contact, office referral, or other disciplinary action. This policy helps maintain safety, accountability and also helps to provide an effective learning environment for all students.

Bathroom

The bathrooms are single occupancy and only permit one student in a stall at a time. Students that are in a stall with another student will be subject to disciplinary action.

Beverages and Food Products

Only those food or drink products under the supervision of the cafeteria may be sold during lunch periods. Federal Regulations prevent the sale of candy or other fundraising food products during lunch or breakfast periods.

The consumption of food and beverages, with the exception of water, will only be allowed in the designated eating areas. It is not allowed in any academic areas of the building including hallways, gymnasium, and the theater.

Only clear plastic water bottles are allowed in the academic areas, gymnasium, theater, and/or hallway. Canned drinks, sodas, and/or juice are not allowed in the classrooms.

Water bottles must be plastic, clear, and filled with water only. Thermal and/or glass bottles are not allowed in the building.

Cell Phones

Refusal to turn the cell phone over to the teacher will result in an in-school suspension, and refusal to turn the cell phone over to the administration will result in a day out of school suspension.

Parents are encouraged to contact the school at 804-462-5100 if necessary information is needed for their student during the day (ex., change in afternoon plans, family emergencies, etc.). Devices may be used according to policy on school buses as long as earbuds or headphones are worn and it is NOT a distraction to the driver in any way.

Class Dismissal

Students will remain in their seats until dismissed by the teacher. The bell does **NOT** dismiss class; the teacher dismisses class.

Class Transitions

During class transitions students are permitted to go to their lockers, and/or bathroom. If a student needs to see the nurse, counselor, or office staff, then a pass from their teacher is required. If a student is tardy they may receive disciplinary consequences.

Dishonesty (Academic)

Cheating, forgery, plagiarism, and giving false information are against school policy. Students are required to give credit for using another person's work by giving the proper notation on written and oral presentations. Violations of this policy may result in both academic and disciplinary penalties. Cheating includes, but is not limited to, any attempt to obtain or give information in an effort to deceive, or avoid following ethical procedures, or to deviate from the teacher's directions. Lying or giving false information verbally (in person or by phone or in writing) or the knowing use of forged writing are violations of school policy. Acts of dishonesty may lead to suspension and/or other disciplinary consequences.

Disorderly Conduct

Students should conduct themselves in an orderly manner at all times. No student may act with the intent to cause a public inconvenience, annoyance, or alarm, or recklessly create a risk to the public. If the disruption prevents or interferes with the orderly conduct of any class or disrupts the operation of any school or any activity conducted or sponsored by the school, the student may be charged with Disorderly Conduct. Disruptive behavior means any conduct that interrupts or obstructs the learning environment. Any student acting in a disorderly manner may be suspended up to ten (10) days by the administration and reported to the legal authorities. The Superintendent and the School Board may issue more severe consequences.

Drugs and Alcohol

- Substance abuse is defined as follows: Use, possession, distribution, intent to sell, selling, purchasing, attempting to purchase, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance, imitation controlled substance, marijuana, illegal drugs, or anabolic steroids or intoxicants including alcohol, on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff.
- Possession or distribution of "imitation controlled substance", which by dosage unit appearance, including color, shape, size, and markings or by representations made, would lead a reasonable person to believe that the substance is a controlled substance, is prohibited.
- Being present on school grounds within a reasonable time after having consumed or used a controlled substance, marijuana, anabolic steroids, illegal drugs, intoxicants, and/or alcohol is prohibited.
- The use, possession, distribution, intent to sell, selling, manufacturing, giving, or attempting to sell drug paraphernalia on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff. Drug paraphernalia means all equipment, products, and materials of any kind, including the constituent parts thereof, that are either designed for use or intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance. Drug paraphernalia shall include, but not be limited to, those things defined in the Code of Virginia.

Eighteen (18) Year Old Students

Students who are 18 and over must abide by the same rules and regulations as other students. These students may not sign parental/guardian documents, unless specifically approved by the administration.

Elevator

Elevators will only be used by students with special permission.

Face Paint and Face Masks

Face paint, full-face coverings, masks, and other items that conceal a student's identity are not permitted during the school day unless approved for a school activity, performance, medical need, or special event. Any approved face covering must comply with school safety expectations. This policy is in place to support school safety and ensure that students and staff can easily identify individuals on campus.

Failure to Complete Assignments

Teachers have the right to assign detention to students who do not complete class and homework assignments. These detentions are scheduled by the teacher and will be held in the classroom. Parents will be notified.

Fundraising Activities

All fundraising activities to finance student activities must be approved by the school administration and superintendent. Candy and other food items cannot be sold in the classrooms during instructional periods or in the cafeteria during breakfast and lunch periods.

Gambling

Gambling is illegal and is not allowed at school.

Gangs

Students shall not engage in gang activity on school grounds, on school buses, or at any school-sponsored activity. A gang is defined as any group of two or more persons whose purpose includes:

- Commission of illegal acts
- Participation in activities that threaten the safety of persons or property
- Disruption of the school activities
- Creation of an atmosphere of fear and intimidation

Students shall be subject to disciplinary action for participating in gang activity. Gang activity is defined as:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes), showing membership or affiliation in a gang
- Using any speech or committing any act or omission in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and (d) inciting other students to act with physical violence
- Inappropriate gathering, bullying, harassment, intimidation, degradation, disgrace, and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees, or visitors.

Hall Passes

Lancaster High School uses the system E-Hall Pass (electronic hall pass). Students are expected to follow their classroom teachers' expectations when using e-hall pass. Any student in the hall while classes are in session must have a pass from the teacher responsible for him/her at that time. The student is to go directly to his/her destination and directly back to the classroom.

Threats or Intimidation

All LHS students have the right to attend school without fear. No student may coerce, threaten, intimidate, or commit any other act that may cause fear. Students may not use provocative speech, postures, or gestures that may intimidate or harass others. Students acting in this manner may be suspended up to ten (10) days and may be referred to the Superintendent for further action. Any student who is being intimidated should make an immediate report to a teacher, counselor, administrator, or parents. Legal action may be taken if appropriate.

If any student makes a threat to any employee of Lancaster County Public Schools, while on a school bus, on school property, at a school-sponsored activity, or in a school-related matter, that student may be suspended from school and/or other disciplinary action taken. The matter may also be reported to the Superintendent for further appropriate action.

Investigations

There are times when it becomes necessary for school officials to conduct investigations to determine the facts about school misconduct and crime. Students are expected to be honest when questioned during an investigation. Any student determined, by the facts gathered during an investigation, to have intentionally given false information may be suspended.

Lockers

Lockers will be provided to all students during the first week of school. Students are to use only the locker assigned to them, and students are to keep their lockers in neat condition. Illegal or stolen articles are not to be placed in the locker. Stickers or posters are not to be placed on the outside or inside of lockers. Lockers may be searched by the school administration if there is suspicion of a violation of school policies.

Students will be responsible for any damage to their locker due to negligence or abuse. Students are cautioned not to give their combination to any other student and to keep their locker locked at all times. Students must assume full responsibility for the security of their lockers and their contents. All lockers should work properly, and abuse of the lockers will not be tolerated. Any student not taking proper care of the lockers will be required to pay for any repairs. Students may not use their lockers during class, unless they have permission from an administrator or their teacher during that period.

Lost or Damaged School Items

Students are responsible for books, materials, and equipment issued to them by the school. For any lost or damaged item, the student must reimburse the school.

Lunch

Students will go to lunch according to the assigned lunch schedule. **Students should report to lunch within four minutes of their lunch bell.** A student can be tardy to lunch. Students who remain in the hallways after that time will be considered to be in an unauthorized area. Students must remain in the cafeteria area during their lunch period unless permission is given to go to another location. The following rules are expected to be followed:

- Students are not allowed to leave campus during their lunch.
- Students may not order or have food delivered or dropped off from an outside vendor.
- Students will keep their hands, feet, and objects to themselves at all times.
- Students must empty trays and put all trash into the proper receptacles.
- Students will not yell, scream, whistle, or make other loud, disturbing noises. This includes playing music that is audible to others in the cafeteria.
- Students must remain in the cafeteria during the entire lunch period.
- Students will not cut in line or allow other students to cut in line.
- Misuse of identification numbers may result in loss of eligibility for free or reduced-price lunch.
- Students must be seated, and once seated, students will not move about the cafeteria unless disposing of trash or emptying their trays.

Personal Relationships

Excessive displays of affection, including physical contact, such as hugging, hand holding, sitting on laps, kissing, etc., will warrant disciplinary action.

Pets and Animals

For the safety and health of all students, pets and animals are not allowed on school property. Exceptions may be made for instructional activities or special occasions. All such exceptions must be approved by an administrator.

Seating

Sitting on desks or lying on the floor in offices, the cafeteria, classrooms, or hallways is inappropriate. It is poor manners to put feet on chairs, desks, or tables. Students are expected to sit in a manner that is appropriate for the area and the activity.

Sexual Conduct

Inappropriate sexual conduct is defined as inappropriate touching or inappropriate verbal comments, or harassment. The student may be suspended from school up to ten (10) days, and/or referred to the Superintendent for further disciplinary actions, and/or reported to the legal authorities.

Sexual Harassment

The school does not tolerate or condone sexual harassment of students by faculty, staff, or other students. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any student who believes that he/she has been sexually harassed or observes conduct of this nature shall make a report to his/her counselor, principal, assistant principal, or dean of students and his/her parent.

Skipping Class

Skipping any class or scheduled activity during the school day is prohibited. Skipping class includes being out of class without permission or coming to class five minutes or more late. Skipping class can result in disciplinary action.

Student Drivers

Depending on the severity of the matter, driving violations will be handled by revoking driving/parking privileges for specified periods.

When students travel between their home, school, and other instructional or cooperative job sites, a student driver may not transport another individual without having written permission from the student driver's parents/guardians and permission from the passenger's parents/guardians.

Student Expression

The right to freedom of expression does not include oral or written expression or conduct that is indecent, lewd, profane, vulgar, obscene, or sexually explicit, or which is inconsistent with and undermines the basic educational mission of the public schools. The exercise of this right may not interfere with the rights of others, nor may oral or written student opinions be used to present material which falls into one or more of the following categories:

- Material that reasonably leads the principal to forecast substantial disruption of or material interference with school activities or endangers the health or safety of students.
- Substantial disruption of and material interference with school activities shall include but not be limited to:
    - Creating an environment where there is a significant likelihood of harm to persons and/or property.
    - Prevention of the normal and routine conduct of classes and other school activities or of normal and routine movement on school premises.

The principal or designee shall determine whether a substantial disruption of or material interference with school activities is likely after taking into account the following factors.

- History of disruption in the particular school and its causes.
- Whether any material or acts in question would be likely to lead students to act in a disruptive manner, or whether the material or acts are merely offensive or objectionable but not provocative.
- Whether any material or acts in question are similar to any material that has been proven disruptive in a similar environment.
- The number of copies of any material intended to be distributed and the manner of the intended distribution.
- Material that is libelous or slanderous.
- Material or acts which advocate the commission of a criminal act or constitute a criminal act as defined by the Criminal Code of the United States, the Commonwealth of Virginia, or the County of Lancaster.
- Material or acts which are obscene as defined in the Code of Virginia.
- Material intended for school-sponsored vehicles of student expression which is ungrammatical; poorly written; inadequately researched; biased, prejudiced; obscene, indecent, vulgar, lewd or profane; patently offensive, sexually explicit; unsuitable to the maturity level of the audience; advocates the use of drugs or alcohol; advocates irresponsible sexual behavior or conduct; or is inappropriate to the achievement of the instructional objectives of the activity.
  School-sponsored vehicles of student expression include, but are not limited to: school sponsored newspapers, magazines, and yearbooks; handbooks, guidebooks, and printed programs; dramatic and musical productions; forensics, debate, and public speaking; assembly programs; student elections; student government and advisory councils; commencement activities; and other activities in which student expression is disseminated under the auspices of the school.
- Students' clothing, haircuts, or tattoos may not display in words or pictures **Intimidation or** products: drugs, alcohol, nudity, vulgarity, obscene, lewd or profane words, inflammatory racial statements; or other prohibited expressions as outlined. Any clothing that has the likelihood of causing substantial disruption of or material interference with school activities is prohibited.

Tobacco Products/E-Cigarettes

Students are not permitted to possess tobacco products or associated paraphernalia, including such things as lighters, pipes, rolling papers, e-cigarettes, etc., on school property, including school buses during the school day. No person is permitted to smoke or vape on school grounds. Students violating either of these laws may be referred to legal authorities.

Trespassing

Each time a person enters upon or remains on the premises after having been told to vacate shall constitute a separate offense. It is unlawful for any person, including a student, to trespass on school property after being directed to leave. The student will be subject to school disciplinary actions and may

be referred to legal authorities. Students who are suspended from school are not allowed on school property (including any school events) without permission from an administrator. It is unlawful for any person (including students) to be on school property or to enter the building when school is not in session unless they have approval from an authorized person or are attending a school-sponsored function.

Unauthorized Use of School Equipment

Students may not use any school equipment without proper authorization.

Violent or Threatening Behavior

- **Fighting**
  - Never get involved in trying to separate those who are fighting. Trying to separate combatants can lead to personal injury.
  - If an adult is present, the student should stand clear and wait quietly until the situation is under control or do what the adult asks.
  - If no adult is present, the student should leave the scene and report the situation to the first adult that is encountered.
  - Students should never leave a supervised area to approach an incident.
  - Fighting will result in disciplinary action, up to 10 days of suspension (OSS), recommendations for alternative placement, and may be charged by the school resource officer.

- **Threatening Behavior**
  - In the event that a student is threatened verbally by another student, the student should immediately leave the person doing the threatening and seek an adult to report the situation.
  - If a violent situation occurs within the school building, the office will keep teachers informed. Students should follow the directions of the adult who is nearest to them when made aware that a crisis exists in the school.
  - If the crisis situation is inside the building and the student is outside, the student should remain outside. Do not return to the building but seek the nearest adult and follow that person's directions.
  - If a crisis situation occurs outside the building, return immediately to the building and seek an adult for further directions.
  - In the event that injury to self or others occurs as a result of a violent situation, find the nearest adult and follow that adult's directions.
  - If the student is in the area where the dangerous situation exists, the student should try to remain calm and follow the instructions of whatever adult is present in the area.
  - Under no circumstances should a student leave a supervised area in a crisis until being told to do so by the adult in charge.
  - Threatening someone will result in disciplinary action.

Discipline Consequences

Discipline is a cumulative process. Repeat offenses will usually bring more rigorous disciplinary measures each time they occur. The school administration will do its best to fairly and equally discipline students, but the student's disciplinary record for the year will also influence the consequences given.

Consequences

The administration may use any of the following consequences to maintain order and discipline within the school environment.

- **Admonition, Warning, and Counseling**
  Admonition, warning and counseling will be used where appropriate to assist a student to understand his/her conduct interferes with his/her educational process, threatens the rights of others, or is contrary to school policy or regulations and needs to be corrected.
- **After-School Detention (ASD)**
  The principal and/or assistant principal will assign students to an after school detention for violating classroom rules as established in their classes. Students must report to the after-school detention room the assigned day that they attend school unless a different day has been arranged with the teacher or administrator. Students must bring materials with which to work or read during the detention. Students will not be allowed to sit idle, sleep or use cell phones. Students who are disruptive or tardy to after-school detention may be assigned an additional day(s) and/or other disciplinary action may occur. Students who fail to serve an after-school detention may be subject to additional disciplinary action.
- **Exclusion from Field Trips**
  A student may be excluded from going on field trips if his/her behavior makes this penalty necessary. Students failing one or more subjects may be excluded from a field trip if the field trip requires them to miss a scheduled class in which they are failing.
- **Exclusion from Class**
  A student may be removed from a class for a set period of time.
- **Suspension from Extracurricular Activities**
  A student's privilege to participate in all or certain extra-curricular activities and/or school sponsored activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extra-curricular activities may be imposed in conjunction with other penalties. Any student who is on OSS may not participate in extracurricular activities during that time period or attend any activity on school property.
- **Probation**
  Being placed on probation is notification that a student's behavior has been unacceptable and must be improved. A student may be placed on probation for a specified period following a conference with his/her parents in which the terms and conditions of the probation are explained.
- **Suspension from School**
  A student may be suspended from school for violations of school policy as set forth in the Code of Virginia. OSS may require parents or guardians to meet with an administrator before the student is readmitted. A discipline hearing may also be required depending on the nature of the

infraction. During this period, he/she may not ride school division buses or vehicles, be present upon school grounds or in school buildings, or participate in school activities. Violation of this directive may result in charges of trespassing.

- **Expulsion**
  A student's privilege to attend school may be terminated by the School Board in accordance with the Code of Virginia
- **Referral to Law Enforcement Officials**
  Violations of law may be referred to law enforcement officials in addition to the use of other disciplinary measures.

- **Removal from Bus Transportation**
  A student may be suspended from riding a school bus for rule violations. The suspension will be for a specific period of time that may include loss of bus riding privileges for the year. The parent will be notified.

In-School Suspension (ISS)

In-school suspension is available at Lancaster High School for students having behavioral problems. Students assigned to the program are isolated from the normal daily operations of the school and during the time the student is in in-school suspension, participation (as a spectator or participant) in extra-curricular activities will not be allowed.

1. Students assigned in-school suspension are to get all books, notebooks, pencils, etc. the day before their assignment begins. Students should meet in a designated area upon arrival to school.
2. A procedure will be developed to allow assignments from each of the student's classes to be collected and given to the student at the appropriate time.
3. Students will not be counted absent from class while serving in-school suspension. A notation should be made by the classroom teacher indicating the student's presence in ISS.
4. Students in in-school suspension will eat lunch at an assigned time. Supervised restroom breaks will be provided periodically.
5. Students will not be allowed to leave the in-school suspension room for any reason other than an emergency.
6. No talking or other communication with anyone without permission from the teacher will be allowed.
7. Students can be assigned in-school suspension only by the administration.
8. Since in-school suspension is an alternative, in-school instructional program, students may be assigned to the program for an extended period of time when deemed to be in the best educational interest of the student and the school.
9. If a student is assigned to in-school suspension they may not attend or participate in any school function the day of their consequence.
10. Students that are assigned to in-school suspension may lose privileges, be removed from honor societies, be removed from school offices, be removed as school aides, be declared ineligible for exam exemptions, or be assigned other sanctions as appropriate.
11. The student must complete all work assigned by the teachers and/or ISS monitor before he/she is released from ISS.
12. Disciplinary problems while in ISS may result in the student being assigned extra days in ISS or placed on out-of-school suspension.

Out of School Suspension (OSS)

Virginia law states that students may be suspended from attendance at school (OSS) for sufficient cause. A student may be suspended by the principal or his designee for behavior which interferes with the education of others, prevents the orderly operation of the school, threatens any individual's physical well being, or knowingly violates a rule for which the penalty is suspension. Suspended students are not allowed to attend any function in which LHS is participating or be on school property at any time without administrative permission. These lists are neither all inclusive nor exclusive. Each offense will be evaluated on an individual basis and judged according to the severity and duration. A single incident of disobedience may be considered a minor problem while a series of disobedient acts by the same student could be a major issue.

APPEALS

Lancaster High School recognizes the "Due Process Rights" of all its students and parents. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A student shall remain on in-school suspension while awaiting the appeal. A student or parent/guardian may appeal a suspension imposed by a school administrator or the principal, in the following manner:

Out-of-School Suspensions of 10 days or less:

A decision to suspend a student may be appealed by the student's parent/guardian. An appeal of a suspension shall not hold the suspension in abeyance. A student shall remain on out-of-school suspension while awaiting the appeal. Failure to file a written notice of appeal within the prescribed time will constitute a waiver of the right to appeal. A parent/guardian may appeal a suspension to the principal of the school, then to the Superintendent's designee. The Disciplinary Review Hearing Officer (DRHO), in the following manner:

1. A student or parent/guardian shall submit a written letter of appeal, which should include all supporting documentation, to the principal of the school within three (3) working days of notification of the suspension. The student or parent/guardian should state specifically the reason(s) for the appeal and consider the following before appealing a suspension: (A) whether the facts warrant the suspension; (B) if the consequences were appropriate for the behavior; and (C) whether school and county procedures were followed. The principal shall review the suspension and all the evidence and render a written decision as soon as possible and within three (3) working days.
2. To appeal further, the student or parent/guardian shall submit written notice to the principal within three (3) working days of the principal's decision to uphold the suspension, requesting that the principal forward the letter of appeal and all documentation to the DRHO. The DRHO shall review the information, gather additional information, and/or conduct a hearing if necessary, and render a decision. For suspensions of ten (10) days or less, the decision of the DRHO shall be final.

Violations Of Laws

The school does not condone, support, nor tolerate students who break the law. We will cooperate with the investigations of law enforcement officers according to the guidelines established by the School Board. The school will honor all court issued subpoenas.

The court is mandated to notify the district superintendent of all cases involving any student charged with a felony or certain other criminal acts. Upon receiving this notification, a hearing will be conducted with the student and parents/guardians to determine whether it is in that student's or the school's best interests to continue in that student's current program.

Students may be suspended from school pending the outcome of the case. An alternative education program will be provided during this period. A student found guilty or not innocent of a felony or other criminal act (in a court of law) may be given a long term suspension or expulsion.

Search and Seizure Policy

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search or any materials that may be related to a violation of law or school rules and regulations. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials shall be notified.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

- Personal Searches. A student's person and/or personal items (e.g., purse, book bag, pockets, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school.
  If a pat down search of the student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.
- Locker Searches. Student lockers, desks, and other such property, are school property and remain at all times under the control of the school. However, periodic general inspections of lockers or desks may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.
- Automobile Searches. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior and visible interiors of student automobiles on school property. The non-visible interiors of student vehicles may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- Seizure of Illegal Materials. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition.

School Resource Officer (SRO)

The School Resource Officer is a Lancaster County Deputy assigned to the high school to provide a safe learning environment for students. The SRO is considered an acting "School Official". He has the authority to investigate situations and make an arrest if there is a violation of the law. The SRO also works to develop a cooperative and supportive relationship with students and staff. He is present at extracurricular activities and assists with the many activities at the high 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.

General Information

Announcements

School announcements will be made on the public address system in the morning and in the afternoon. All announcements that concern groups must be signed by the sponsor of the group. Students who miss the scheduled announcements may check with the office when they sign in.

Class Officers

Each of the four grades is organized as a large club. Officers are elected for each grade. The usual officers include president, vice-president, secretary, and treasurer. The classes are advised by the class sponsors.

Students must meet the following criteria to be considered for a class office:

- "C" Grade Point Average (minimum 2.0)
- No OSS
- No more than 3 minor referrals (i.e., Tardy)
- 3 Recommendations from teachers
- Signatures (30) of students' class members

Community Service Graduation Requirement

All students entering 7th grade in the fall of 2026 and beyond will complete ten (10) hours of community service each year to graduate. 60 hours of community service for the Class of 2032. 50 hours of community service hours for the Class of 2031; 40 hours for the Class of 2030; 30 hours for the Class of 2029; 20 hours for the Class of 2028; 10 Hours for the Class of 2027.

Reporting Community Service Hours

The Counseling Office will keep track of student community service hours. The form to track community service hours may be picked up and returned once completed to the counseling office. LHS has partnered with Volunteer River Counties to provide community service opportunities for our students. For more information about volunteering opportunities please contact the Counseling Office.

Unfilled Hours

The yearly service requirement is viewed like an annual academic requirement in that a student is expected to meet a minimum of ten hours each year.

Drop Off/Pick Up

The official school day begins at 7:45 AM. Students are not to arrive at school earlier than this nor enter the building before that time, as there is no one available to supervise students before this time.

School ends at 3:20. Students will be dismissed at this time to ride the bus or pick -up. They are not allowed to loiter on the campus after this time, unless participating in an after school activity or working with a teacher. They are to immediately report to those locations.

Interactions with Elementary and Middle School Students

High school students should take every reasonable step necessary to avoid confrontations with younger children. High school students should report problems to the bus driver, parents, or a school administrator. High school students should serve as role models for younger students.

Personal Property

Students should put their names on all items of personal property. Lost items should be reported immediately to the teacher and the office. You should not borrow the belongings of other students. Valuables should not be left unsecured in the classrooms or in the locker rooms. Valuables should be on your person or in your locked locker. Students should not bring large sums of money to school.
Note: The administration is not responsible for such items.

Lost and Found

Lost and found articles are kept in the main office. Students should check immediately when they have lost or found an article. Students are strongly urged not to be careless with their personal belongings and valuables. It is especially inadvisable to bring large cash sums to school. **Students are responsible for the security of cell phones, Chromebooks, electronics, books, and personal effects. The school is not responsible for the theft of these items.** If a book is lost, a student should check with their teacher first, then with the office. If a Chromebook is lost, students should check with the media center and then the front office.

Physical Education-Medical Excuses

All students enrolled in physical education are required to change into suitable clothing attire (as determined by the teacher) and participate on assigned days. Students unable to participate because of illness or injury must bring a written excuse. If the duration of the excuse is for three (3) consecutive days or for any continuing problem, an excuse is required from a licensed medical doctor.

School Telephones

Telephones in school offices are to be used only for school business. Students will be called on the phone only in emergencies. Only messages of an urgent nature will be delivered to students.

The school office is open from 7:45 AM to 4:30 PM, Monday through Friday.

Student Response to Emergency Situation

These procedures are to be followed in the event of certain emergencies.

Fire

If a student discovers a fire:

- Go to the nearest pull station and pull the fire alarm.
- Follow fire drill procedures, immediately leaving the building by the nearest exit.

NOTE: There is a severe penalty for pulling a fire alarm when there is no fire.

Injury/Illness (of another person):

- If an adult is at the scene of an accident or illness, stand clear of the scene and wait quietly and orderly for an adult to give you directions.
- If there is no adult at the scene and there are two or more students who observe what has happened, one student should remain with the victim while the other goes for help. If one student only sees the accident, that student should go as quickly as possible for help. Under no circumstances should a student or students try to move someone who has had an accident.

Student Vehicle Regulations

Students who want to drive to school must complete a parking application and pay a parking fee of $20.00. A parking tag will be issued to each student and must be displayed so it is clearly visible on either the front window or back window, but does not obstruct the driver's view. The student must present a current driver's license and proof of insurance to receive an assigned parking space. Students may not sit in or on cars during the school day or move the car without permission. Being in the parking lot without permission may result in disciplinary action. Students driving a car to school without a pass may be asked to remove their car from school grounds and may lose their right to drive to school. Repeat offenders may have their vehicles towed at the owner's expense. All vehicles must be parked in straight lines within the confines of the painted lines. No student vehicle may be parked in the spaces assigned to

staff. Vehicles must be parked in the assigned designated student parking area. The parking lot speed limit must not exceed 10 mph. Seatbelts must be worn while on school property. Reckless driving of a student in the parking lot, entering the parking lot, or leaving the parking lot will result in loss of driving privileges for a specified period of time. Vehicles parked on school property may be searched without the permission of the owner/driver. Northern Neck Technical Center, Rappahannock Community College, and Governor's School students must ride LCPS provided transportation, unless prior written permission is received with all required signatures. The administration reserves the right to revoke student-driving privileges for any motor vehicle misconduct, even if not mentioned in this section.

Achievement Center

The Achievement Center is a structured support environment designed to help students understand that success is earned through consistent effort, accountability, and purposeful preparation. Students in the Achievement Center are expected to set clear goals, follow a plan, monitor progress, and take ownership of their academic and behavioral outcomes.

Purpose of the Achievement Center

The Achievement Center serves three primary purposes:

- Academic goal setting and tracking
- Targeted remediation and tutoring
- Extended in-school intervention

Academic Goal Setting and Tracking

The Achievement Center will manage the student goal setting process at Lancaster High School. Students will establish specific, measurable, and time-bound academic goals each semester. Students will also establish strategies to reach their goals. Progress will be reviewed regularly, and goals will be adjusted as needed to ensure growth and accountability.

Targeted Remediation and Tutoring

The Achievement Center will also manage the targeted remediation and tutoring at Lancaster High School. Students who need academic support will receive direct, structured tutoring and remediation. Support will focus on closing learning gaps, strengthening essential skills, and improving performance in core courses. Tutoring is an active process in which students are expected to participate fully, ask questions, and complete the work necessary for improvement. Selected teachers will be assigned to the Achievement Center as a duty to provide tutoring and academic support to students during scheduled times.

Extended In-School Intervention

Students may be assigned to the Achievement Center as part of an in-school intervention plan in two situations:

- Transition support for students returning from Alternative Education placement
- Repeated classroom infractions requiring extended in-school intervention

Students assigned for intervention will follow an individualized plan designed to support successful re-entry into the regular school setting. The goal is to address academic needs, improve behavior, and promote responsible decision-making.

Student Expectations

Students in the Achievement Center are expected to:

- Arrive on time and be prepared to work
- Follow staff directions the first time they are given
- Complete assigned academic and intervention tasks
- Participate actively in tutoring and support sessions
- Demonstrate respectful, responsible behavior
- Maintain focus on improvement and progress

Staff Responsibilities

Staff members in the Achievement Center will:

- Help students develop according to an individualized student plan
- Provide targeted tutoring and intervention
- Monitor student progress and accountability
- Support transition plans for returning students
- Communicate student growth and concerns as needed

Placement and Review

Placement in the Achievement Center is intended to be purposeful, temporary, and goal-oriented. Student progress will be reviewed regularly to determine continued placement, transition readiness, or additional intervention needs.

ACADEMICS AND CURRICULUM

Program of Studies

All students need to plan an appropriate high school course of study for grades 9-12. To get the most from their high school experiences, students need guidance and assistance in selecting courses in terms of sequence and relating courses to a possible post-high school career choice. Information about the course election process, diploma types, course weighting, promotion requirements, transfer credits, program options, and course descriptions may be obtained in the Counseling Office.

Chesapeake Bay Governor's School for Marine and Environmental Science

Rising sophomores may apply for admission to the Chesapeake Bay Governor's School for Marine and Environmental Science. This program is housed at Rappahannock Community College in Warsaw. Students spend approximately one-half of the school day at the Governor's School and one-half of the day at Lancaster High School. Transportation is provided. Students may earn college credit in dual enrollment classes. Regulations governing dual enrollment classes at the home school apply to the Governor's School.

Dual Enrollment

Students must take an entrance test administered by the college to qualify for Dual Enrollment classes. There is a practice test to prepare for the actual test. It is recommended that interested students see their counselor about this. Students who successfully complete dual enrollment classes will receive college credits as well as high school units of credit. Lancaster High School is working with Rappahannock Community College to offer these classes. Fees are not usually associated with these classes.

Vocational Education

LHS and Northern Neck Technical Center offer an extensive vocational education program. The purpose of vocational education is to provide training to develop skills, abilities, understandings, attitudes, working habits, and to impart knowledge and information needed by workers to enter and make progress towards employment on a useful and productive basis. Vocational education is an integral part of the total education program. It makes a contribution toward the development of good citizens, including their health, social, civic, cultural, and economic interests.

Early Dismissal/Late Arrival

According to the Standards for Accrediting Schools in Virginia, every student must maintain a full day schedule unless written permission is approved by the principal and/or assistant principal. The early release/late arrival is a privilege available only to seniors in good standing, including completion of all verified credits. However, requests are not automatically granted. The student must remain in courses that are required for graduation and/or earning verified credits. No schedules will be changed until such approval is received.

ACADEMIC INFORMATION

Course Change

Schedule changes may be allowed within the first week of a new class. Requests may only be made under the following circumstances:

- Impacts Graduation.
- Pre-requisites are not met for the course.
- There is an obvious error (ex: two classes scheduled at the same time or holes in the schedule)
- **A request for a schedule change to have a specific lunch, class with a friend, or a specific teacher will NOT be considered.**

Homework Assignments

Students should be absent for three days or more before requesting help from the counseling department in getting homework assignments. Students should ask the teacher or use a buddy system to get homework for absences up to three days.

Report Cards

Every student who is enrolled will receive a report card each nine (9) weeks. Report cards will be issued in accordance with the school district schedules.

Please be reminded that parents always have access to their child's grades through the Parent Portal in PowerSchool. If you need assistance with this, please contact Sarah Pittman sapittman@lcs.k12.va.us or 804-462-5100 Ext 4013.

Graduation Benchmarks

All students are required to earn 22 credits for a standard diploma or 26 credits for an advanced diploma. To advance to the next grade level, students must pass their English class along with four other credits. Additionally, students are required to pass six state standardized tests–SOLs– in the following areas: Math, History, Biology, Reading, Writing, and Career and Technical Education (CTE).

Textbooks

Textbooks are furnished by the Lancaster School Board at no cost to the students. Students must pay for lost or damaged textbooks.

SERVICES

Clinic

The School Clinic is located in the main office and is staffed by a school nurse who administers first aid as needed. Clinic hours are 7:45 AM – 3:15 PM. Students should see the nurse before school or during their assigned lunch break. If it is necessary for a student to be seen by the nurse during class time, the teacher may assign a clinic pass and allow the student to visit the clinic or ask the nurse to come to the classroom. Frequent visits to the clinic may result in a referral to your family doctor. All students must sign out in the main office, even if medically approved by the school nurse to leave the building to go to the doctor or home.

Communicable Diseases and Conditions:

Any child with a suspected communicable disease, which includes but is not limited to, ringworm, impetigo, lice, conjunctivitis (pink eye), or who has an unexplained rash, draining sore, a temperature of 100 F, vomiting, or diarrhea, is not permitted to remain in school.

All students in tenth grade, as well as students who are new to the district, will have vision and hearing screening performed this year. If there is an abnormal finding, parents will be notified by letter. Please contact the school nurse if you have any concerns regarding your child and the screening process.

Head lice

When the presence of head lice is suspected, the school nurse will make the determination. If the school nurse determines that head lice are present, the parents will be notified immediately, and the student must remain at home until properly treated. To be readmitted to school, the student must be re-examined by the school nurse or designee and declared free of the infestation. When necessary, other students will be advised and/or examined.

MEDICATION AND PRESCRIPTION DRUGS

Medication Prescribed for Individual Students

Employees of Lancaster County School Board may give medication prescribed for individual students only-pursuant to the written order of a physician, physician assistant, or nurse practitioner, and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Students who bring medication to school may be subject to disciplinary actions. Students are never permitted to carry medication and self-administer medication on school property unless it is an authorized Asthma Medication and/or Auto-Injectable Epinephrine. See section ***"Self-Administration of Asthma Medications and Auto-Injectable Epinephrine".***

Nonprescription Medications

Employees of Lancaster County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student. Students who bring nonprescription medication to school may be subject to disciplinary actions. Students are never permitted to carry medication and self-administer non-prescription medication on school property

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with school board policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, must be on file with the school.

Written notice from the student's health care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name of, and dosage of, the medication, the frequency which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administrator the medication;

An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.

There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medication and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.

Counseling Services

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 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 counseling program is coordinated with and makes full use of the resources of the home and community.

Library Services

The library is open throughout the day for students who need to work there. It serves as the media center for the school and contains such resources as books, computers, projection equipment, and materials. Students are encouraged to use the library for obtaining materials to supplement classroom work and to read about and explore new interests. Students should always remember that the librarian is ready to help them in any way she can.

General circulation books (fiction and nonfiction) may be checked out for a period of two weeks and may be renewed if no other student needs them. Renewed books may be recalled if needed by another student.

Students are responsible for all books and other materials checked out to them. Any lost or damaged materials must be paid for by the students who have checked them out.

The following rules of behavior will apply to those students using the library:

- Students must have a pass from their teacher to visit the library.
- Bring with you all materials you will need to work (you will be asked to sign in and out of the library).
- Speak in a low tone of voice, preferably a whisper, when necessary, and only to the others at your own table.
- Keep your hands, feet, and objects to yourself.
- Food and drinks of any kind are **NOT ALLOWED** in the library.

The library is a place for study, research, and reading; not a location for meeting and conversing with friends or for other informal social purposes. Students should conduct themselves in a studious and industrious manner when using this facility. A student's library privileges may be discontinued for the following reasons:

- Continual abuse of the library through misconduct.
- Accumulation of overdue/lost books and/or overdue fines.

Immediate removal from the library will result from use of profanity, fighting, abusive language or actions toward fellow students or staff, defiance of authority, theft or vandalism of library materials, or misrepresentation (lying/forgery).

Physical Education Program/Driver's Education

Students are required to successfully complete two years of health and physical education. When health and physical education are taught as a combination class, at least 40 percent of the instructional time shall be devoted to health education. Driver education is taught as a part of the Health and Physical

Education program. A fee of $125.00 is charged for behind-the-wheel training. This shall be taken before school, after school, and during the summer. Students must pass the driver education classroom, pass their courses, and have regular attendance in order to be considered for behind-the-wheel.

Students are required to dress out and participate in physical education each day. If a student is unable to participate due to illness, a note from the parent is required. If a student misses more than three consecutive days of participation, he/she must bring a note from a doctor verifying the illness.

Extracurricular Activities and Programs

School Spirit

School spirit is divided into four classes:

- Courtesy toward teachers, fellow students, and the officials of school athletic activities.
- Pride in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship: the ability to win and lose gracefully. Perform to the best of your ability in all areas of extracurricular activities. School spirit means loyalty to all functions of the school. A loyal student not only supports the activities of the school but also does his best in the areas of scholastic achievement.
- Participation: Student support for school activities is an indicator of school spirit. Participation in this sense includes attending events, helping to organize and operate events, or participating in the event.

National Honor Society

Membership in the NHS is a privilege bestowed upon students by the faculty based on the student's academic ability, leadership skills, service to the school and community, and overall character. Invitations are extended to those juniors and seniors who have a 3.2 minimum grade point average. Candidates must complete an application listing both school and community clubs, activities, work experience, and service. The selection committee and the non-voting club sponsor review all information and the student's disciplinary record before selection is verified or denied. This is an honor bestowed upon the student and can be withdrawn if the student fails to comply with the standards. The NHS Sponsor has bylaws that regulate its operation. Go to their website at www.nhs.us for more information.

SPORTS

Virginia High School League Sanctioned Activities

The Virginia High School League, Inc. is an organization of the public high schools in the Commonwealth of Virginia, which join with the express written approval of their local school boards. The League seeks to encourage student participation in desirable school activities by conducting and supporting programs of interscholastic activities in all fields.

LHS offers the following VHSL activities:

- Baseball (varsity and junior varsity)
- Basketball – boys and girls (varsity and junior varsity)
- Cheerleading, Fall & Winter seasons (varsity and junior varsity)
- Competition Cheer
- Cross Country – boys and girls
- Football (varsity and junior varsity)
- ESports
- Golf
- Indoor Track – boys and girls
- Outdoor Track – boys and girls
- Robotics
- Scholastic Bowl
- Soccer (varsity and junior varsity)
- Softball (varsity and junior varsity)
- Tennis (varsity) boys and girls
- Volleyball - girls (varsity and junior varsity)
- Wrestling

This list is subject to change. Students will need to listen to the announcements at school to hear of any additions and/or deletions.

Sportsmanship

VHSL rules state, "Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship". This requirement falls on parents, students, and other participants in any activity.

The expectations of parents, students, and others are that they will:

- Respect fans, coaches, sponsors, and participants,
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect decisions by contest officials,

- Display no behavior that could challenge or incite other fans,
- Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be obnoxious.
- Be a fan – not a fanatic.

Acceptable Behavior

- Applauding during the introduction of players, coaches, and officials.
- Players shake hands with the opponent who fouls out while both sets of fans recognize the player's performance with applause.
- Accept all decisions of officials with a respectful attitude.
- Cheerleaders lead fans in positive school cheers in a positive manner.
- Handshakes between participants and coaches at the end of the contest, regardless of the outcome.
- Treat competition as a game, not a war. The opposing teams are our opponents, not our enemies.
- Coaches and players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for the performance and the participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.
- During the National Anthem, students, participants, and fans should remove any hats, face the flag, not talk, place their right hand over their heart, and remain still until the end of the anthem.

Unacceptable Behavior

- Yelling or waving arms during an opponent's free throw attempt.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way, or displaying a temper with an official's call.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game or activity.

Role of Student Athletes

Lancaster High School participants in any VHSL activity are representatives of the school. As such, they are expected to be role models in academic achievement, sportsmanship, and character.

Our student athletes are expected to conduct themselves in a manner that will bring credit to the school and to themselves. Each coach or sponsor will establish guidelines for appropriate dress, grooming, conduct, and participation. The rules will exceed the standards established for students elsewhere in this

handbook. Student athletes will not be allowed to participate in any activity for which they refuse to abide by the coach's or sponsor's rules. In addition, depending on the violation, the student may not be allowed to participate in other VHSL activities for a period of up to one calendar year. Quitting a sport or activity, after the coach's designated deadline, may result in not allowing that student to participate in the following athletic season at LHS or the same sport or activity the following season.

Coach's and sponsor's rules are designed to promote team cohesiveness and assure that each individual member has the opportunity to learn those qualities and values that will provide further educational opportunities. Characteristics of behavior or dress that are associated with disreputable individuals or standards will not be tolerated in VHSL activities.

Virginia Stay in the Game Award

The Virginia Stay in the Game Award recognizes schools that demonstrate outstanding sportsmanship, respect, and positive conduct in interscholastic athletics. Lancaster High School is committed to fostering an environment where student-athletes, coaches, and spectators represent our school with integrity, character, and respect for others.

Earning this recognition is an important goal for Lancaster High School. While we have not received the award since 2016, our athletic programs have made significant progress. Over the past two years, Lancaster athletes have had only one player ejection and no coach ejections, reflecting our continued commitment to sportsmanship and self-discipline.

At Lancaster High School, we believe that setbacks and challenges provide valuable opportunities for growth. Through perseverance, accountability, and learning from mistakes, our student-athletes develop the character and resilience needed for future success both on and off the field. By embracing these values, we strive to once again earn recognition as a Virginia Stay in the Game Award school.

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.