

TO OUR PARENTS:

We look forward to working with you and your child during the 2019-2020 school year. We are proud to share with you in helping to prepare your child for the future.

Parental input and support are vital to the success of our high school. Work to become informed about your child's program, class procedures and requirements. The Parent Teacher Organization, along with the Band Boosters, give parents a formal process for expressing concerns, asking questions, and becoming directly involved in the operation and improvement of our school program. We encourage you to become a participant in these valuable programs.

It is important to regularly monitor your child's progress. Make note of when report cards and interims are to be sent home and make a special effort to discuss these reports with your child.

Attending school is every high school student's "*job*" until graduation. (To develop good habits, it is a good idea to hold your child to the same attendance standard that would be required to maintain a job.) Please work with us to encourage your child to attend every class every day.

Our staff is here to assist your child and you. Please call us if you have any questions, concerns or suggestions.

Thank you in advance for your cooperation and support.

Tara C. Booth, Principal
Mary Catherine Jones, Assistant Principal
Jim Padlock, Dean of Students

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 w/ 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 2019-2020 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 use and operation of private vehicles on the school grounds.
 - Such 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 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 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 PROCEDURES

We know that school attendance is directly related to academic achievement. To assure that students achieve their potential, it is imperative that students be in attendance regularly at school. Attendance at school is required under current laws in the Commonwealth of Virginia.

Credit for a class may not be granted if unexcused absences in one semester exceed ten (10). A failing grade for that semester may result. Students and parents may appeal the decision to the attendance review committee. The decision to appeal must happen at least three days in advance of the end of a semester. Senior appeals may have an earlier date at the end of their senior year, due to graduation.

ATTENDANCE POLICY

Students who are absent from school must have their parents call the school on the day that they are absent. In addition, the student must bring a valid note stating the reason for the absence upon return to school. It must include the student's name, date of absence, reason for absence, and parent's signature. The note must be given to the Attendance Clerk. All notes will be retained for use by the Attendance Appeals Committee should an appeal be necessary. In order for an absence to be considered excused, a doctor's note is required.

1. The school will contact the home of students who are absent with no prior verification.
2. In order to stress good attendance, the School Board considers the following as examples of **excused absences**:
 - a. court appearance
 - b. death in immediate family
 - c. religious holidays
 - d. field trips and school-related absences
 - e. illness (the school will require a note from a doctor)
 - f. medical appointments verified by a doctor's note
 - g. Junior and senior visits to colleges or armed services appointments are allowed with written verification and administrative approval.

The following reasons are examples of **unexcused absences and/or tardies**:

- a. personal business
 - b. car trouble
 - c. missing the bus
 - d. oversleeping
 - e. skipping
 - f. truancy
 - g. working – Virginia state law prohibits the excusal of students for the purpose of work during scheduled school days
3. Students will be allowed to make up work missed. The classwork must be made up within a specific time period as designated by the teacher (**not to exceed three days unless there are extenuating circumstances approved by the principal/assistant principal**). **It is the student's responsibility to see the teacher about making up missed assignments.**
 4. Letters will be sent to parents when their child has missed 3 and 5 full days in a semester. After six unexcused absences an attendance/truancy meeting will be held.

5. **Credit may not be granted to a student whose unexcused absences in one semester exceed 10 days for a subject.** The Attendance Review Board will review all appeals of cases exceeding the 10 days per semester.

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 assure that attendance meets state and local requirements.

TARDY

Tardy to Class:

Violation	Teacher Responsibility	Person Responsible for Consequence
1st tardy	Warning & Record	Classroom Teacher
2nd tardy	Warning & Record	Classroom Teacher
3rd tardy	ASD & Record	Classroom Teacher
4th tardy	Office ASD & Record	ASD Monitor
5th (or more) tardy	Office Referral & Parent Contact	LHS administration discretion

Tardies are counted per class and per nine weeks.

The administration reserves the right to deviate from the above consequences, if necessary.

Tardy to School

It is the student’s responsibility to be on time to 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 tardy is excused. Students who arrive on a late bus will not be considered tardy.

Tardy	Consequence
1 st tardy to school	Verbal Warning and recorded
2 nd tardy to school	Verbal Warning and recorded
3 rd tardy to school	ASD with Parent/Guardian contact
4 th tardy to school	ASD with Parent/Guardian contact
5 th tardy (or more) to school	Office Referral - ISS or OSS

*****Drivers: Driving privileges may be taken away due to excessive tardies.*****

Tardies to School are counted per nine weeks.

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 3:10 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 ISS or the office until their ride comes to the office for them.**

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.

EARLY DISMISSAL POLICY

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

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

RIGHTS, RESPONSIBILITIES, REGULATIONS, RULES

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.

AGE TO ATTEND SCHOOL

Students are required to attend school until the age of 18 or graduation, whichever comes first.

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.

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.

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. 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

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

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.

There is to be no drinking or eating in the hallways. Students do NOT have a right to consume food or drink in a classroom. It is an occasional privilege granted by the teacher.

BOMB THREATS, FALSE FIRE ALARMS, SMOKE BOMBS, STINK BOMBS, FIREWORKS, AND SELF-PROTECTION DEVICES

It is unlawful for any person to willfully and intentionally set off any chemical bomb or to threaten to do so. Also, pulling fire alarm stations is a felony offense. It is unlawful for any person to possess self-protection devices such as mace and pepper spray. The student may be suspended from school for up to ten days and the offense reported to legal authorities when appropriate.

CAFETERIA RULES

1. Students will keep hands, feet, and objects to themselves at all times.
2. Students must empty trays and put all trash into proper receptacles.
3. Students will not yell, scream, whistle, or make other loud disturbing noises. This includes playing music that is audible to others in the cafeteria.
4. Students must remain in the cafeteria during the entire lunch period.
5. Students will not cut in line or allow other students to cut in line.
6. Misuse of identification numbers may result in loss of eligibility for free or reduced price lunch.
7. Once seated, students will not move about the cafeteria unless disposing of trash or emptying their trays.
8. No open drink containers may be brought to school (i.e. McDonalds, coffee cups, etc..) Clear water containers may be brought to school and used throughout the school day. Water bottles may also be purchased in the machines located in the commons.

CELL PHONES AND EARBUDS/HEADPHONES

The only authorized place for students to use cell phones is in the commons area before and after school and during lunches. Cell phones and headphones should be out of sight in the academic areas during school hours. Unauthorized use of cell phones will result in disciplinary action, which could include detention(s) and/or ISS. Repeated incidents may result in more significant consequences and a ban on bringing a cell phone to school.

It is important that students are able to hear staff directions and announcements when they are in school. It is expected that students will only have an earbud in one ear or covering one ear in order for them to properly hear important information.

CHANGE OF ADDRESS

Changes of address or telephone numbers should be reported to the office immediately.

CLASS DISMISSAL

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

CLASS DUES

It has been a tradition for classes to have class dues. The decision on the amount of dues is recommended by the Class Sponsors. Class dues have been used for the following: homecoming decorations, pizza parties, class picnics, scholarships, and charitable donations, gifts to the school, class night activities, parent banquets, class trips and Junior-Senior Prom. Juniors and Seniors who wish to attend the Junior-Senior Prom must have paid all dues before an invitation will be extended. Seniors must have paid all dues and all other monetary obligations to the school before participating in the prom or Graduation.

Dues entitle the individual to participate in the activities of the class. Since the class is organized as a club, dues must be paid in order to be a member. Individuals will not be allowed to vote, hold office, or represent the class in any activity unless dues are paid in full. This means dues from past years must be paid as well as the current years dues.

Class Dues:	Freshman -	\$10
	Sophomore -	\$15
	Juniors -	\$20
	Seniors -	\$25

- Dues should be paid on or before September 30th.
- A payment plan can be worked out with the Class Advisor. (See the Class Advisor before September 15.)

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
- No OSS
- No more than 3 minor referrals (i.e. Tardy)
- 3 Recommendations from teachers
- Signatures (30) of student’s class members
- Student may not hold office in two or more clubs (i.e. LEO/SCA) at the same time

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 8:00 a.m. – 3:30 p.m. 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.

COMPUTER USE

Computer use must conform to the responsibilities set forth in the "Acceptable Computer System Use Agreement."

CORPORAL PUNISHMENT

No teacher, principal or other person employed by the Lancaster County School Board shall subject a student to corporal punishment. Under Virginia law, corporal punishment defined as "the infliction of, or causing the infliction of, physical pain on a student as a means of discipline" is prohibited. There are several exceptions in the law, which allow for physical contact to take place. Those exceptions are as follows: the use of reasonable contact to maintain order and control; the use of reasonable and necessary force to quell a disturbance or to remove a student from the scene of a disturbance when physical injury or property damage is threatened; the use of reasonable force to keep a student from inflicting physical harm on himself; the use of reasonable and necessary force to obtain a weapon, dangerous object, controlled substance, or paraphernalia.

CURSING and SWEARING

It is unlawful for any person to curse or swear in public or use abusive language toward another person. Students cursing or swearing in public are subject to the disciplinary hierarchy and may be referred to legal authorities for Disorderly Conduct.

DISHONESTY

Cheating, forgery, plagiarism and giving false information is against school policy. Students are required to give credit for using other 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 teacher 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

1. 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.
2. 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.
3. Being present on school grounds within a reasonable time after having consumed or used a controlled substance, marijuana, anabolic steroids, illegal drugs, or intoxicants including alcohol is prohibited.
4. 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 their own excuses unless specifically approved by the administration.

EMERGENCY DRILLS

Emergency drills will be held to prepare for emergency events. Students should listen carefully to the instructor and move in an orderly manner to the assigned area. All persons must remain in the area until signaled to return to class.

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. Parents will be notified. Academic detentions of this type may be held from 3:05 PM to 4:00 PM in the classroom.

FIRE DRILLS

It is against the law to tamper with or set off an alarm unless there is an actual fire. The order of leaving the building is posted near the entrance of each room. The teacher will go over the route of exit with each

class. Effective practice for evacuation requires all students to adhere strictly to appropriate behavior. No fire alarm should be assumed to be a drill.

FREEDOM FROM DISCRIMINATION

Students shall not be discriminated against for the reason of race, religion, sex, or ethnic/national origin.

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 hand-shakes) 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.

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.

HOMECOMING AND PROM NOMINATIONS

The criteria is:

- Must hold a “C” average
- No suspensions (OSS) during the current school year.
- Homecoming - No more than 3 minor referrals prior to homecoming in the current school year.
- Prom – No more than 3 minor referrals in the second semester.

HOMELESS STUDENTS

Children and youth experiencing homelessness have a right to a free appropriate public education. Lancaster County Public Schools enrolls homeless students in accordance with School Board Policy. Contact the Lancaster County School Board Office in reference to homeless students at 804-462-5100.

INCLEMENT WEATHER

The following procedure will be followed for school closing due to inclement weather:

1. An announcement will be made on local radio stations, television stations, and through our PowerSchool message sender.
2. A decision will be made whenever possible by 6:00 AM. Often a definite decision can be made the preceding day and an announcement will be made in the evening.
3. Closing school will be announced one day at a time.
4. If schools close early after the school day has started, an announcement will be made on the same radio stations, television stations, and through our PowerSchool message sender.

Parents and students should not call the school since the decision to close is made by the superintendent’s office.

INTIMIDATION OR THREATS

1. 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.
2. 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 are provided for students in the main school building and in the locker rooms for P.E. classes. Students are to use only the locker assigned to them, and students are to keep their locker 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 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 its contents. All lockers should work properly and abuse to the lockers will not be tolerated. Any student not taking proper care of the lockers will be required to pay for any repair. Students may not use their lockers during class, unless they have permission from an administrator or their teacher during that period.

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 security of cell phones, chromebooks, electronics, books and personal effects. The school is not responsible for the theft of a cell phone. Cell phones should be kept on the student's person, in the backpack, or locked in a locker at all times.** If a book is lost, a student should check with their teacher first, then the office.

LOST OR DAMAGED SCHOOL ITEMS

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

LUNCH PERIODS

Students will go to lunch according to their 3rd period class and its assigned lunch schedule. **Students should report to lunch within four minutes of their lunch bell.** 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.

MEDICATION AND PRESCRIPTION DRUGS

Medications 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.

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.

Self-Administration of Medication

Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine when the following conditions are met:

- Written parental permission for self-administration of specific non-prescription medication is on file with the school;
- The non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;
- The student's name is affixed to the container
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action.

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-administer 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.

PASSES, AGENDA AND/OR CLASSROOM HALL PASSES

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.

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 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.**

PERSONAL RELATIONSHIPS

Excessive displays of affection such as prolonged hugging, 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.

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.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Students are to stand and recite the pledge while facing the flag with their right hand over their heart or in an appropriate salute if in uniform. No student can be compelled to recite the pledge if the student, the parent, or the guardian objects on religious or moral grounds. However, students who choose not to participate are to remain quietly standing or sitting at their desk while others recite the pledge and students are not to do anything that is disrespectful or that disrupts or distracts others (i.e. eating, talking, moving around, etc...) who are reciting the pledge.

During the moment of silence, students will remain seated and silent and make no distracting display that will disturb other students from observing this moment in their individual manner.

PREGNANCY, STUDENT

In case of pregnancy, the student shall notify a guidance counselor, school nurse, or administration.

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.

RELIGIOUS ACTIVITIES

The school will follow the First Amendment of the U.S. Constitution and the decisions by the U.S. Supreme Court in dealing with religious activities at school. The Constitution permits objective teaching about religion.

SCHOOL MONIES

All monies raised through the school must be deposited in the appropriate school account. Money MUST be turned in to the bookkeeper daily. Money is never to be left in the classroom. If the bookkeeper is not available, please see the administration to place money in the overnight safety deposit box. Money is handled in the front office by the school bookkeeper. No expenditure may be made without the approval of the principal. No school monies shall be raised or spent unless there is a justifiable educational goal and approval of a fundraising request has been granted.

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.

SCHOOL VISITORS

All visitors must report to the office immediately and sign in upon arriving on school property. School visitors are welcome and will receive prompt and courteous attention. They must state the purpose of their visit. If appropriate, the visitor will be given a pass, and an escort, to visit in the approved area. The school reserves the right to deny any visitor permission to visit in the school. Visitors are not allowed to go to classes unless prior approval has been given by an administrator and the visit is for an instructional purpose.

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.

1. **Personal Searches.** A student's person and/or personal effects (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.

2. **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.
3. **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.
4. **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.

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

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 ten minutes or more late. Skipping class can result in disciplinary action.**

STUDENT DRESS

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 promote or depict weapons, drugs, alcohol, tobacco, drug paraphernalia, themes of violence, or gang symbols are prohibited.

1. Examples of **unacceptable** dress include, but are not limited to:
 - a. "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.
 - b. Hats, head covers (except for religious purposes), hoods, bandanas, and sunglasses are not to be worn in a school building.
 - c. Clothing that exposes undergarments, the midriff, chest, back, or buttocks is inappropriate for school and is not permitted.

- d. Pajamas and other sleepwear.
 - e. Absence of shoes or appropriate footwear. Examples of inappropriate footwear include, but are not limited to, slippers and shoes with wheels.
 - f. Clothing with inappropriate slogans, sexual innuendo, themes of violence, or negative gestures, especially as they relate to alcohol, drugs, illegal substances, or tobacco products.
 - g. Pants worn below the normal waistline and/or at a length that may cause walking on the hem of the garment.
 - h. Shorts that do not reach mid-thigh.
 - h. Skirts and dresses that are more than 3 inches above the top of the knee cap, including slits.
 - i. Skin-tight clothing, to include, but not limited to, yoga pants and leggings/jeggings, unless covered by a garment reaching mid-thigh.
 - j. Pants with holes that reveal skin or undergarments above mid-thigh.
 - l. Bandanas hanging from pockets, or “flagging.”
 - m. Any student’s dress that is determined by school administration to be disruptive to the learning environment is not acceptable.
2. Principals have the final determination of the appropriateness of student dress.
 3. 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 until such time as the violation can be remedied. Repeated violations of the student dress policy will be treated as defiance, and may result in consequences up to and including ASD, in-school and out of school suspension.

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:

1. Material which reasonably leads the principal to forecast substantial disruption of or material interference with school activities or endangers the health or safety of students.
 - a. Substantial disruption of and material interference with school activities shall include but not be limited to:
 - (1) Creating an environment where there is a significant likelihood of harm to persons and/or property.
 - (2) Prevention of the normal and routine conduct of classes and other school activities or of normal and routine movement on school premises.
 - b. 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.
 - (1) Past history of disruption in the particular school and its causes.
 - (2) 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.
 - (3) Whether any material or acts in question is similar to any material which has been proven disruptive in a similar environment.
 - (4) The number of copies of any material intended to be distributed and the manner of the intended distribution.
2. Material which is libelous or slanderous.
3. Material or acts which advocate the commission of a criminal act or constitutes a criminal act as defined by the Criminal Code of the United States, the Commonwealth of Virginia, or the County of Lancaster.
4. Material or acts which are obscene as defined in the Code of Virginia.
5. 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.
6. Students' clothing, haircuts, or tattoos may not display in words or pictures tobacco products; drugs, alcohol, nudity, vulgarity, obscene, lewd or profane words, inflammatory racial statements; or other prohibited expression as outlined. Any clothing that has the likelihood of causing substantial disruption of or material interference with school activities is prohibited.

STUDENT RESPONSE TO EMERGENCY SITUATION

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

1. Fire:

If a student discovers a fire:

- a. Go to the nearest pull station and pull the fire alarm.
- b. Leave the scene immediately and get the attention of an adult.
- c. If no adult is in the immediate area, go as quickly as possible to the office and report the fire and its location.
- d. 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.

2. Injury/Illness (of another person):

- a. If an adult is at the scene of the accident or illness, stand clear of the scene and wait quietly and orderly for an adult to give you directions.
- b. 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.

3. Violent or Threatening Behavior

a. Fighting

- (1) Never get involved in trying to separate those who are fighting. Trying to separate combatants can lead to personal injury.
- (2) 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.
- (3) If no adult is present, the student should leave the scene and report the situation to the first adult that is encountered.
- (4) Students should never leave a supervised area to approach an incident.
- (5) Fighting will result in disciplinary action.

b. Threatening Behavior

- (1) 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.
- (2) 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.
 - (a) 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.
 - (b) If the crisis situation occurs outside the building, return immediately to the building and seek an adult for further directions.
 - (c) 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.

- (d) 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.
- (e) Under no circumstances should a student leave a supervised area in a crisis until being told to do so by the adult in charge.
- (f) Threatening someone will result in disciplinary action.

TELEPHONES, SCHOOL

Telephones in school offices are to be used only for school business. Students will be called to 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.

THEFT

Theft or attempted theft of any kind will not be tolerated. Immediate restitution will be demanded. Disciplinary action will be taken. Thefts may be reported to legal authorities.

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.

TRANSPORTATION POLICY, STUDENT

1. Depending on the severity of the matter, driving violations will be handled by revoking driving/parking privileges for specified periods of time.
2. When students travel between the home school and other instructional or cooperative job sites, a student driver may not transport another individual without having on file permission from the student driver's parents/guardians and permission from the passenger's parents/guardians.

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 out of 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.

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. Students should not be dropped off earlier than this time, as there is no one available to supervise students before that time.

UNAUTHORIZED USE OF SCHOOL EQUIPMENT

Students may not use any school equipment without proper authorization.

VANDALISM

It is against the law to willfully deface school property or private property on school grounds or during school activities. Students may face school disciplinary action and legal authorities may be notified and restitution will be required.

VEHICLE REGULATIONS, STUDENT

Students who want to drive to school must complete a parking application and pay a parking fee of \$20.00. The pass will be issued to each student and must be displayed so it is clearly visible on the rearview mirror. 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 a suspension. 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. The student must enter and exit the school parking lot at the back entrance nearest the woods. 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 or in front of the school. Vehicles must be parked in the assigned parking space corresponding to the parking permit. 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. Vocational school and Governor's School students may not drive to the vocational center unless they have written permission from their parents, vocational school principal, and high school administrator. The administration reserves the right to revoke student-driving privileges for any motor vehicle misconduct even if not mentioned in this section.

VERBAL ABUSE OF ADULTS

The School Board expects all students in the Lancaster County Public Schools to show courtesy and respect for all adults. The School Board will not tolerate any student who verbally abuses any adult. Verbal abuse of an adult may result in a suspension up to ten days and the consequences may include referral to the superintendent for a disciplinary hearing and/or a referral to legal authorities.

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.

VOLUNTEERS

To become a volunteer you must first complete the Volunteer Packet, which may be picked up at the high school office or the School Board office. After completing the packet, return to either the high school or the school board office for approval by the School Board.

WEAPONS IN SCHOOL

I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any Lancaster County Public School building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the administration.

II. Mandatory Expulsion

In accordance with the Code of Virginia, a student who is determined to have brought a "firearm", as defined below, on school property or to a school sponsored activity shall be expelled for no less than one calendar year (365 days.) The Lancaster County School Board may, however, determine based on the facts of the particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate. Any student who brings a weapon to school shall be referred to the criminal justice or juvenile justice system.

II. Exception for Weapons Use in Curriculum

An exception to this policy may be made for students participating in an authorized part of the curriculum, extracurricular activity or team involving the use of firearms, or in any organization permitted by the school to use the premises.

DISCIPLINE

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, assistant principal, dean of students, and teachers 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 and/or other disciplinary action may occur. Students who fail to serve an after-school detention may be subject to additional disciplinary action. ASD may also involve reasonable assignments for general assistance at the school facility, with parents' permission.

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.

SPECIAL ASSIGNMENTS

A student may be given special assignments as a corrective measure. This may include, but not be limited to, reasonable assignments for general assistance at the school facility, with parents' permission.

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 extra-curricular 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)

An Alternative In-School Instructional Program

1. In-school suspension is available at Lancaster County High School to be used as a form of alternative education for students having academic and/or behavioral problems.
2. 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.
3. 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.
4. 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.
5. 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.
6. Students in in-school suspension will eat lunch at an assigned time. Supervised restroom breaks will be provided periodically.
7. Students will not be allowed to leave the in-school suspension room for any reason other than an emergency.
8. No talking or other communication with anyone without permission from the teacher will be allowed.
9. Students can be assigned in-school suspension only by the administration.

10. 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.
11. If a student is assigned to in-school suspension for more than one day, they may not attend or participate in any school function during their time in ISS. (Ex. 1 day ISS- may participate that afternoon, Over 2 or more days – may not participate until the afternoon of the last day of ISS.
12. 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.
13. The student must complete all work assigned by the teachers and/or ISS monitor before he/she is released from ISS.
14. Disciplinary problems while in ISS may result in the student being assigned extra days in ISS or placed on out-of-school suspension.

SUSPENSIONS

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.

Minor Offenses

1. Attendance offense (Truancy) – being away from school grounds or leaving school grounds without proper permission, skipping class, skipping school.
2. Bullying, depending on severity and duration: may also be Major.
3. Misuse of communication/electronic devices, without permission.
4. Gambling
5. Harassment
6. Willful interruption of the school, classes, programs, activities, or schedules.
7. Noncompliance.
8. Excessive tardiness.
9. Repeated non-conformity to the dress code.
10. Possession of obscene literature or materials.
11. Use of profanity.
12. Being in an unauthorized area.
13. Loitering on school property.
14. Violation of Acceptable User Policy.
15. Any other misconduct not specifically spelled out in the Parent-Student Handbook or any other listing of disciplinary rules.

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. The consequence list given previously is a possible sequence, but the final disposition of each office referral will be at the school administration's discretion.

MAJOR OFFENSES

The following offenses are considered examples of major offenses for Lancaster High School students at school, on the bus, or at school functions (home/away.)

1. Violation of Drug/Alcohol Policy.
2. Arson
3. Assault and/or Battery
4. Bomb threats
5. Breaking and entering
6. Disorderly Conduct
7. Gang Activity
8. Sexual offenses (including offensive touching, battery or harassment)
9. Theft offenses
10. Threats or intimidation
11. Possession/use of tobacco products
12. Trespassing on school property
13. Weapons violations
14. Vandalism
15. Unapproved possession, use, or distribution of medication or prescription drugs
16. Conduct endangering self or others
17. Unauthorized use of equipment
18. Repeated violations
19. Charged with or conviction of a felony or other criminal activity that could reasonably forecast disruption of or interference with school activities or endanger the health or safety of students.
20. Misrepresentation – including dishonesty, cheating, forgery, etc.

For each commission of a major offense, the student may be suspended for up to ten (10) days and/or referred to the superintendent for a disciplinary hearing. When appropriate, the student will be referred to legal authorities. For repeated major offenses, a student will be referred to the superintendent for appropriate action.

CHRONIC MISBEHAVIOR

When a student has multiple referrals to the office during the school year, additional days of suspension may occur in addition to the action taken for the current offense.

BUS MISCONDUCT

The opportunity to be transported by a school bus is a privilege and not a right. Failure to abide by posted rules can result in loss of riding privileges, and/or ISS/OSS. Students are expected to treat all bus drivers and other adults who may be riding the bus with courtesy and respect. All rules that apply to students in the school also apply to students on the bus. Failure to abide by these rules will result in the same consequences as applied for school policies.

APPEALS

Lancaster High School recognizes the "Due Process Rights" of all its students and parents. The following procedure will be followed when any decision is appealed. A student shall remain on in-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 student or parent/guardian may appeal a suspension imposed by a school administrator or the principal, in the following manner:

In-School and Bus Suspensions imposed by the Dean of Students or Assistant Principal:

A student or parent/guardian shall submit a written letter of appeal to the principal of the school with 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. The decision of the Principal shall be final.

In-School and Bus Suspensions imposed by the Principal:

A student or parent/guardian shall submit a written letter of appeal to the principal within three (3) working days of the notification of the suspension, requesting that the principal forward the letter of appeal and all documentation to the Disciplinary Review Hearing Officer (DRHO). The DRHO shall review the information, gather information, and/or conduct a hearing if necessary, and render a decision. The decision of the DRHO shall be final.

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.

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. Students who are graduating from a secondary school, and do not intend to continue their education must have identified marketable skills. Students who are graduating from a secondary school and do not intend to continue their education shall have completed a Career and Technical Education (CTE) program. 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.

WORK/EARLY RELEASE

According to the Standards for Accrediting Schools in Virginia, every student must maintain a full day schedule unless a waiver is granted. This waiver, in the form of early work release, is a privilege available only to qualified ;. However, requests are not automatically granted. Work Release may be granted for employment purposes needed for the family's financial security. The student must remain in courses which are required for graduation and/or earning verified credits. The employment must be permanent in nature and not a position for a portion of the school year or a portion of the week. All applications for work release must be approved by the principal. No schedules will be changed until such approval is received.

GRADING SYSTEM

The following system of grading is in effect at Lancaster High School:

A:	90-100	D:	60-69
B:	80-89	F:	59 and below - Failure
C:	70-79	I:	Incomplete (Student has five (5) days to complete requirements unless given special permission from the administration)

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.

INTERIM REPORTS (INTERIMS)

An interim report is sent to parents at the approximate half-way mark in each nine-week grading period.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Lancaster County Public School System complies with all regulations relative to the Family Educational Rights and Privacy Act. Please contact the principal for further information.

MANAGEMENT OF STUDENT RECORDS

The Family Educational 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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as travel distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that the school corrects records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties financial aid
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies, and State and local authorities, within a juvenile justice system, pursuant to specific State law.

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. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 is in attendance.

- 1) Record data disclosure form
- 2) Name and address of student
- 3) Birth date and number
- 4) Name and address of parent
- 5) Program of studies plan
- 6) Scholastic work completed
- 7) Level of achievement, including grades and GPA
- 8) Type of diploma (or certificate)
- 9) Attendance
- 10) Test data, including results of normative tests, such as achievement batteries and inventories, and the Virginia State Assessment Program
- 11) Literacy Development Plan, if needed.
- 12) Cumulative health record, including pre-school physical examination report and school entrance examination report
- 13) Certificate of immunization
- 14) Notice of school status
- 15) Student conduct statement

- 16) All other information required by the Virginia Board of Education Regulations Governing
Secondary School transcripts

Specialized Information

In addition to the information that must be collected and maintained in every student's record, certain specialized information may be collected and maintained for some students. This information is also maintained under the supervision of the building principal in the building in which the student is in attendance. This information includes, but is not limited to, the data listed below.

- 1) Special education information
- 2) Gifted education information
- 3) Legal documents
- 4) Disciplinary records
- 5) Notices of court disposition
- 6) Notices of the filing of a petition
- 7) HIV records
- 8) Drug/Alcohol records

NOTIFICATION OF SPEECH/VISION/HEARING/FINE MOTOR/GROSS MOTOR SCREENING PROCESS

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 3, 7 and 10 must be screened during the school year in the areas of vision and hearing.

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 of your child's school.

DIRECTORY INFORMATION

Personally identifiable information in a student's scholastic record may be classified as Directory Information. Directory Information is defined as information contained in the scholastic record of a student which would generally be considered harmful or an invasion of privacy if disclosed. If data is classified as Directory Information, it must be managed according to state and federal requirements. Data classified as Directory Information is retained permanently. LHS may designate and release information designated as Directory Information provided that public notice of the categories of information to be disclosed has been given. Parents or eligible students shall have 15 administrative days to receive and respond to the notice. IF LHS does not receive a request for non-disclosure from a parent or eligible student within 15 days of the notice, LHS may disclose Directory Information. Directory Information includes, but is not limited to, the following data:

- 1) Name of student in attendance
- 2) Address
- 3) Date and place of birth
- 4) Birth certificate serial number
- 5) Telephone listing
- 6) Dates of attendance
- 7) Participation in officially recognized activities and sports
- 8) Height and weight, if member of athletic team
- 9) Awards and honors received; and other similar information

TEXTBOOKS/INSTRUCTIONAL FEES

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

GUIDANCE/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 phase 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.

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, passing their courses, meet SOL learning requirements 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.

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 they 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:

1. Bring with you all materials you will need to work (you will be asked to sign in and out of the library);
2. Speak in a low tone of voice, preferably a whisper, when necessary, and only to the others at your own table.
3. Keep hands, feet and objects to yourself.
4. Bring NO FOOD OR DRINK of any kind into 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:

1. Continual abuse of the library through misconduct;
2. Accumulation of overdue/lost books and/or overdue fines;
3. 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, misrepresentation (lying/forgery).

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.

SUCCESS REQUIREMENTS FOR STUDENTS

To be successful at the school students are expected to:

1. Attend class and be on time.
2. Be prepared
3. Complete assignments
4. Show respect for themselves and for others.

EXTRACURRICULAR ACTIVITIES

SCHOOL SPIRIT

School spirit may be divided into four classes:

1. Courtesy - toward teachers, fellow students, and the officials of school athletic activities.
2. Pride - in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to win and lose gracefully. Perform to the best of your ability in all areas of extra-curricular activities. School spirit means loyalty to all functions of the school. A loyal student not only supports the activities of the school, but does his best in the areas of scholastic achievement.
4. 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 that 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 by-laws that regulate its operation. Go to their website at www.nhs.us for more information.

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.

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 at 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

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

UNACCEPTABLE BEHAVIOR

1. Yelling or waving arms during opponent's free throw attempt.
2. Disrespectful or derogatory yells, chants, songs, or gestures.
3. Booing or heckling an official's decision.
4. Criticizing officials in any way; displays of temper with an official's call.
5. Refusing to shake hands or give recognition for good performances.
6. Blaming loss of game on officials, coaches, or participants.
7. Laughing or name calling to distract an opponent.
8. Use of profanity or displays of anger that draw attention away from 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 HIGH SCHOOL LEAGUE SANCTIONED ACTIVITIES AT LHS

- Baseball (varsity and junior varsity)
- Basketball – boys and girls (v and jv)
- Cheerleading, Fall & Winter seasons (v and jv)
- Cross Country (boys and girls)
- Football (v and jv)
- Golf
- Indoor Track – boys and girls
- Outdoor Track – boys and girls
- Scholastic Bowl
- Soccer (v and jv)
- Softball – girls (v and jv)
- Volleyball girls (v and jv)
- 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.