

Langley High School

HOME OF THE SAXONS



The mission of Langley High School is to provide a quality education that meets the diverse needs of students while preparing them for the challenges of citizenship in a global society.

2008-09 Student-Parent Handbook & Daily Planner

Matthew Ragone, Principal

703-287-2700

703-287-2797 FAX

IMPORTANT PHONE NUMBERS

Attendance Reporting	703-287-2727
Student Services Office	703-287-2722
Student Activities Office	703-287-2750
Clinic	703-287-2710
Cluster Transportation	703-249-7100
Activities Hotline	703-827-6064
School website	http://www.fcps.edu/langleyhs
Homework website	http://fcps.blackboard.com

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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HISTORY OF LANGLEY HIGH SCHOOL

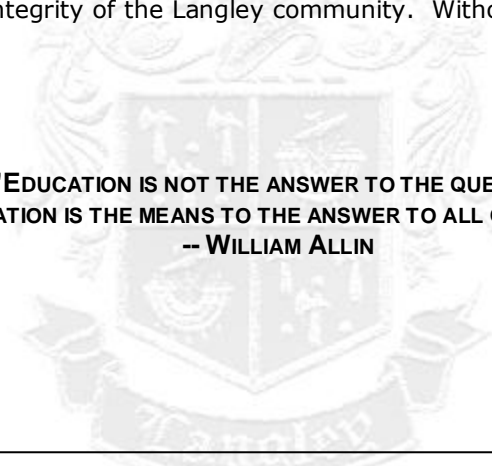
Langley High School was opened in 1965. The name "Langley" came from Thomas Lee (third generation of Lees in this country) in honor of Langley Manor, which was part of the home estate in Shropshire, England. Langley means "long open meadow." Thomas Lee was one of the first to envision the colonies as a separate nation whose capital should be on the Potomac between Great Falls and Little Falls. Keeping these things in mind, (including the Anglo Saxon background) the school steering committee chose the nickname "Saxons" and the school's colors forest green and old gold with white as a trim color, in keeping with the traditional theme.

LANGLEY MISSION STATEMENT

The mission of Langley High School is to provide a challenging and enriching academic environment that inspires students to develop the skills necessary to become ethical and productive citizens.

STATEMENT OF SAXON PRIDE

I am entrusted with the responsibility of upholding and contributing to an atmosphere of mutual respect, honesty, and fairness. My personal honor is essential to preserving my good name and the integrity of the Langley community. Without honor, I have nothing.



**"EDUCATION IS NOT THE ANSWER TO THE QUESTION.
EDUCATION IS THE MEANS TO THE ANSWER TO ALL QUESTIONS."
-- WILLIAM ALLIN**

DISCLAIMER

All students and parents should note that the information contained in this planner and handbook is current as of the printing of the booklet (July 2008). Changes made to any part, portion or section may be provided to students in another format and at various times throughout the school year. Whenever a regulation of the school board is noted, the intent is to note the current version of the regulation. If changes are made in a regulation, the current version of the regulation supersedes all information contained in this document. It is the student's/parent's responsibility to ensure that they are aware of the latest version of the information in this planner/handbook. All regulations of the FCPS School Board are available online at www.fcps.edu.

BELL SCHEDULE 2008-2009

The bell schedule for the 2008-09 school year remains the same as last year: classes will start *one-hour late on Wednesdays through April 29, 2009* with the following exceptions: September 3, October 15, November 26, and March 4. Bus pickup times do not change. Students arriving on buses will attend study sessions.

	<u>Mon, Tues, Thur, Fri</u>	<u>Wed (see above)</u>
Period 1/2	7:20 – 9:00 am	8:20 – 9:45 am
Break	9:00 – 9:15 am	NO BREAK
Period 3/4	9:15 – 10:55 am	9:52 – 11:17 am
Period 5/6	11:02 – 1:13 pm	11:24 – 1:20 pm
Period 7	1:20 – 2:10 pm	1:27 – 2:10 pm
Lunches		
A Lunch	11:02 – 11:28 am	11:24 – 11:49 am
A Class	11:33 – 1:13 pm	11:54 – 1:20 pm
B Class	11:02 – 11:36 am	11:24 – 11:54 am
B Lunch	11:38 – 12:04 pm	11:56 – 12:21 pm
B Class	12:07 – 1:13 pm	12:24 – 1:20 pm
C Class	11:02 – 12:07 pm	11:24 – 12:22 pm
C Lunch	12:09 – 12:35 pm	12:24 – 12:49 pm
C Class	12:38 – 1:13 pm	12:52 – 1:20 pm
D Class	11:02 – 12:42 pm	11:24 – 12:50 pm
D Lunch	12:47 – 1:13 pm	12:55 – 1:20 pm

GREEN and GOLD DAYS

Langley High School operates on a daily rotating-block schedule. This schedule is usually referred to as the Green-Gold Schedule. Green and Gold identify the class periods that meet on a particular day. Odd numbered class periods (1, 3, 5 and 7) meet on Green days, and even numbered class periods (2, 4, 6 and 7) meet on Gold Days. Seventh period meets on both Green and Gold days (it is the common period).

The Green-Gold schedule is set at the beginning of the school year and does not change. For example, if schools are closed due to weather on a Green day, and reopen the next day which is scheduled as a Gold day, then students report to their Gold day classes. Adjustments may be made if one particular day is missed more than the other.

GREEN AND GOLD DAY CALENDAR

Monday	Tuesday	Wednesday	Thursday	Friday
First Semester (Quarters 1 and 2)				
1-Sep	2	3	4	5
8-Sep	9	10	11	12
15-Sep	16	17	18	19
22-Sep	23	24	25	26
29-Sep	30	1-Oct	2	3
6-Oct	7	8	9	10
13-Oct	14	15	16	17
20-Oct	21	22	23	24
27-Oct	28	29	30	31
3-Nov	4	5	6	7
10-Nov	11	12	13	14
17-Nov	18	19	20	21
24-Nov	25	26	27	28
1-Dec	2	3	4	5
8-Dec	9	10	11	12
15-Dec	16	17	18	19
22-Dec	23	24	25	26
29-Dec	30	31	1-Jan	2
5-Jan	6	7	8	9
12-Jan	13	14	15	16
19-Jan	20	21	22	23
Second Semester (Quarters 3 and 4)				
26-Jan	27	28	29	30
2-Feb	3	4	5	6
9-Feb	10	11	12	13
16-Feb	17	18	19	20
23-Feb	24	25	26	27
2-Mar	3	4	5	6
9-Mar	10	11	12	13
16-Mar	17	18	19	20
23-Mar	24	25	26	27
30-Mar	31	1-Apr	2	3
6-Apr	7	8	9	10
13-Apr	14	15	16	17
20-Apr	21	22	23	24
27-Apr	28	29	30	1-May
4-May	5	6	7	8
11-May	12	13	14	15
18-May	19	20	21	22
25-May	26	27	28	29
1-Jun	2	3	4	5
8-Jun	9	10	11	12
15-Jun	16	17	18	

Dates of note: October 15- PSAT; November 26- Two-hour early release; December 24 to January 2- Winter Break; January 20- Inauguration Day; April 6 to 10- Spring Break; June 15- Graduation; June 18- Last day for students.

WHO'S WHO?

Administrative Staff

Matthew Ragone, Principal
 Fred Amico, Asst Prin
 Michelle Norell, PhD, Asst Prin
 Tommy Meier, Asst Prin
 Vacant- TBA, Asst Prin.
 Cynthia Meade, Student Services Dir
 Corey Bowerman, Student Activities Dir

Security Staff

Mark Rogers, Safety & Sec Admin
 Rich Anderson, Safety & Security
 Sam Hall, Safety & Security
 Scott Tomlinson, Safety & Security
 Officer Dave Poach, Sch. Res. Off.

Library Staff

Kathy Loving, Librarian
 Phillip Clark, Asst. Librarian
 Susan Mirabella, Library Adm Asst
 Susan Olsen, Library Adm Asst

Building Support Staff

TBA, Building Engineer
 Jamie Balladares, Building Supervisor
 Fanny Barberena, Asst Bldg Sup.

Counselors (Students Assigned by Last Name)

Georgia Margaritis (A- Chan)
 Kathy Parrott (Chand - E)
 Susan Murphy (F - Hie)
 Tim Ready (Hig - Laf)

Administrative Support Staff

Norma Jamsheed, Prin. Adm Asst
 Janet Dues, Main Office Receptionist
 Nancy Schultz, Attendance Adm Asst
 Leslee Little, Attendance Adm Asst
 Rebecca Bennett, Stud Serv Adm Asst
 Nancy Ayoub, Student Activities AdmAsst

Student Support Staff

Betty Schneider, Career Center
 Jason McBeth, Psychologist
 T B A, Psychologist
 Vickie Okoye, Social Worker
 Mary Gratz, Transcripts

School Support Staff

Pam Jelinek, Assessment Coach
 Leah Puhlick, AP Coordinator
 Sandy LeCompte, Finance Officer
 Fred Horton, Technology Spec.
 Nick Choobineh, Technology Spec.
 Brenda Curtis, SASI Operator
 Maha Mossad, Clinic Aide
 Susan Shifflett, Asst Activities Dir
 Jeffrey Ferrell, Asst Activities Dir

<u>Department</u>	<u>Chairperson</u>	<u>Administrator</u>
Career & Technical Education	Everett Rice	Tom Meier
English (Humanities)	Susan Broad	Fred Amico
ESOL	Theresa Gauthier	Tom Meier
Fine Arts	Kris Morse	TBA
Foreign Language	Rebecca Prell	Tom Meier
Library	Kathie Loving	Tom Meier
Mathematics	Pam Douglas	TBA
Performing Arts	Andrew Gekoskie	Tom Meier
Physical Education	Susan Shifflett	Corey Bowerman
Science	Kathy Bowdring	Michelle Norell
Social Studies (Humanities)	Steve Plunkett	Fred Amico
Special Education	Meryl Simon	Michelle Norell

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) is the leadership team elected by Langley High School students. It functions under the direction and supervision of the faculty sponsor and administrative team. Its responsibilities include coordination of student club activities by the Interclub Council, and coordination of major school-wide activities such as homecoming and school elections. The SGA functions as a vital communication link between the student body and administrative team. By sharing student ideas and concerns, the SGA participates in cooperative efforts to improve the quality of life at Langley. In addition to providing students valuable information about school events through the Langley Leader and the electronic signboard in the cafeteria, the SGA highlights significant student accomplishments on the cafeteria bulletin board.

2008-2009 SGA Officers

Sam Moll, President
Derek Baker, Vice President
Amir Pasha Johangiri, Vice President
Jae Lee, ICC Chair
Devon Mercer, Secretary
Tommy Maselli, Treasurer
Christy Crowder, SAC
Caroline Engle, SAC
Tess Rosenthal, SAC
Jonathan Sklar, SAC
Matt Howard, Sponsor

Seniors- Class of 2009 Officers

Ariana Glantz, President
Lauren Shaw, Vice President
Thea Khairalla, Secretary
Sohaib Malik, Treasurer
Jenna Kronenberg, SGA Rep
Jamie Sexton, SGA Rep
Mason Trinca, SGA Rep
Susan Broad, Sponsor
Sandra Hamilton, Sponsor

Juniors- Class of 2010 Officers

Shawn Ghuman, President
Valerie LaScala, Vice President
Conor Rieling, Secretary
Joshua Pan, Treasurer
Danielle Burger, SGA Rep
Jeffery Bui, SGA Rep
Chris Rademacher, Sponsor

Sophomores- Class of 2011 Officers

John Lee, President
John Searight, Vice President
Parnia Zahedi, Secretary
Amit Agarwal, Treasurer
Alex Brunton, SGA Rep
Sabine Koyomji, SGA Rep
Jennifer Bonafide, Sponsor
Caitlin Murphy, Sponsor

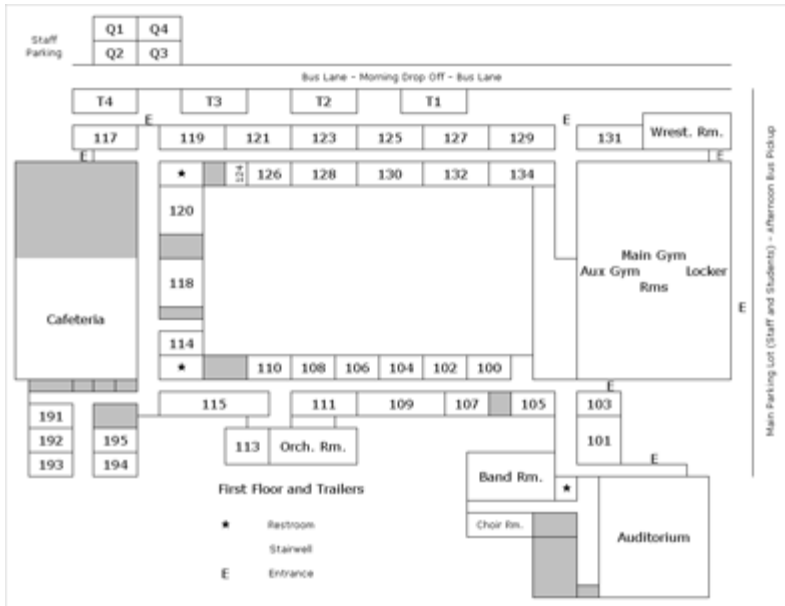
Freshmen- Class of 2012 Officers (Elections in September 2009)

_____, President
_____, Vice President
_____, Secretary
_____, Treasurer
_____, SGA Rep
_____, SGA Rep

Sheva Momenian, Sponsor

MAP OF LANGLEY HIGH SCHOOL

Downstairs



Upstairs



LANGLEY HIGH SCHOOL- A TO Z

❖ ADVANCED ACADEMIC PROGRAMS

Advanced Placement (AP) Program

The Advanced Placement program is one of college-level courses and externally administered exams. The courses often take more time, require more work, give greater opportunity for individual progress and accomplishment and explore subjects in greater depth than non-AP courses. Any student may elect to take an AP course with the understanding that he/she will take the AP exam. Upon completion of the AP exam, the student will receive an extra 0.5 quality point added to the final grade. (Students who do not take, simply sit for or do not attempt to do their best on the exam will not receive the additional 0.5 quality point.) Students enrolled in an AP course must remain in the course through the first semester.

Honors Program

The honors program for students responds to the requirement of the Virginia Board of Education that each local school division plan and implement an instructional program for gifted and talented students at all levels, K-12. The Fairfax County Public Schools' high school honors program provides educational opportunities designed and coordinated to meet the needs, abilities, and interests of gifted and talented students. The high school honors program has been implemented in four academic disciplines--mathematics, science, English, and social studies, and provides challenging courses for students who demonstrate advanced academic ability. Students enrolled in the honors program must remain in the course through the first quarter.

❖ ATTENDANCE

School begins promptly at 7:20 am (8:20 am on most Wednesdays) and ends at 2:10 pm. Students are expected to attend every class or activity for which they are scheduled each school day. Specifically, this means that students must attend all classes; report to the cafeteria, library or courtyard during lunch; go to the designated area of the school for assemblies, pep rallies, and other special events; and be punctual.

WHAT TO DO WHEN...

- ***Student is or will be absent from school:***
 - CALL 703-287-2727 (Attendance Message Line) on the morning of the absence.
 - Provide student name, caller's name and relationship to student, date/time, and reason for absence.
 - If student will be absent for more than one day, a call must be made each day the student is absent.
 - Students are responsible for ensuring that a parent or guardian contacts the attendance office.
- ***Student arrives after 7:40 a.m. (8:40 a.m. on Wed.) to school:***
 - Student must present a note to the attendance office upon arrival. Note must indicate the reason for arriving late and must include a contact phone number for the person writing the note. (Students arriving before 7:40 am are to report directly to class.)
 - Student must make contact with all teachers for any class missed.
- ***Student needs to leave school early:***
 - Prior to 9:15 am, the student must present a note to the attendance office. Note must include reason for leaving school and a contact number for the person writing the note.
 - If student does not have a note, then the parent must appear in person. Phone calls and faxes are not acceptable.

- Students must check out at the attendance office when leaving school and must check back in at the attendance office upon their return.
- Student must contact all teachers of any class to be missed.

FCPS requires that a call or note be received within 48 hours of an absence.
No notification will result in an unexcused absence.

Attendance and...

- **Academy-**
 - The parent must notify both Langley HS and the academy school.
 - All students must ride the FCPS Academy Bus to and from the academy site.
 - On late opening Wednesdays academy classes meet at the regular time.
 - Delayed Opening-morning classes cancelled; mid-day and afternoon classes meet.
 - Early Closing- morning and mid-day classes meet; afternoon classes cancelled.
 - Bell Schedule Change- students will be expected to attend academy classes.
- **Athletics-** Student athletes must attend all scheduled classes in order to participate in any athletic contest, practice, or activity. Reasonable exceptions, such as a medical appointment, may be approved by the Principal or Director of Student Activities prior to participation.
- **Grades-** A student acquiring three unexcused absences in a class during a quarter will receive an "F" due to attendance. Accrued tardies also count towards the three unexcused absences (three tardies=one absence).
- **Records-** The attendance office will keep a record of each student's checkouts and notes. The Attendance Office staff may ask that appointments be confirmed in writing on office stationary by the professional visited.

Attendance Appeals

Appeals of unexcused and unverified absences must be made during the quarter in which the absence occurred and will not be reviewed during the last week of the quarter. Extenuating circumstances may permit a one time exception to the 48 hour notification.

Chronic Absences

In those cases of students who are chronically absent from or late to school, a note from a medical professional may be required in order to excuse an absence/tardy.

Excused and Unexcused Absences

Reasons for excused absences include: illness of the student, death in the family, doctor or dentist appointment, observance of a religious holiday, suspension (except for certain violations as provided in Regulation 2601), or another reason acceptable to the principal or his designee.

Reasons for unexcused absences include: family and/or student vacations, child care situations, non-school related activities, missed school bus, traffic or car problems, or other reasons unacceptable to the principal or his designee.

Make-up Work Due to Absence

It is extremely important that students make up any and all class work or homework missed due to absence. Students whose absences are unexcused should complete all missed assignments, although credit will not be given on the assignments.

- All students should check their teacher's Blackboard.com sites for assignments.
- Students who are absent one day will take previously announced quizzes and tests and hand in previously assigned work the day they return to class. Assignments made and/or quizzes/tests given in their absence should be made up upon returning to school.
- Students who are absent for multiple days are afforded one day of makeup for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule. Again, work previously assigned is due the day of the student's

return. (If long-term assignments carry a deadline, as opposed to a due date, students are expected to send the assignment to school if they are absent.)

- In the case of pre-arranged absences, students will deliver to teachers all previously assigned work due during their absence the day they return.
- A student who is absent from class (e.g. for a field trip, medical appointment, excused tardy, or clinic visit) but who is in attendance for any part of the day, is required to hand in assigned work and make up quizzes/tests on that day.
- Under extenuating circumstances, at the discretion of the teacher, an extension may be granted for any of these different conditions. Students have the responsibility for discussing these extenuating circumstances with the teacher.

Pre-arranged Absences

Arrangements for a pre-arranged absence must be made at least 48 hours before the absence occurs. A note stating the dates and reason for the absence must be presented to the attendance office. The student will receive a card outlining the conditions related to a pre-arranged absence. Be aware that a student with a prearranged absence is expected to be fully prepared on the day of his/her return (i.e. homework and tests) and will assume the responsibility for requesting assignments before leaving.

Tardy to Class

Students are to be in their seats when the bell rings to begin the class period. Tardiness may result in a detention with the teacher. Habitual tardiness may also result in other disciplinary action. If a student arrives 20 minutes late to a block class or 10 minutes late to seventh period, he/she will be marked as absent from class.

❖ **BUSES AND LATE BUSES**

Fairfax County Public Schools provides bus service for all students. Routes are determined by the transportation office and are distributed prior to the start of school. These routes are posted in the main office and on the gym lobby doors. Students enrolled in Academy classes must ride the Academy bus. Pickup for academies is at the front entrance. Late buses are available for students when it is necessary for them to remain after regular school hours on Mondays. Late buses depart from Langley between 3:30 and 4:15 p.m. and their routes are different from those for regular buses. Late bus routes will be posted in the gym lobby.

❖ **CAFETERIA, FOOD AND SNACKS**

The cafeteria is open before school for breakfast and during break for snacks. Snack machines are located in the cafeteria, main lobby and gym lobby for use during break, between classes, and before/after school. Students may not leave class to use a snack machine, nor may they eat or drink (except water) during class.

Students are assigned to one of the four lunch periods. During lunch, students must be in the cafeteria, the courtyard or the library. All food and beverages must be consumed in the cafeteria or the courtyard during lunch. Students are responsible for cleaning up their trash. Failure to clean up after oneself or throwing food and/or trash may result in the student cleaning the cafeteria. The use of the courtyard during lunch is contingent upon courtyard cleanliness and the weather. The number of students permitted in the library each lunch is limited to ten and a pass must be obtained.

❖ **CELL PHONES/COMMUNICATION DEVICES**

FCPS permits high school students to possess cell phones and other portable communication devices on school grounds. However, the use of a portable communication device, without express authorization from the principal (or his or her designee), possession of any such device in plain view, or possession of any such device that is turned on is considered a violation of this privilege. As employed herein, the

term "portable communication device" shall include, but not be limited to, any beeper, cell phone, or other similar device that is capable of sending and/or receiving audio, video, picture, electronic-mail, or text messages. In the event of a violation of this policy, the student shall be subject to disciplinary action, and the portable communication device used or possessed by such student shall be subject to confiscation by school officials. Principals may elect to return the phone to the student's parent or guardian or to return the phone to the student and contact the parent or guardian.

❖ **CLINIC**

The clinic is open for ill or injured students, and for emergency first aid. Admission to the clinic requires a pass from a staff member. Students who become ill when the clinic is closed are to report to the main office. Students who regularly seek dismissal through the clinic will be referred to their administrator before any approved early dismissal is allowed. School personnel will give no medication or treatment, other than general first aid, to students. If it is absolutely necessary for students to take medication during school hours, the parent and physician must complete school release forms before the clinic aide will administer the medication.

❖ **COLLEGE AND CAREER CENTER**

Any student who wishes to use the Career Center must get a pass from the Career Center Specialist before reporting to the Career Center. The pass is required when using the Career Center during lunch, or when seeking information and Career Center service during class time. A student must receive his/her teacher's permission to leave class prior to Career Center events/appointments/activities. After the event/appointment/ activity, the student must show his/her pass, with the time the student reported and the time the appointment ended, to his/her teacher.

❖ **DELAYED OPENING/EARLY CLOSING OF SCHOOL**

Should the decision be made to delay the opening of school or to close school early for the day due to inclement weather, the superintendent's office will notify area radio and TV stations prior to 6:30 a.m. (or 11 a.m. for closing) and the announcement will be posted on the FCPS website (www.fcps.edu). Parents may also signup for Keep In Touch emails from FCPS and LHS. Please do not call the school for this information.

❖ **FINANCIAL ASSISTANCE**

Students are encouraged to contact their school counselor if unable to pay for lunches, class dues, sports, club or other school activity expenses.

❖ **FIRE DRILLS**

When the fire alarm sounds, students must vacate the building in an orderly fashion, to a designated meeting location, and remain as a group with their teacher until an administrator gives the all-clear signal. Tampering with a fire alarm box will result in prosecution, in addition to school disciplinary action.

❖ **GRADES AND FINAL EXAMINATIONS**

Grades are a measure of academic performance and are used as a means of reporting achievement relative to curriculum objectives. Grades are determined by classroom teachers and are based on a variety of factors. Each teacher will discuss the components of grading and the calculation of grades at the beginning of the year. Additional information is available in the document "Grading and Reporting to Parents." All teachers use the FCPS grading scale.

FCPS Grading Scale

Letter	Numerical Range	Quality Points	Letter	Numerical Range	Quality Points
A	94 – 100	4.0	B+	90 – 93	3.5
B	84 – 89	3.0	C+	80 – 83	2.5
C	74 – 79	2.0	D+	70 – 73	1.5
D	64 – 69	1.0	F	63 – 0	0.0

Early and Deferred Exams

Students moving out of Fairfax County prior to the end of the school year may have exams administered early, if necessary, upon approval of the principal. Students involved in school-sponsored activities (i.e. Girl's State, Boy's State, and Virginia Governor's School) will also be allowed to take an exam early. The principal must receive student requests for a change in the examination schedule due to extenuating circumstances before Memorial Day. The request must be in the form of a letter from the parent, and must include the circumstances that exist to warrant a deferral. If approved, permission will be granted to take the exam, in the summer, after the school year has ended and the appropriate teacher will be notified. Such students will receive an "Incomplete" on their report card and transcript, and will not receive credit for the course until all requirements have been completed.

Final Exams

All students will take final exams, or other graded culminating assessment activities, in all classes, except as noted below. Final exams will not be administered to students prior to the scheduled exam day and time.

Final Exam Exemption Policy- SENIORS ONLY

Seniors are exempt from a final exam if they meet all the following criteria:

- An overall B+ /A course average, including the fourth quarter interim.
- No unexcused absence (or 3+ tardies) during the fourth quarter.
- No more than three excused absences during the fourth quarter, excluding school-related activities (attendance requirements include all days prior to the final exam).
- Attended the Senior Ethics Forum.

This exemption pertains only to full-year courses graded A-F.

Incomplete Grades

A student receiving an incomplete for a grading period has until the end of the next grading period to convert the incomplete mark to an earned mark. If the student fails to complete the work necessary to receive a grade, then the incomplete will be changed to an F. A grade of incomplete may be given due to extended excused absences due to illness.

Report Cards

Report cards are prepared quarterly and given to the student (approximately one week after the end of the grading period). Year-end report cards are mailed home. Final grades are based upon the average of the numerical quarter grades and the final exam per the teacher's written grading policy. Grade appeals are made directly to the teacher. If the issue is not resolved, a written request for a review may be addressed to the subject area administrator. Appeals must be made within two weeks of report card distribution.

Request for Pass/Fail Status

With parental/guardian and administrative approval, any high school student shall be given the option of taking one elective credit per year to be marked on a pass-fail basis. Students should obtain the form for requesting pass-fail from their counselor.

❖ GRADUATION REQUIREMENTS

The 22 Credit Standard Diploma

To graduate from high school, students shall meet the minimum requirements for the standard diploma as outlined below including 22 standard credits, 6 of which must be verified credits. A standard credit is earned when a student passes a course. A verified credit is earned when a student passes a course and the associated end-of-course SOL test. In some cases, students may utilize substitute tests, certifications, or the appeal process to earn verified credits. State guidelines prescribe the number of verified credits required for graduation for students entering a Virginia public high school for the first time during the tenth grade or after. Consult your school counselor for specific information. Students in grades 7-12 receive credit toward graduation for high school courses taken in grades 7 and 8. These courses count toward credits in the required sequences as well as toward the total number of credits required for graduation and calculation of the grade point average (GPA).

The 24 Credit Advanced Studies Diploma

To graduate from high school, students shall meet the minimum requirements for the advanced studies diploma as outlined below including 24 credits, 9 of which must be verified credits. A standard credit is earned when a student passes a course. A verified credit is earned when a student passes a course and the associated end-of-course SOL test. In some cases, students may utilize substitute tests or certifications to earn verified credits. State guidelines prescribe the number of verified credits required for graduation for students entering a Virginia public high school for the first time during tenth grade or after. Consult your school counselor for specific information. Students in grades 7-12 receive credit toward graduation for high school courses taken in grades 7 and 8. These courses count toward credits in the required sequences as well as toward the total number of credits required for graduation and calculation of the grade point average (GPA).

Modified Standard Diploma

The modified diploma is intended for certain students who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. The student's Individual Education Program (IEP) team shall determine eligibility and participation in the Modified Standard Diploma program any time after the student's eighth grade year. There are no verified credit requirements for the Modified Standard Diploma. However, beginning with the 9th grade class of 2000-01, students pursuing the Modified Standard Diploma are required to pass the 8th grade Standards of Learning (SOL) tests in both English (Reading, Literature, and Research) and mathematics to meet the literacy and numeracy requirements for this diploma. The student who has chosen to pursue a Modified Standard Diploma shall also be allowed to pursue the Standard or Advanced Studies Diploma at any time throughout their high school career.

❖ HALL PASSES

Any student outside of a classroom during a class period must have his or her student planner signed by a teacher. During lunch, the teacher on duty in the hallway near the cafeteria may issue passes to students who wish to use the library (limited to 10 students).

❖ HONOR CODE

The Langley High School community embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school, and represents the highest possible expression of shared values among the members of the school community.

The fundamental beliefs underlying and reflected in the Honor Code are (1) that trust in a person is a positive force in making that person worthy of trust, (2) that every student has the right to live in an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and (3) that the honesty and integrity of all members of the school community contribute to its quest for truth.

The functions of the Honor Code are to communicate the meaning and importance of intellectual honesty to all students of the school; to articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs; and to identify, sanction, and educate those who fail to live up to the stated expectations of the school community with regard to these standards.

The Honor Code is the school policy which defines the expected standards of conduct in academic affairs. The Honor Council is the school body charged with enforcement of the Honor Code. The student body and faculty at Langley High School will not tolerate any violation of the Honor Code. The Honor Code expressly forbids the following academic violations:

Cheating

Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work, or attempts thereof. Such acts include, but are not limited to, deception; the use of talking, signs, or gestures during a quiz; copying from another student or allowing the copying of an individual assignment; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; submission of pre-written writing assignment at times when such assignments are supposed to be written in class; illegally exceeding time limits on timed tests, quizzes, or assignments; unauthorized use of study aids, notes, books, data, or other information; computer fraud; sabotaging the projects or experiments of other students; use of electronic devices during an assessment.

Plagiarism

Plagiarism includes the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof. Such acts include, but are not limited to, having a parent or another person write an essay (including the purchase of works on-line) or do a project which is then submitted as one's own work; failing to use proper documentation and bibliography. Langley High School employs a plagiarism detection service through Turnitin.com.

Falsification/Lying

Falsification includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work, or attempts thereof. Such acts include, but are not limited to, the forgery of official signatures; tampering with official records; fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing an examination or other academic work after the testing period or due date of the assignment; lying or failing to give complete information to a teacher; feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

Stealing

Stealing includes the taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the school work or materials of another student or the instructional materials of a teacher. Such acts include, but are not limited to, stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts.

If a student is suspected of violating the Honor Code, the teacher will complete an Honor Code referral. The student will be given a copy of the referral in order to complete his/her portion of the referral. The student must also obtain a parent signature on the referral. The referral must be returned to the reporting teacher within 48 hours of receipt.

The student will choose from one of three options on the referral:

- Acknowledge that he/she violated the Honor Code and accept the penalty imposed by the Honor Council.
- Acknowledge that he/she violated the Honor Code and accept the penalty imposed by the Honor Council; however, the student requests the opportunity to speak to the Honor Council before a final penalty is imposed.
- Maintain that he/she did not violate the Honor Code and request an investigation and hearing be conducted by the Honor Council. The student can also attach a written statement to the referral.

Questions concerning an Honor Code referral must be directed to the Chair of the Honor Council. The Honor Council will hear the student's case, when applicable, and then render a decision. Appeals of the Honor Council decision are made to the administration.

If the student either admits to or is found to have violated the Honor Code the following are consequences that the council may impose:

First Offense:

The assignment receives a grade of zero. Student will be excused from any honor societies that he/she is a current member of and may be excused from class office. Student may not apply to any honor societies or run for any SGA/class office for 12 months after the first offense. The violation is kept on file by the chair of the council but is not placed in the discipline or academic record.

Second Offense:

The assignment receives a grade of zero. The student will be assigned community service hours. The student's guidance counselor will be notified that a second offense has occurred. Student will be excused from any honor society that he/she is a current member of and will be asked to resign any SGA/class office. Student is ineligible to apply for any honor societies or run for any student offices for the remainder of his/her high school career. The violation is kept on file by the chair of the council but is not placed in the discipline or academic record.

Third Offense:

The assignment receives a grade of zero. The student will be assigned community service hours and a discipline referral, for Saturday School detention, will be given to the grade-level administrator. Violations become a part of the student's discipline and academic record.

Fourth Offense:

The assignment receives a grade of zero. The student is assigned community service hours and a discipline referral, for a one-day out-of-school suspension, will be given to the grade-level administrator.

❖ HONOR SOCIETIES

Langley High School students are eligible for membership in fifteen different honor societies. Membership criteria and applications should be obtained from the faculty sponsor and student officers. Membership in most honor societies is based on scholarship, character, leadership and service. Candidates must meet minimum GPA requirements. Honor code violations result in removal from honor societies.

<u>International Thespian Society</u>	Sponsor: Ms. Jaffe
<u>Mu Alpha Theta (Math)</u>	Sponsor: Ms. Douglas
<u>National Business Honor Society</u>	Sponsor: Mr. Rice
<u>National English Honor Society</u>	Sponsor: Ms. Ludwig
<u>National French Honor Society</u>	Sponsor: Ms. Weiser
<u>National German Honor Society</u>	Sponsor: Mr. Rademacher
<u>National History Honor Society</u>	Sponsor: Ms. Lavey
<u>National Honor Society</u>	Sponsor: Ms. Cohen and Ms. Richardson
<u>National Japanese Honor Society</u>	Sponsor: Mr. Andrew Scronce
<u>National Latin Honor Society</u>	Sponsor: Ms. Stathia Sferios
<u>National Science Honor Society</u>	Sponsor: TBA
<u>National Spanish Honor Society</u>	Sponsor: Ms. Prell
<u>National Slava Honor Society (Russian)</u>	Sponsor: Dr. Cukierman
<u>Quill and Scroll</u>	Sponsor: TBA
<u>Tri-M Music Honor Society</u>	Sponsor: Dr. McCormick

❖ LIBRARY AND MEDIA CENTER

The library is open from 7:00 am - 4:00 pm daily. A pass from a teacher is required to enter the library during the school day. The library is open during all lunches but students must have a pass to enter (only 10 passes are distributed during each lunch). Color and black/white printing services are available to students for a minimal fee.

❖ LOCKERS

Lockers, both in the hallway and the PE locker rooms, are the property of the school and as such are subject to inspection at any time. Students, without any financial obligations, are provided a hallway locker for their personal use. Lockers are not to be shared (violation will result in loss of the locker). The contents of a locker are considered to be in the possession of the student to whom the locker is assigned, thus any contraband found in a locker is considered the assigned student's property. If a student has trouble with his/her locker, a Locker Trouble Report form is available in the main office. Locker combinations should not be given to other students, and valuables should not be left in lockers. Personal materials should never be left outside of locked lockers. The school is not responsible for lost or stolen personal items.

❖ LOST AND FOUND

A "lost and found" area is maintained in the Main Office. If the loss is suspected to be the result of theft, contact the Security Specialist. Items left in the lost & found are donated to charity during each school break and at the end of the school year.

❖ PARKING

Parking Hang Tags are issued only to seniors and juniors who can prove that they have a car or will have a car for their use throughout the school year (proof of such is required). Also, students will have to provide a driver's license before they can receive a Hang Tag. Parking Hang Tags are issued to seniors (who have the right of first refusal), and to a limited number of juniors. All applicants must meet the deadlines for submitting the appropriate forms; have acceptable academic performance and attendance records;

and no disciplinary infractions. Junior applicants are selected by lottery--there is no partiality shown, no seasonal passes, and no entitlements. Daily passes are available for emergencies only. There will be no sophomore parking available.

Parking on school grounds is a privilege and with it come certain obligations and responsibilities. Parking Hang Tag and campus-driving privileges may be revoked at the discretion of the Administration. These regulations and rules help to insure that parking is available to eligible Hang Tag holders. It is the student's responsibility to follow all of the rules and regulations, which will be strictly enforced.

PARKING RULES AND REGULATIONS

1. Students must drive responsibly and must obey all Commonwealth of Virginia DMV laws, including "passenger restriction laws"--16-year olds may have only one (1) passenger under the age of 18 who is not a family member, and 17-year olds may have only three (3) passengers under the age of 18 who are not family members.
2. All drivers and vehicles must be registered with the school, must be parked only in designated areas with Hang Tags displayed at all times in properly-registered cars.
3. Hang Tags are non-transferable to other students. Students will lose their privileges immediately should they transfer, sell, or loan their Hang Tag to a third party.
4. Vehicles are off-limits to students during the school day (7:20am to 2:10pm.), and students may not leave school grounds without proper authorization.
5. Parking unauthorized vehicles will result in citations, booting, and towing. Violations will result in \$25.00 parking tickets. Students who do not pay their fines will have their cars towed and parking privileges revoked immediately.
6. Vehicles parked on school grounds are subject to search.
7. No refunds of parking fees are authorized by Fairfax County Public Schools.
8. Replaced Hang Tags will cost \$150.00, with no exceptions.
9. Excessive tardies, three (3) or more, will result in loss of parking privileges.

❖ PARTICIPATION IN ATHLETICS

The purpose of interscholastic athletics is to give young men and women the opportunity to expand their educational horizons by experiencing fair and friendly competition with their peers.

Physical Examination

A yearly physical examination is required. The Virginia High School League (VHSL) physical form must be completed and submitted to the coach prior to tryouts. The physical covers all sports for the entire year, provided the examination occurred after May 1 of the previous school year.

Emergency Medical Authorization

Each athlete's parents will complete an Emergency Medical Authorization card containing appropriate insurance information and giving permission for treatment by a physician or hospital when the parent is not available. The card will be kept in the medical kit for availability at all practices and contests.

Insurance & Risk of Participation

Fairfax County Public Schools does not carry insurance to cover student athletic injuries. Parents need to purchase school insurance or maintain coverage in a family insurance plan. All athletes and parents must realize the risk of serious injury that may be a result of athletic participation.

Scholastic Eligibility

In order to participate on a Langley High School athletic team, each athlete must have satisfied all of the Virginia High School League scholastic eligibility requirements prior to participation. Each athlete must have passed five subjects for credit the preceding semester and be enrolled in five subjects for credit the current semester as required by the Virginia High School League. In the event the athlete is a student with

identified disabilities, the athlete's educational progress and program must be of an equivalent level based upon his/her individual needs and abilities.

Attendance and Athletics

Student athletes must attend all scheduled classes in order to participate in any athletic contest, practice, or activity. Reasonable exceptions, such as a medical appointment, may be approved by the Principal or Director of Student Activities prior to participation.

Financial Obligations and Equipment

In several sports, athletes may purchase a portion of their game or practice uniform, which will become their property. All athletes are responsible for the proper care and security of equipment issued to them. The athlete is expected to keep equipment clean and in good condition. School-furnished equipment is to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be subject to a financial penalty. The athlete and his/her parents are financially responsible to the school for all of the athletic equipment that is not returned, damaged in misuse, or not returned in satisfactory condition at the end of the season.

Sportsmanship

As an athlete, sportsmanship goals include:

- Developing a sense of dignity under all circumstances;
- Respecting the rules of the game, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students; and acknowledging them for striving to do their best while you seek your best at the same time;
- Refraining from engaging in all types of disrespectful behavior, specifically taunting, trash talking, and other forms of intimidation;
- Looking at athletic participation as a potentially beneficial educational experience, whether you win or lose;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship. (VHSL Sportsmanship Handbook)

❖ PARTICIPATION IN EXTRA-/CO-CURRICULAR ACTIVITIES

Student activities will be open and available to properly enrolled students. In order to participate in any of these activities, a student must maintain a high standard of conduct and meet specific requirements of the club or school organization. Students participating in activities governed by the Virginia High School League (VHSL) must comply with the eligibility requirements and regulations of that organization.

Individual Club/Organization Rules

Each club may establish additional rules and regulations with the approval of the Director of Student Activities. Such rules and consequences for violations must be given in writing to all members of the club or organization and fairly explained.

❖ PERSONAL BELONGINGS

As a general rule, items of value, whether monetary or sentimental, should not be brought to school. Large sums of money, radios, cameras, CD/MP3 players and other valuable objects are targets of theft and should not be left in locker rooms or on lockers. In addition unattended purses, backpacks, or other clothing should not be left unsecured. The school is not financially responsible for personal belongings brought to school which are subsequently lost or stolen.

❖ **POSTERS AND FLYERS**

Distribution and display of non-instructional flyers and posters is outlined in the Student Responsibilities and Rights document.

❖ **SCHOOL PROPERTY**

Students are responsible for the proper care of school property. Some school property is assigned to students. School property includes, but is not limited to, textbooks, supplemental reading materials, laboratory equipment, audio-visual equipment, calculators/computers and related technology, library materials, lockers, uniforms, and sports equipment. If school property is damaged, or lost, a student will be required to pay for the cost of replacing the item. Failure to meet these financial obligations may result in loss of privileges, including the loss of participation in graduation.

❖ **STUDENT ACTIVITIES**

Student activities are part of the total school program and provide opportunities for students to augment learning experiences from within and without the classroom. These activities are under the direct supervision of the school staff and contribute to the educational objectives of the school. Student participation in these activities, however, is a privilege, determined and managed by the school. Langley High School offers a comprehensive athletic and club/organization program for all students. A complete list is available in the Activities Office. The following sports, by season, are available (V- varsity, JV- junior varsity, F- freshman only):

Fall Sports

(August-November)
Football V-JV-F
Field Hockey V-JV
Volleyball V-JV-F
Cross Country V
Golf V
Cheerleading V-JV-F
Dance Team V

Winter Sports

(November-March)
Gymnastics V
Indoor Track V
Wrestling V-JV
Swim & Dive V
Basketball V-JV-F
Cheerleading V-JV-F
Dance Team V

Spring Sports

(February-June)
Baseball V-JV
Softball V-JV
Soccer V-JV
Track V
Lacrosse V-JV
Crew Club
Tennis V

❖ **STUDENT COMPLAINTS**

Complaints about class rules, policies, discipline, or decisions should be discussed privately with a teacher at the end of the school day. If a difficulty cannot be resolved with a teacher, a student may discuss the problem with the department chair, counselor, or assistant principal at a time that does not result in lost classroom instructional time.

❖ **STUDENT CONDUCT AND DRESS**

All Langley High School students are expected to abide by the code of conduct adopted by the School Board of the Fairfax County Public Schools. This document is often referred to as Student Responsibilities & Rights (SR&R) and is updated yearly. The contents of the regulation are shared with students at the beginning of the school year, and the document is sent home for parents to discuss with their children.

In the event that a student is assigned disciplinary consequences for violating the code of conduct, the following actions may be taken:

- Detention- Students may be assigned to detention by a teacher or administrator. Detention may take place before school (6:30 – 7:15/8:15 a.m.) or after school (2:20 – 4:00 p.m.) at the discretion of the teacher or administrator.

- Saturday School Detention- Students may be assigned to Saturday School detention by an assistant principal. This detention occurs on selected Saturdays throughout the school year. The hours are 8-11 am.
- Suspension- Suspension is used as part of a progressive disciplinary program; however, certain violations of the code of conduct mandate suspension on a first offense. Students who have been suspended are not permitted on school grounds or on school buses while on suspension. Homework is collected through the guidance office, but pickup is the responsibility of the parent. Certain suspensions may also include mandatory exclusion from school activities for up to one-year.
- Bus suspension- Students may be excluded from the school bus for a period time if their behavior warrants such action or if their behavior endangers others.
- Expulsion- Students who violate the code of conduct may be recommended for expulsion from the Fairfax County Public Schools. Certain violations carry a mandatory recommendation for expulsion. Only the School Board has the authority to expel a student.

Students in Fairfax County are charged with the responsibility of notifying school staff of behavior that might endanger the safety and well being of others.

Because of safety and security issues, students are not to loiter in the school, unsupervised after 2:15 p.m. All students who stay after school because of athletics, clubs, discipline, make-up work, academics or meetings must be with and supervised by a staff member. No student who remains in the school after dismissal is to be in a classroom without a teacher present. Any students who are not with a teacher or a coach must report to the library, which will remain open daily until 4:00 p.m.

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. **Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as gang symbols, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats is prohibited.** Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or under-garments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes. (NO HATS!)

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the noncomplying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action. The current version of Regulation 2613 provides additional details. If sent home, absences from classes missed are unexcused.

❖ STUDENT SERVICES PROGRAM

Counseling Appointments

Counselors are available before and after school to see students on a drop-in basis to briefly answer questions. Students and parents may make appointments to see counselors by contacting the Student Services Office or the counselor directly. Students will be issued passes by the counselor in order to attend conferences. The pass is used to leave class at the appointed time; however, the teacher must agree

that the student may leave. After the appointment, the student must show his/her pass, with time the student reported and the time the appointment ended, to his/her teacher.

Schedule Changes

During the first week of school, staff members and students will identify those schedules that are in error and need to be adjusted. Counselors should be notified of these needed changes. Students will be permitted to transfer to other classes if they have been scheduled with teachers under whom they have experienced previous failure. No other changes are permitted. Any change in course is predicated on space availability. During the second week of school, schedules will be frozen and no requests for changes will be honored. This period will be used to process the first week's requests and to balance classes.

Guidelines for Dropping a Course

In addition to the specific requirements below, any student requesting to drop a course must have sought assistance from the teacher prior to the request being made.

HONORS AND ADVANCED PLACEMENT

Students enrolled in an honors level course may not request a change to the standard course until the end of the first quarter. Students enrolled in an Advanced Placement course may not request a change to the standard course until the end of the first semester. If, after these time periods, the student desires to drop back to the standard course, the student must contact his/her counselor to initiate the process. All grades received in the AP or Honors course will transfer to the standard course.

ALL OTHER COURSES

A student must have counselor and/or administrative authorization and written parental permission in order to drop a class. If a student is permitted to drop a class from his/her schedule, a grade of WP (withdraw passing), WF (withdraw failing) or F (failing) will be assigned as the grade for the dropped course. An F will be recorded if the student withdraws during the terminating quarter of a course.

Guidelines for Withdrawal from School

Parents must contact their child's counselor to initiate the withdrawal process. Students withdrawing from Langley High School during the school year must attend all classes on their last two days at Langley High School. This is necessary in order to return textbooks and receive documentation from the teacher of their current academic status. All textbooks must be returned and financial obligations paid prior to withdrawal. Failure to do so will delay transfer of school records.

❖ STUDENT RESPONSIBILITIES AND RIGHTS (SR&R)

All Fairfax County Public Schools students are subject to the rules and regulations of the School Board, which address student conduct as it pertains to their attendance to school and participation in school activities and school-sponsored events. Regulation 2601.___P (The most current version of Regulation 2601 approved by the FCPS School Board supersedes all information in this planner.) describes the conduct for which students may be disciplined. A copy of this regulation is available in the main office and is provided to students. SR&R is updated yearly and revisions will be reviewed with students during the first two weeks of the school year.

Regulation 2601 is split into three chapters. The first chapter provides information related to the Responsibilities and Rights of Students. The second chapter covers the rules of conduct and disciplinary procedures. Student activities are discussed in the final chapter.

Chapter 2- Rules of Conduct and Disciplinary Procedures

Students may be disciplined by school officials, to include suspension, expulsion, and exclusion from school and all school-sponsored activities for student conduct on school property, while engaged in or attending a school activity, or which affects students going to or returning from school, including on a school bus or at a school bus stop. Students may also be disciplined for acts committed away from school property and outside school hours if the conduct is detrimental to the interest of the school or adversely affects school discipline or if the conduct results in a criminal charge or conviction.

If a student has been suspended for ten days or less (short-term suspension), the days of absence shall be excused, and makeup work shall be provided by the school during the period of suspension if the student and parent agree to, and in a timely fashion subsequently participate satisfactorily in, appropriate follow-up activities designated by the principal (including submission of homework assignments).

Violation of any law of the county, state, or nation; regulation of the school or school system; or policy of the School Board is subject to disciplinary action.

A school principal may impose a short-term suspension and recommend a long-term suspension and/or expulsion in any situation involving prohibited conduct.

Prohibited conduct encompasses any behavior incompatible with a K-12 educational environment and good citizenship and includes but is not limited to the following: assault; disruptive or inappropriate behavior; alcohol, tobacco, and other drug violations; property violations; and weapons violations. The violations listed herein are examples of prohibited conduct.

Acts for which students may be disciplined include, but are not limited to:

1. Assault

The following violations shall result in disciplinary action and may require mandatory sanctions:

- a) Threatening or physically assaulting another student or any other person (other than a staff member) who has reason to be at school, whether or not causing injury, shall result in disciplinary measures up to and including a ten-day suspension and a recommendation for expulsion.
- b) Threatening to assault or physically assaulting a school staff member, as defined in the current version of Regulation 4411, shall result in suspension from school for up to ten days, and the principal may recommend expulsion. In the event of injury to the staff member, expulsion shall be recommended.
- c) Sexual assault or battery upon any person shall result in a ten-day suspension from school and recommendation for expulsion. Improper touching shall result in disciplinary measures up to and including a ten-day suspension and a recommendation for expulsion.
- d) Any collection or group of students assembled with the intention of committing an assault constitutes a mob. Each and every student who is part of a mob shall be held directly responsible for any assault committed by one or more members of the group. Any involvement in a mob assault by any student shall result in a ten-day suspension and a recommendation for expulsion.
- e) Hazing or otherwise mistreating another student by recklessly or intentionally endangering the health or safety of, or inflicting bodily injury on, the student in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association,

fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity shall result in disciplinary measures up to and including a ten-day suspension from school and recommendation for expulsion. A report of hazing with bodily injury shall be made to the commonwealth's attorney in accordance with Section 18.2-56 of the Code of Virginia.

2. Disruptive or Inappropriate Behavior

The following violations shall result in disciplinary action at the discretion of the principal:

- a) Disruption of the educational process or disobedience, insubordination, or open defiance of the authority of any teacher or staff member.
- b) Conduct; including fighting, making threats, stalking, or intimidating, including bullying, that endangers the well-being of other students or school staff members.
- c) Verbal or written use of vulgar, profane, obscene, or patently offensive language, sometimes referred to as "curse" words or profanity, or possessing or displaying visual imagery that is obscene as defined in the Code of Virginia, or engaging in indecent or lewd exposure of body parts.
- d) Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, color, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, and matters pertaining to sexuality, including sexual orientation. Any student who is subjected to physical or verbal harassment including bullying should report such immediately to the appropriate school, cluster, or central office official. Any student who observes such actions should report the incident to the appropriate school, cluster, or central office official.
- e) Willful disruption of any school activity.
- f) Use or possession of fireworks.
- g) Use or possession of matches or lighters.
- h) Forgery, cheating, plagiarism, or dishonesty.
- i) Gambling in any form.
- j) Unauthorized or illegal use of, or access to, computers, software, telecommunications, and related technologies and any willful act that causes physical, financial, or other harm or otherwise disrupts information technology.
- k) Unauthorized use or possession of a laser pointer or other laser devices at school, on school buses, or at school-related activities. In addition to other disciplinary action, laser pointers or other laser devices are subject to confiscation by school officials.
- l) Taking part in, assisting, facilitating, or promoting gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal, disruptive, or intimidating behavior. If a student is suspected of being in a gang or has violated the provisions of this section, the principal shall notify the parent.
- m) Use of a portable communication device without express authorization from the principal (or his or her designee), possession of any such device in plain view, or possession of any such device that is turned on. As employed herein, the term "portable communication device" shall include, but not be limited to, any beeper, cell phone, or other similar device that is capable of sending and/or receiving audio, video, picture, electronic-mail, or text messages. In the event of a violation of this provision, the student shall be subject to disciplinary action hereunder, and the portable communication device used or possessed by such student **shall be subject to confiscation by school officials. Principals may**

elect to return the phone to the student's parent or guardian or to return the phone to the student and contact the parent or guardian.

n) Violation of attendance regulations.

3. Alcohol, Tobacco, and Other Drug Violations

a. Tobacco Violations

Possessing, smoking, or using tobacco products on school property.

- 1) For a first violation related to tobacco products, a student shall participate in the FCPS Tobacco Intervention Seminar in lieu of suspension. A student who violates this regulation may be referred to the police for a civil offense charge.
- 2) For a second or subsequent violation related to tobacco products, a student shall be placed in an alternative instructional arrangement or suspended from school. A report shall be made to the police, and the student may be charged in accordance with the Code of Virginia, Section 18.2-371.2.

b. Nonprescription Drugs (Over-the-Counter Medications)

Using or possessing any nonprescription drug not authorized as medication under the current version of Regulation 2102. Nonprescription drugs include products such as aspirin, Tylenol, Advil, caffeine pills, Coricidin, Dramamine, Nyquil, or other generic equivalents, cough syrup and other over-the-counter medications intended to be ingested or inhaled. The distribution or sharing of nonprescription drugs shall result in a suspension of a length to be determined by the principal and may result in a recommendation for expulsion.

c. Alcohol or Inhalants

- 1) The first violation related to using, possessing, or being under the influence of alcohol, inhalants, or nonalcoholic beer, herein referred to as prohibited substances, shall result in suspension from school for a minimum of five days and a maximum of ten days and suspension for 30 calendar days from all student activities, including teams, clubs, and all other school sponsored activities. All illegal substance use violations shall be reported to the police. The days of absence shall be excused, and makeup work shall be provided by the school during the period of suspension if the student and parent agree to, and in a timely fashion subsequently participate satisfactorily in, appropriate substance abuse prevention-intervention follow-up activities designated by the principal.
- 2) A second and any subsequent violation within 12 months of the prior offense related to using, possessing, or being under the influence of prohibited substances shall result in suspension from school for a minimum of ten days and suspension from all student activities including teams, clubs, and all other school-sponsored activities for the remainder of the school year. The principal may recommend an extended suspension or expulsion in any case.
- 3) A violation involving distributing or manufacturing alcohol or inhalants shall result in suspension from school for a minimum of ten days and recommendation for expulsion.
- 4) If the student is suspected of being under the influence of alcohol, the principal shall notify the parent and recommend that the parent pursue appropriate intervention. In addition, the principal may immediately administer a breath sample test to determine the alcohol content and, depending on the suspected level of illegal substance involvement, the principal will refer the student for at least one of the following activities:
 - a) Participation in the FCPS Alcohol and Other Drug (AOD) Intervention Seminar. This activity is not intended for students who have already attended the seminar or who have been disciplined for a distribution violation.

- b) Work with a Fairfax County Alcohol and Drug Youth Services (ADYS) school resource specialist.
- c) Drug testing and an evaluation for substance abuse treatment. These services are provided at no cost through ADYS, or the parent may choose to access services through a private provider.

Staff members from either the AOD Intervention Seminar or ADYS may recommend the student for drug testing and an evaluation for substance abuse treatment. If the student and parent fail to provide, in a timely manner, documentation evidencing satisfactory participation in the designated activities listed above, the days of absence shall be unexcused.

The principal shall immediately notify the student's parent of the disciplinary action, the conditions for readmittance (where applicable), the fact that the absences will be excused if the student and parent comply with the requirements set forth above, the fact that all prohibited substance use violations are reported to the police, and the consequences of further violations. The student and parent shall be requested to sign a statement that they have been informed of the consequences of any subsequent violations as defined in the current version of Regulation 2150.

d. Marijuana, Any Controlled Substance, Including Prescription Drugs, Imitation Controlled Substances, or Drug Paraphernalia

- 1) The first violation for being under the influence of marijuana or any controlled substance including anabolic steroids, or for the illegal use of prescription drugs, collectively herein referred to as illegal drugs, or for possession of drug paraphernalia shall result in suspension from school for a minimum of five days and a maximum of ten days and suspension for 30 calendar days from all student activities, including teams, clubs, and all other school-sponsored activities. All illegal drug violations shall be reported to the police. The days of absence from school shall be excused, and makeup work shall be provided by the school during the period of suspension if the student and the parent agree to, and in a timely fashion subsequently participate satisfactorily in, appropriate substance abuse prevention-intervention activities designated by the school principal.
- 2) A second and any subsequent violation of any prohibited conduct listed in (1) above within 12 months of the prior offense shall result in suspension from school for a minimum of ten days and suspension from all student activities including teams, clubs, and all other school-sponsored activities for the remainder of the school year and recommendation for expulsion.
- 3) Possession of a controlled substance, marijuana, an imitation controlled substance, or imitation marijuana while on school property or at a school sponsored activity shall result in a ten-day suspension from school and recommendation for expulsion. However, the School Board may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action is appropriate. The Division Superintendent may conduct a hearing in such a case to determine whether a disciplinary action other than expulsion is appropriate. A report shall be made to the police, and the student may be charged with a criminal offense in accordance with applicable law.
- 4) A violation involving distributing, facilitating distribution, or manufacturing a controlled substance, including anabolic steroids or prescription drugs, an imitation controlled substance, illegal drugs, including marijuana and imitation marijuana, or drug paraphernalia, as defined in the current version of Regulation 2150, shall result in suspension from school for a minimum of ten days and recommendation for expulsion.

- 5) If the student is suspected of being under the influence of illegal drugs, or otherwise having violated the provisions of this section, the principal shall notify the parent of the suspicion and recommend that the parent pursue appropriate intervention. In addition, the principal may immediately require a drug test and evaluation for substance abuse treatment and, depending on the suspected level of illegal drug involvement; the principal will refer the student for at least one of the following activities:
- a) Participation in the FCPS Alcohol and Other Drug (AOD) Intervention Seminar. This activity is not intended for students who have already attended the seminar or who have been disciplined for a distribution violation.
 - b) Work with a Fairfax County Alcohol and Drug Youth Services (ADYS) school resource specialist.
 - c) Drug testing and an evaluation for substance abuse treatment. These services are provided at no cost through ADYS, or the parent may choose to access services through a private provider.

Staff members from either the AOD Intervention Seminar or ADYS may further recommend the student for drug testing and an evaluation for substance abuse treatment. If the student and parent fail to provide, in a timely manner, documentation evidencing satisfactory participation in the designated activities listed above, the days of absence shall be unexcused.

The principal shall immediately notify the student's parent of the suspension, the conditions for readmittance, the fact that the absences will be excused if the student and parent comply with the requirements set forth above, the fact that all illegal drug use violations are reported to the police, and the consequences of further violations. The student and parent shall be requested to sign a statement that they have been informed of the consequences of any subsequent violations as defined in the current version of Regulation 2150.

4. Property Violations

The student (or the student's parent) shall be required to reimburse the School Board for any actual loss of, breakage of, destruction of, or failure to return property owned by or under the control of the School Board caused or committed by such student in pursuit of his or her studies. (Code of Virginia, Section 22.1-280.4) The student will be financially responsible for any loss or damage to School Board property resulting from his or her misconduct.

The following violations shall result in disciplinary action at the discretion of the principal and may require a report to the police:

- a) Willfully causing or attempting to cause damage to school property.
- b) Theft of, taking, or trying to take another person's property or money, whether by force, fear, or other means, including theft or attempted theft of student prescription medication.
- c) Vandalism, arson, or any threat or false threat to bomb, burn, damage, or destroy in any manner a school building or school property.
- d) Unauthorized presence on school property or failure to leave promptly after being told to do so by a FCPS staff member.

5. Weapons Violations

The following violations, in whole or in part, carry mandatory sanctions requiring suspension and/or a recommendation for expulsion:

- a) Unauthorized use or possession of any gun, knife, or other weapon, including the use or possession of explosives. Weapons include, but are not limited to, any gun or object designed to propel a missile of any kind, a look-alike gun, ammunition, any knife, or any object that can be used with the intent of threatening or harming any individual. Weapons include any studded accessory or article of clothing such as a studded collar or chain belt, Mace, pepper spray, or any other similar propellants.

Any unauthorized use of any weapon, or possession of any of the weapons listed below, or possession of any weapon of like kind, shall result in a ten-day suspension and recommendation for expulsion for a period of not less than one year:

- 1) Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind; any weapon that will, or may be readily converted to, expel a projectile by the action of an explosive, including a starter gun; the frame or receiver of any such weapon; any firearm muffler or silencer; any stun weapon or taser; any BB gun or air rifle.
 - 2) Any dirk, bowie knife, switchblade knife, ballistic knife, knife having a metal blade of three inches or longer, razor, slingshot, spring stick, metal knucks, or blackjack.
 - 3) Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chucks or fighting chains.
 - 4) Any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
 - 5) Any explosive device such as any firebomb, explosive material, hoax explosive device, chemical bomb, poison gas, grenade, rocket, or other incendiary device.
- b) Any student determined to be in possession of or to have brought any of the above listed weapons onto school property or to a school-sponsored activity shall be suspended for ten days and expelled for a period of not less than one year in accordance with section 22.1-277.07 of the Code of Virginia. However, the School Board may determine, based on the facts of the particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The Division Superintendent may conduct a hearing in such cases to determine whether a disciplinary action other than expulsion is appropriate.

B. Reporting to Police and Parents or Guardians of Victims of Certain Code Violations

- 1) The principal shall report all violations of law that require disciplinary action to the police department in accordance with Section 22.1-279.3:1 of the Code of Virginia, including all prohibited substance and illegal drug violations, unauthorized use or possession of any weapon or explosive device (including a hoax explosive device), arson, assault, assault and battery with bodily injury, sexual assault, stalking, bomb threats, threats against school personnel on school property or at school-sponsored activities, and theft or attempted theft of student prescription medications. Assault or assault and battery without bodily injury may be reported to the police at the discretion of the principal. Any student who commits a reportable violation shall be required to participate in such prevention and intervention activities as may be prescribed by the Division Superintendent.
- 2) Material that is suspected of being marijuana or a controlled substance shall be turned over to the police department.
- 3) School resource officers (SROs) are active members of the administrative teams at their assigned schools and are permitted to stop, question, interview, and take action without contacting parents in advance.

- 4) The questioning of students by police officers, other than SROs, in school or on school property about alleged illegal activities shall meet the conditions as defined in the current version of Regulation 2616.
- 5) The principal shall also immediately report to the parents or guardians of any minor student who is the victim or intended victim of such act listed in B.1. that may constitute a criminal offense.

❖ **WORK PERMITS**

Until a student is sixteen (16) years old, he/she needs a work permit for employment. After the job is obtained, the student may obtain the necessary forms from the main office. Three forms are necessary: one to be filled out and signed by the employer; one to be filled out and signed by the parent/guardian (in the presence of the issuing officer); and one for the student to sign after completion by the issuing officer. Upon completion of all three forms, a copy is given to the student to be returned to the employer. The returned form is considered the "work permit."

❖ **VISITORS**

Students are not allowed to bring friends or other visitors to school.



Appendix A

QUICK GUIDE TO RULES OF CONDUCT AND DISCIPLINARY CONSEQUENCES

This section contains examples of actions for which students may be disciplined, as well as the probable consequences. While this section identifies typical consequences, school officials may use disciplinary measures in addition to those listed. This section is intended to serve as a guide only and shall not replace the Student Responsibilities and Rights booklet (SR&R, FCPS Regulation 2601P). In the event of a conflict between this section and the SR&R, the SR&R shall be controlling in all cases.

Suspension of Ten Days and Mandatory Recommendation for Expulsion

- Physical assault on staff with bodily injury
- Sexual assault or battery
- Mob assault
- Distribution or manufacture of alcohol or inhalants
- Possession of controlled or imitation controlled substance
- Illegal use or possession of prescription drugs (second offense)
- Distribution or manufacture of a controlled or imitation controlled substance, illegal drugs, or drug paraphernalia
- Unauthorized use or possession of any weapon or any object used as a weapon
- Under influence of marijuana or other controlled substance within 12 months of prior offense.

Suspension of Up to Ten Days

- Use, possession, or under influence of alcohol, inhalants, or nonalcoholic beer
- Under influence of marijuana or other controlled substance (first offense)
- Possession of drug paraphernalia (first offense)
- Distribution of nonprescription drugs
- Illegal use or possession of prescription drugs (not classified as controlled substances) (first offense)
- Assault or assault and battery

DISCRETION OF THE PRINCIPAL

(Consequences range from an intervention without suspension to a recommendation for expulsion.)

- Threat to assault a staff member; threat or assault of another student
- Disruption, disobedience, insubordination, defiance of school officials
- Endangering well-being of others: fighting, bullying
- Possession or display of obscenity; indecent exposure
- Cursing, verbal abuse including gestures
- Fireworks–use or possession
- Forgery, cheating, plagiarism, dishonesty
- Gambling
- Improper touching
- Unauthorized or illegal use or disruption of information technology
- Unauthorized laser devices
- Gang-related activities
- Portable communication devices
- Attendance violations
- Use or possession of nonprescription drugs
- Vandalism of school property; bomb threats
- Unauthorized presence
- Tobacco violations
- Hazing
- Harassment based on race, disability, sexual preference, etc. (See page 12 (2.d.) of SR&R for complete list.)

All actions that result in a ten-day suspension and recommendation for expulsion are reported to the police. Additionally, reports are made to the police for: threats to assault a staff member; use, possession or under the influence of alcohol, inhalants or nonalcoholic beer; assault or assault and battery of another student or person other than a staff member with bodily injury; vandalism of school property; bomb threats; and tobacco violations.