

J. LUPTON SIMPSON MIDDLE SCHOOL

**STUDENT HANDBOOK
2017-2018**



Student Name: _____

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ADMINISTRATIVE TEAM

Lenny Compton	Principal
Tina Todd	Assistant Principal
Katrina Smith	Assistant Principal
Michele Loiselle	Dean
Jonathan Bonner	Dean
Samuel Carpenter	Dean

MAIN OFFICE SECRETARIES

Madeleine Sullivan	Attendance Secretary
Vickie Doyle	Office & Financial Manager
Carolyn Lee	Secretary
Kathlene Szoka	Secretary

SAFETY AND SECURITY

Matthew J. Bennett	School Resource Officer Leesburg Police Department
Heidi Rivera	School Nurse

House A – 8th Grade

Samuel Carpenter	Dean
Marianne Nameth	School Counselor
Madeleine Sullivan	Secretary

House B – 7th Grade

Jon Bonner	Dean
Eveanne McKean	School Counselor
Laura Ridings	Secretary

House C – 6th Grade

Michele Loiselle	Dean
Sabrina Jeane	School Counselor
Lisa Hamilton	Secretary

COVER DESIGN – MIRA ZINEDDIN



School	571.252.2840
Attendance	571.252.2842
House A (8th)	571.252.2848
House B (7th)	571.252.2847
House C (6th)	571.252.2846
Clinic	571.252.2841
Bookkeeper	571.252.2844
Cafeteria	571.252.2843
Fax	703.771.6643

Loudoun County Public School website
www.lcps.org/

J. L. Simpson Middle School
www.lcps.org/jlsms/

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in this agenda; however, we expect students to follow reasonable rules and not violate the rights of others nor disrupt the educational process.



SIMPSON MIDDLE SCHOOL

National School to Watch

2016-2019

Blue Ribbon Virginia Music Award Winner

2011, 2017

Energy Star Award Winner

2016, 2017

Common Sense Digital Certified

2014, 2015, 2016

Member of the Virginia Middle School Association

Member of the National Tennis Association

MISSION STATEMENT

The students and staff of J.L. Simpson Middle School are committed to promoting self-discipline, motivation, and academic excellence within a safe, supportive environment. Support is provided for the development of personal skills to promote individual self-sufficiency and responsible citizenship through an environment which embraces differences and an appreciation of cultural diversity. We strive to assist students with the development of personal strengths and talents, as well as respect for self and others, to enable them to become productive citizens in their communities.

VISION STATEMENT

Simpson Middle School, in partnership with parents, teachers, and our community, provides a united effort toward maximizing student potential, celebrating learning, and promoting academic excellence and responsible citizenship. Our goal is to equip students with the skills necessary to enable them to meet the challenges of education, work, and citizenship through an environment that challenges, motivates, and engages students in learning.



CALENDAR

HIGHLIGHTS–2017–2018 SCHOOL CALENDAR	
August 24	First Day for Students
September 4	Holiday – Labor Day
October 9	Holiday – Columbus Day
October 23	Student Holiday-Staff Develop.
November 6-7	Student Holidays – Planning
November 22-24	Holiday (Thanksgiving)
Dec. 18 – Jan. 1	Winter Break – Resume Jan. 2
January 15	Holiday – Martin Luther King
January 29	Moveable Student Holiday - Planning
February 19	Holiday – Presidents’ Day
March 26-30	Holiday – Spring Break
April 2	Student Holiday-Staff Develop.
April 9	Student Holiday - Planning
May 28	Holiday (Memorial Day)
June 13	Last Day for Students

DAILY BELL SCHEDULE

6 TH GRADE	7 TH GRADE	8 TH GRADE
A / B	A / B	A / B
1 st / 5 th 8:55 – 10:27	1 st / 5 th 8:55 – 10:27	1 st / 5 th 8:55 – 10:27
2 nd / 6 th 10:32 – 12:01	2 nd / 6 th 10:32 – 12:01	2 nd / 6 th 10:32 – 12:01
Lunch 12:06 – 12:36	3 rd / 7 th 12:06 – 12:51	3 rd / 7 th 12:06 – 1:35
3 rd / 7 th 12:40 – 2:09	Lunch 12:53 – 1:23	
	3 rd / 7 th 1:24 – 2:09	Lunch 1:39 – 2:09
4 th / 8 th 2:14 – 3:43	4 th / 8 th 2:14 – 3:43	4 th / 8 th 2:14 – 3:43

STUDENT SERVICES & INFORMATION

SCHOOL HOURS

Although the school office is open from 8:30 a.m. until 5:00 p.m., the school day begins at 8:55 a.m. and ends at 3:43 p.m.

PHONE INFORMATION

The school office is open from 8:00 a.m. to 4:45 p.m. If there are questions or concerns about any aspect of the school, parents are encouraged to call (571) 252-2840. The principal, faculty, and staff are ready to be of service. **An attendance line is available for all absences; call (571) 252-2842.** The direct number for the clinic is (571) 252-2841; 8th Grade - (571) 252-2848; 7th Grade - (571) 252-2847; 6th Grade – (571) 252-2846.

VISITORS

All visitors must report to the main office to sign in and receive a Visitor's Pass. All persons except registered and enrolled students and employees of Simpson Middle School are classified as visitors. Students may not bring friends from other schools or siblings to attend classes.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

It is extremely important that the school be notified immediately of a change in a student's address or phone numbers during the school year. Please notify both the main office and the clinic of these changes. You will have to fill out the ***Change of Address*** form for your student and show proof of residency which could be a signed lease, signed deed, signed settlement papers or mortgage statement.

ADMINISTRATORS AND COUNSELORS

Administrators and counselors are assigned to each of the academic houses. These individuals are available to assist students in solving problems and meeting responsibilities. Students are encouraged to make an appointment when they feel there is a need.

SCHOOL NUTRITION SERVICE

The school Type A Lunch price is determined by the School Board. The price for breakfast is \$2.10 and the price for lunch is \$3.15. You may pay ahead on-line with Café Prepay or have your child bring money to pay on his/her student lunch account. Milk is provided with the plate lunch. If a student brings a lunch from home, the student may purchase milk or other items. A la carte items will be available to

students, offering a selection of hot and cold sandwiches, salads and desserts. Free and reduced-price meals are available to those students whose parents qualify. Applications are available through the main office. The charging of lunches is discouraged. Checks for lunch should be made out to the County of Loudoun. To contact the cafeteria you may call (571) 252-2843.

PREPARATION FOR CLASS

Students must be prepared for each class. Although some classes have special requirements, generally students are required to have textbooks, notebooks, paper, pencil and/or pen.

EMERGENCY CLOSING OF SCHOOL

In Loudoun County, it is generally necessary to close schools occasionally because of snow, ice, or other emergency conditions. When conditions require schools to be closed for the entire day, announcements are made over the local radio and television stations and LCPS' Web site at www.lcps.org. Calls will also be made using the *Connect-Ed*® system. When conditions require that students be dismissed early and sent home, announcements are made over local radio and television stations as soon as possible to notify parents in advance of the time students are released. When early morning conditions require that schools open late, the local radio and television stations will announce the opening time and school will dismiss at the regular time. **PLEASE DO NOT CALL THE SCHOOL.** It is essential that the telephone line be kept open for emergency calls.

PROMOTION GUIDELINES

To be promoted from grade six to seven and from grade seven to eight, a student must pass a minimum of three of the four basic academic subjects: (1) Language Arts, (2) Social Studies, (3) Mathematics, and (4) Science. To be promoted from grade eight to nine, a student must pass the equivalent of four two-semester courses. Three of the courses must be from the required academic courses: (1) English, (2) Mathematics, (3) Science, and (4) Social Studies/Foreign Language. One of the courses must come from health and physical education or any elective that is a year course or two one-semester courses.

TEXTBOOKS

Textbooks are issued to each student without charge. Each student is responsible for the care of those books issued to him/her. Several times during the year, books will be checked and students will be charged accordingly for excessive damage and lost books. Students are encouraged to use book covers.

HALL PASSES

Any student excused from a class should have an Agenda with a hall pass which is signed, dated, and timed by the excusing teacher.

REMAINING AFTER SCHOOL FOR AN ACTIVITY

Students may remain in the building for an activity or to work if under the supervision of a teacher or designated representative of the administration. Parental permission is required. All notes should be brought to the House Office before class. Students are to leave the school grounds immediately after school is dismissed if not remaining for an activity after school.

SOL TESTS

All students will participate in SOL testing in the spring. Sixth and seventh graders will take SOL tests in the areas of reading and math. Eighth graders will take SOL's in writing, reading, math, civics and Science. The results are mailed to parents at the end of the school year along with the final report card.

LOCKERS

All lockers (gym and hall) are provided by the school as a convenience to the student, and they do NOT become the exclusive property of the student. They are provided for the express purpose of keeping clothing, books, lunches, and other materials through the school day. Defacing the locker (inside or outside) by writing, scratching, or the pasting of stickers/pictures is forbidden. The principal/designee reserves the right to enter any student locker at any time when he feels it necessary and proper to do so.

Locker problems should be reported to the dean or physical education teacher.

Locker combinations are not to be shared with friends.

YEARBOOK

Although the yearbook is published in the spring, copies must be ordered and reserved by January. Extra copies will not be available for sale in the spring.

SCHOOL PICTURES

Early in the school year, individual student pictures are taken and made available to parents for purchase.

LOST AND FOUND

Lost and found items may be claimed in the main office, gym office, and the house offices. Clothing and other appropriate items should be clearly

labeled with the owner's name. Unclaimed items will be donated.

STUDENT COUNCIL ASSOCIATION - SCA

The SCA is a committee of student representatives selected at the beginning of the school year and whose goal it is to develop and conduct activities for students and community service.

TRANSPORTATION

The privilege of transportation to and from school is extended to most students of Simpson Middle School. While on the school bus, students are under the direct supervision of the bus driver. During the first week of school, proper procedures to be followed when riding on the bus will be discussed. Basically students are expected to remain seated, keep inside the bus, talk in a manner which does not disturb the driver, and behave in a manner that is expected at school.

Inappropriate behavior will result in the loss of transportation privileges. Students who ride to school on a particular school bus are expected to return home on the same bus unless excused in writing by the office. Such permission will not be granted unless a request (preferably written) from parents or guardian is made. Once the temporary change is verified, a bus pass will be issued to the student. He/She will in turn present the pass to the bus driver. All notes to ride another bus must be brought to the House Office before class.

Students are not permitted to get off the bus at Loudoun County High School to meet a sibling or a parent, so please note that bus passes will not be issued for this purpose.

HONOR ROLL

Students who attain all A's and B's in their subjects for the nine weeks will be eligible for the Honor Roll.



SPECIAL PROGRAMS AND STUDENT SERVICES

CLUBS

Students are strongly encouraged to get involved with school activities beyond the regular school day. Club information can be found on our website.

CONNECTIONS

To help students be more successful in school, the dean and counselors at Simpson Middle School developed an after school study program called Connections. Students work with teachers individually or in small study groups to help meet their academic needs. The program has proven helpful in getting students to complete school tasks and improve their grades as well as performance on standardized tests. Students who have struggled with SOL tests in the past are given first consideration.

PROGRESS/INTERIM REPORTS

Students are provided an academic update at the midway point of each quarter. The term interim refers to students receiving a D or F.

PARENT CONFERENCES

Parent-teacher conferences are an effective means of communicating with parents and are encouraged. Parents should not hesitate to contact the school and make an appointment for a conference with a teacher and/or counselor.

REPORT CARDS

At the end of each reporting period (nine weeks in length), a report card will be issued to the students to be taken home to parents.

The nine-weeks grades will be a composite of all assignments and assessments provided during the grading period. This may include daily assignments, homework, quizzes, class participation, projects, and test grades.

Final grades will be given to all students. For eighth graders, it will be determined by averaging the two semester grades.

Grading Scale

A+ = 98 – 100	A = 93 - 97	A- = 90 - 92
B+ = 87 – 89	B = 83 – 86	B- = 80 - 82
C+ = 77 – 79	C = 73 – 76	C- = 70 - 72
D+ = 67 – 69	D = 63 – 66	D- = 60 - 62
F = 59 and below		

HEALTH AND SAFETY

CLINIC AND SCHOOL NURSE

The school has a registered nurse on duty each day. She is available for administering first aid and prescribed medication. If a student becomes ill, he/she should request permission from the classroom teacher to see the nurse (emergencies excepted). If it appears that a student is unable to return to class, parents will be notified and the student sent home. The telephone number for the clinic is (571) 252-2841.

MEDICATION

The parents of students who require oral medication are requested to administer such medication at home, if possible. If students must take medication at school, parents should supply the medication and written instructions from the attending physician stating dosage, type of medication, and how it is to be administered. **All medication must be delivered to school by a parent and kept in the clinic.** This includes cough drops, aspirin, Tylenol, ointments, etc. The nurse will administer the medication according to the directions of the physician.

EMERGENCY RESPONSE DRILLS

Emergency evacuation drills for the building are held each month during the school year except in September when one is held each week. The proper procedure to be followed in the event the building must be evacuated will be thoroughly discussed by teachers during the first week of school. Additionally, procedures for caring for and releasing students to parents are practiced. Evacuation drills for school buses are also held early in the school year and again the second semester. The bus driver will review thoroughly the procedure to be followed in the event of an emergency.

Other emergency preparedness procedures practiced include a Code Blue “lock-down”, threats, tornado and extreme weather, as well as, “Shelter in Place.” An inventory of staff members and their certifications related to health and safety is completed each year. Staff is then reassigned duties each year based on their skills, certifications and schedule.

PARKING AND PARENT LOADING/UNLOADING OF STUDENTS

Our visitor parking lot is also used by special buses in the am and pm. Visitors may park there throughout the day. The kiss and ride is part of the teacher parking lot area. Parents are not permitted to pick up students along Evergreen Mill Road.

ATTENDANCE

Regular attendance in school is necessary to obtain the benefits of a free, public education. The General Assembly of Virginia has recognized the importance of regular attendance by enacting a compulsory school attendance law for persons of school age. It has also provided for penalties for students who absent themselves, for parents and guardians who do not require their children to attend school, and for others who may encourage or induce students to be absent or who employ or harbor absent students.

Students have a responsibility to attend all scheduled classes and other assigned activities unless excused by the principal. Appropriate disciplinary measures will be taken against students who fail to accept this responsibility.

Please schedule all vacations outside of the LCPS calendar when school is in session and students are scheduled to be in class. Currently, the last day for students is June 9. Final assignments are not given early. Please plan accordingly.

ABSENCE

Absence from school for any period of time will result in loss of learning. All students who are absent will be required to make up all work missed regardless of the reason for the absence. *Parents are requested to call the school and indicate that their child will be absent for the day. The attendance line for reporting all absences is **(571) 252-2842**. *Homework may be requested on the second consecutive day of absence and you may leave the message on the attendance line.

EXCUSED ABSENCES

There are circumstances that may prevent a student's attendance in school. Such absences, when justifiable, are classified as excused absences for which there is no penalty. The principal will excuse students who are absent for any of the following reasons:

- (a) Personal illness
- (b) Death in the family
- (c) Medical or dental appointments
- (d) Court appearances
- (e) Religious holidays

The principal may excuse students who are absent for any of the following reasons:

- (a) Illness in the immediate family which requires the student to be absent
- (b) Emergencies
- (c) Trips or activities which enhance or extend the student's education, when approved by the principal in advance of the expected absence

UNEXCUSED ABSENCES

All absences not excused by the principal or his designee are classified as unexcused absences.

SUSPENSION ABSENCES

Absences caused by a student's suspension from school are classified as suspension absences, which shall not result in further disciplinary action.

NOTES

In the event that telephone or email contact has not been made, a student must report to the House A office before class with a note signed by the parent or guardian. The note should contain the following information:

- (a) The full name of the student
- (b) The reason for the absence
- (c) The exact date(s) of absence
- (d) Signature of the parent or guardian

Any student who fails to bring a note on the day following an absence and the absence has not been verified will be given an UNEXCUSED ABSENCE.

LATE ARRIVAL

A student who arrives at school after the official start of the day should report to the office of the attendance secretary. In most instances, a parent or guardian would be bringing the child to school. See below "RETURNING TO SCHOOL AFTER AN EARLY DISMISSAL."

Unexcused tardies will be addressed by the dean and could include disciplinary action.

EARLY DISMISSALS

Students are never to leave the school building or grounds without official written permission. Students who violate this rule are subject to disciplinary consequences. Students may be officially released to their parents during the school day for one of the reasons given for excused absence. A parent or guardian must pick up and sign out his/her child in the main office. All notes for early dismissal should be brought to the House Office before class.

RETURNING TO SCHOOL AFTER AN EARLY DISMISSAL

The parent or guardian does not have to enter the building for a child returning to school. Simply watch to ensure the student has entered the school after being buzzed in by the front office staff. A note from the parent or doctor should be given to the student. Parents are welcome to enter with their child if needed.

MAKE-UP WORK MISSED BECAUSE OF ABSENCE

Whenever a student is absent, regardless of the reason, a reasonable amount of time, consistent with the length of absence, will be given to make up work missed. Upon return from an absence, the student is responsible for initiating immediate action to make up the work. Upon such request, the teacher will provide assignments, tests, and other work that must be made up and indicate when it is due. Failure to complete make-up work within the time allowed will result in a failing grade for those assignments, tests, and other work. Make-up work turned in within the time allowed will be graded on the same basis as other work. Upon request, the school will collect assignments for students absent two days. **The parent should call the school before 9:00 a.m. to make the request for work.**

TARDIES TO SCHOOL

Realizing that a student may be detained on occasion, each student is allowed three unexcused tardies to school per semester without penalty. He or she may be assigned disciplinary consequences at the discretion of the principal or designee if tardies exceed the three per semester.

BUS PASSES

If a student needs to ride a different bus in the afternoon, a parent note must be provided to the appropriate house secretary before 8:40 a.m. Once approved, the student will be given a special bus pass.



SCHOOL RULES AND EXPECTATIONS

TIPS ON HOW TO AVOID A DISCIPLINE REFERRAL

- If you should have a strong disagreement during a class, follow the teacher's direction, but arrange to speak with him or her privately after class.
- If you are experiencing difficulty in a particular class or situation, speak privately with the teacher and voice your concerns in a respectful manner.

Use the resources of your school guidance counselor or dean if you are experiencing a communication or behavioral problem. Students and parents should talk daily about school because of its' obvious importance.

RESPECT

Respect is the cornerstone of our community. Student actions should consistently communicate kindness and support for others as we come together each day to learn and grow. Negative behaviors towards others undermines our school's mission and purpose. Respect is positive and promotes healthy relationships that foster success.

ACADEMIC HONOR CODE

Students are expected to do their own work on all tests, papers, projects, and other work assigned to be done on an individual basis. Any student who turns in another's work as his own or who assists or gives his work to another student may be given a failing grade on that work. The incident shall be reported to the principal/administrator and to the parent(s) and shall be recorded on the disciplinary record of the student(s).

AUTHORITY OF STAFF

The authority and discipline of school staff over school students shall exist throughout the school session, during public exercises held in the school building or on the grounds, and during intramural events held on the school grounds.

Each teacher will establish rules and procedures for his/her classroom. They will be consistent with the procedures outlined in this publication and will be thoroughly discussed during the first week of school. Students are expected to abide by them throughout the year.

HALL BEHAVIOR

Students are expected to walk in an orderly fashion in the hall. Shoving, running, and disorderly conduct are not appropriate and will result in disciplinary action.

RESPECT FOR AUTHORITY

Students are expected to respond to all staff members appropriately. They should follow the direction of the staff member without question or excuse. If a staff member asks a student to give them their name, they are expected to do so or be subject to disciplinary action.

STUDENT TELEPHONE CALLS

No student will be called from a class or activity to answer a telephone call unless an emergency exists. The office phones are for official business and not available for student use, without permission.

ELECTRONIC DEVICES

Students bringing electronic devices to school are required to place them immediately in their locker upon entering the building. These items must remain there until dismissal. These devices discovered later in school by staff are to be turned in to the grade level administrator on each occurrence with a referral. On the first occurrence, at a minimum, the administrator will contact the home requesting the parent to pick it up in person and disciplinary consequences may be assigned. On the second occurrence, the administrator will call home and assign a disciplinary consequence. Disciplinary consequences will increase in severity if violations of this rule continue.

***NOTE:** Students bring these items to school at their own risk. The school cannot be held responsible for any missing or damaged items.

We are a BYOT or Bring Your Own Technology School. More information can be found on our website regarding this initiative.

CAFETERIA

Students are expected to sit quietly in the cafeteria and enjoy their food with classmates. All food must be eaten in the cafeteria. Unless otherwise permitted or instructed by a staff member.

COMPUTER MISUSE

Any student involved in this activity may be suspended from school. Misuse may include but is not limited to accessing confidential information, altering information or sending hostile information or graphics, or using it for non-educational purposes.

SCHOOL FACILITIES

The building and equipment are provided by the taxpayers of the county at a great expense. It is hoped that every student will develop a pride in keeping the school clean and furniture in good repair. Any student who is found defacing or destroying any school property is subject to suspension from school and liable for the damage.

FIGHTING

Any student who provokes or participates in a fight, verbally or physically, is subject to disciplinary action not to exclude suspension from school and face possible charges through the court system.

ALCOHOL

Students shall not possess, distribute, use, or be under the influence of alcohol on school property, including school buses, during any school-

sponsored activity at any time. Violations of this policy will result in suspension from school as outlined in Loudoun County School Board Policy §8-35.

GANG-TYPE ACTIVITIES

Any student involved in harassing, intimidating, shaking down, or participating in gang-type actions will be face serious consequences.

THREATS

Any student involved in making life-threatening statements, written or spoken, or graphics depicting such, either to or about students, staff or any person(s), may be subject to suspension.

Students cannot make threats jokingly or otherwise. Threats are taken seriously and investigated.

GAMBLING

Any student involved in gambling is subject to disciplinary action not to exclude suspension from school.

BULLYING

Students should always treat each other with respect and contribute to a positive, healthy school climate. Aggressive, negative behaviors towards others which could be verbal, non-verbal, and/or written, is a serious issue. A student's mental, emotional and physical well-being is important. A student bully will face consequences to possibly include suspension out of school.

ENDANGERING CONDUCT

A student's action that puts another individual in harms way will face disciplinary action.

FLAGGING

Any student who pulls down another student's pants will face serious disciplinary action.

SLAPPING, FIVE STARRING OR NECKING

Any student who purposefully hits or strikes another student will be subject to disciplinary action. Horse play that involves hitting or slapping will not be tolerated.

TOBACCO

Possession or use of tobacco products is in violation of school board policy and will result in disciplinary action not to exclude suspension from school.

DRUGS (POLICY §8-36)

Students shall not use, possess, or distribute drugs or drug-related paraphernalia, or be under the influence of illegal drugs while on school property or in connection with any school activity. Violators may be expelled from school, assigned to an alternative program, and/or face charges through the court system. Possession or distribution of counterfeit or "look-alike" drugs is strictly prohibited and will be dealt with in the same manner as possession or distribution of any other drug.

CURSE AND ABUSE

Instances of curse and abuse are subject to violations of law and may be reported to the local School Resource Officer.

TARDY TO CLASS

Students are expected to be on time to each class. A student who is late without a pass is considered unexcused and subject to consequences.

INVESTIGATIONS & SEARCHES

In our efforts to maintain a safe and orderly school environment, the Principal or designee may need to investigate suspicious activities or events, and on occasion, the investigation will lead to a search of a student or students. Students are expected to cooperate with school personnel who are investigating violations of the school rules and refusal may result in disciplinary action. Students and parents are expected to be familiar with School Board Policy §8-2: Investigations & Searches.

PARENT COOPERATION

Parent cooperation is always important in the disciplinary process. As you were advised in the "Student Rights and Responsibilities" booklet, state law requires that each parent of a student enrolled in a public school assist the school in improving the student's behavior, in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

STUDENTS DRESS AND GROOMING

The primary responsibility for the proper dress and grooming of students rests with the parent or guardian of each student. The school has the responsibility, however, to see that the cleanliness, dress, and grooming of students do not present a danger to the health or safety of themselves or their fellow students, do not prevent them from performing regular required school activities, do not cause a disruption of the orderly functioning of the school, or

do not cause excessive wear or damage to school property. The following guidelines will be observed by all students:

- (a) Please remember, last year's outfits may be too small!!**
- (b) All shirts, sweaters and blouses should cover the shoulders, midriff, chest area and underarms. A good check for proper coverage is to have your child lift their arms over their head to be sure everything is covered. Strapless, tank tops, t-back or racer backs, spaghetti strap tops and some sleeveless tops are unacceptable. A good rule of thumb is straps should be three fingers widths wide with no underwear showing.
- (c) See-through and swim attire are inappropriate.
- (d) All shorts and skirts should be a decent length. A good way to check the length is to have your child stand with arms and fingertips down. Shorts and skirt lengths should touch the fingertips. Then have your child bend over to be sure everything is covered.
- (e) Clothing should fit appropriately. Clothing that is skin-tight or low cut is not appropriate.
- (f) Pants should be an appropriate length and not dragging on the ground. Pants should not be so low cut on the hips that shirts are unable to meet and cover the midriff at all times, not just when standing still. No underwear should be exposed. Pajama bottoms and other sleepwear are not appropriate attire for school.
- (g) All students are required to place all jackets, coats, etc., in their locker. They may keep a sweater or sweatshirt in their locker to use in classrooms that are too cool.
- (h) Clothing that degrades any person(s) gender, culture, religion and occupation is unacceptable.
- (i) Clothing that depicts or promotes pornography, alcohol, drugs, tobacco, violence or cult/gang activities is unacceptable.
- (j) Gang related articles, dress, or attire are unacceptable.
- (k) Hats or head coverings may not be worn in the building.
- (l) Dark glasses, unless approved by the principal, may not be worn in the building.
- (m) Shoes must be worn at all times. Bedroom slippers are not appropriate for school.
- (n) Chains are not permitted.

****Any type of attire including hair color/make-up that is viewed as a disruption to the school environment is unacceptable.**

PHYSICAL EDUCATION

Students are expected to dress properly and to participate in physical education. Proper dress includes shorts or sweatpants, t-shirt, socks and sneakers. P.E. attire can be purchased from the physical education teacher.

LASER POINTERS

Laser pointers are not permitted at school, and will be confiscated. Students may also face disciplinary action. They will be confiscated, held, and returned to parents upon request.

FOOD RESTRICTIONS

Gum, and soft drinks (including the caffeine drink known as "Jolt") should not be brought to school. Open containers (canteen-style, squeeze or glass bottles, etc.) will not be permitted.

BOOK BAGS

Book bags and other luggage may be used to transport materials to and from school, but must remain in the assigned hall locker during school. Coats, heavy jackets, and winter outerwear may not be worn during the school day.

LCPS WEAPONS POLICY §8-32

WEAPONS (POLICY §8-32)

Possession or use of a weapon, loaded or unloaded, operable or inoperable, by a student while under the control or supervision of school system personnel, at a school-sponsored activity, or on school property is prohibited. This policy is applicable to students at all grade levels. The term "weapon" is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person, as largely defined within both federal and state law. For the purposes of determining appropriate penalties for violations of this policy, "weapons" are classified as either Category A or Category B, except under specified circumstances.

SUSPENSION

Suspension of students is recognized to be a serious form of punishment which may have grave consequences for the student. School administrators must enforce such laws, regulations, and policies that prescribe expected student behaviors and must maintain a school environment that protects the rights of all students and school personnel. 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. Cause for suspension shall include, but shall not be limited to, any of the following:

1. Willful or continued disobedience of school rules and regulations or school personnel
2. Defiance of the authority of any teacher, principal, or other person having authority in the school
3. Conduct that endangers or threatens the physical well-being of other students or school personnel
4. Physical assault upon another person, including fighting and nonconsensual touching
5. Damaging in any way any property of the school or any person
6. Theft or attempted theft of school property or the personal property of another person
7. Participation in unauthorized occupancy of any part of a school building or grounds or presence on any school property and violation of a directive, or failure to leave promptly any school property after having been directed to do so by the principal or other person in charge
8. Use or possession of any weapon or explosives, including fireworks, on school property
9. Violation of attendance regulations, including leaving school without permission
10. Cursing or verbal abuse of another person or directing obscene gestures to another person
11. Willful interruption or disruption of any school or part thereof
12. Any threat to bomb, burn, or damage in any manner a school building or other school property or the property of another person
13. Violation of the alcohol policy
14. Violation of the drug policy
15. Violation of the policy on use of tobacco
16. Violation of the policy on beepers or portable communication devices
17. Lying or giving false information, verbally or in writing, to a school employee, including forgery or the knowing use of forged writing
18. Failure to abide by restrictions or punishments of a lesser nature
19. Violation of any law of the Commonwealth while on school property or of any policy for which the prescribed punishment is suspension
20. Unauthorized or illegal use of, or access to computers, software, telecommunications, and related technologies; any willful act that causes physical, financial, or other harm or otherwise disrupts information technology

21. Participation in a group, mob, or gang activity that involves inciting, intimidating, harassing, threatening, or committing an assault or other act of violence
22. Disruptive behavior
23. Other good and just cause
24. Other sufficient cause

Furthermore, the principal may at his discretion recommend an involuntary transfer, long-term suspension or expulsion for any of the aforementioned offenses.

BUS SUSPENSION

Acceptable standards of behavior for school are extended to the bus and bus stop, and will be enforced in a likewise manner. However, in certain instances, a bus suspension is the logical consequence. Suspension of students from the bus is recognized to be a serious form of punishment, which may have grave consequences for the student and parent or guardian. A bus suspension is not a suspension from school, therefore students are expected to attend. It is the responsibility of the parents and/or guardians to provide transportation for the student to school. Depending on the severity and/or number of incidents of unacceptable behavior, a student's privilege of riding the school bus may be permanently revoked. In some instances, suspension from school may result.

DETENTION HALL

For infraction of school rules, a student may be detained beyond the regular school hours as a means of discipline. This assignment will be made by the principal or his designee. Parents will be notified in advance of the reason for detention and of their responsibility to provide necessary transportation for the student. Detention hall meets from 3:43 p.m. until 4:43 p.m. It is a time for quiet study. On the day detention hall is assigned, the student will be given notification of the assignment, which is to be signed by his parents and returned to the office the next day. Failure to report for assigned detention hall will result in further disciplinary action. Transportation from detention hall must be provided by the parent if an activity bus is not available.

LUNCH DETENTION

For an infraction of school rules, a student may be assigned lunch detention. This assignment will be made by the principal or his designee. Failure to report for assigned lunch detention will result in further disciplinary action.

IN-SCHOOL RESTRICTION

In-School restriction is the temporary assignment of a student to a special room within the school for disciplinary purposes. Students will be expected to complete remedial work in the academic areas. Upon completion of these assignments, they will be allowed some time to begin regular classwork. The room is supervised by an adult employee of the Loudoun County school system. Failure to meet any of the requirements of In-School restriction may result in suspension from school.

FRIDAY DETENTION (FD)

FD meets from 3:45 p.m. to 5:45 p.m. on any given Friday afternoon. No bus service is available for students participating in FD. Students assigned to FD must bring appropriate schoolwork and/or reading material. Students should also come prepared to participate in community service projects, which may include manual labor. Students may not listen to music while in FD. Students who do not come prepared, arrive late, leave early, sleep, talk or otherwise are disruptive will be sent home and/or assigned appropriate additional penalties. Failure to report to FD will result in further disciplinary action.



PBIS Expectations



Mustangs Race to Success with the 3 “Rs”



	Respect Ourselves	Respect Others	Respect Property
Hallway and Lockers	Keep your surroundings clean and organized at all times Take pride in how your locker looks Get to class on time and with all materials (get it and go)	Use appropriate language and volume Keep all hands and objects to yourself <u>Walk</u> on the right side of the hallway	Use lockers and hallways appropriately Pick up any trash you see
Cafeteria	Stay seated Raise your hand to get up	Wait your turn in line Be kind to others in the cafeteria Eat your own lunch	Keep trash off of the floor Clean up your table before you leave Keep all food items contained
Classroom	Come prepared with agenda and materials Complete assignments	Show consideration for others	Use classroom and school materials appropriately “Does it belong to you?”
On the Bus	Be at your bus stop on time Stay seated while the bus is moving Go directly home once you get off the bus	Be kind to bus driver and other students Follow and respond appropriately to adult directions	Leave the bus cleaner than you found it
At Home	Study and review materials Complete homework assignments and projects	Treat others with kindness Follow and respond appropriately to adult directions	Keep your backpack and binders organized
BYOT	Only take out your device with teacher permission	Use only your device or a school borrowed device	Fully charged battery Keep in locker area when not being used in class



