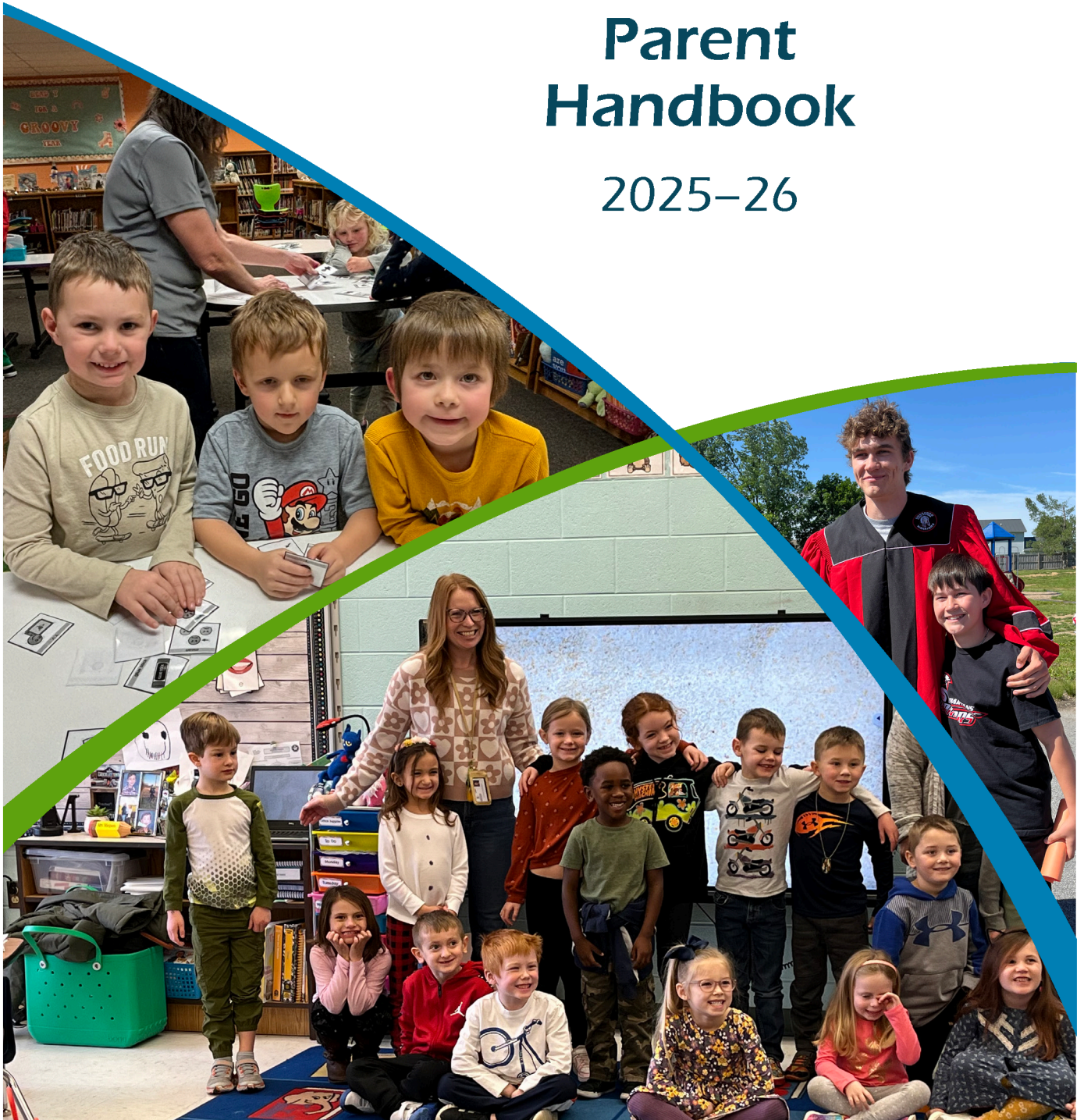


Student and Parent Handbook

2025–26



Frederick County Public Schools

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Communication

Administration of Surveys and Questionnaires (PPRA)

The Protection of Pupil Rights Amendment ("PPRA") is a federal law that establishes rights for parents and students regarding the administration of certain surveys and questionnaires, collection and use of information for marketing purposes, and certain physical exams. These rights are as follows:

1. No student is required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's family;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents have close family relationships;
 - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. religious practices, affiliations, or beliefs of the student or student's parent; or
 - h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
2. The School Board must notify parents in writing at least 30 days prior to administering a questionnaire or survey that requests information from a student regarding
 - a. sexual information,
 - b. mental health information,
 - c. Medical information,
 - d. Information on student health risk behaviors pursuant to the Code of Virginia § 32.1-73.8,
 - e. Information on controlled substance use, or
 - f. Any other information the School Board deems to be sensitive in nature.

Parents have the right to opt their student out of participating in these types of questionnaires and surveys. When parents receive a notice of an upcoming survey or questionnaire, parents will be provided with instructions about how to opt their student out of the survey.

The PPRA requires school divisions to provide notice of their policy controlling the administration of surveys on certain sensitive topics including political or religious beliefs and behavior involving sex or illegal conduct. This notice must be given directly to the parents of students enrolled in the division. The notice must be given at least annually at the beginning of the school year and within a reasonable time after any substantive change in the policy.

For more information, please review [FCPS Policy 619P, Community Relations – Administration of Surveys and Questionnaires](#).

For additional information, please see the following:

- [20 U.S.C. § 1232h\(c\)\(2\)\(A\)](#).
- [Virginia Code § 22.1-79.3](#)

Electronic Mail, Social Media and Networking

Frederick County Public Schools (FCPS) mandates that all communications between employees, volunteers, and students be professional, school-related, and transparent, with supervisors and parents having access. These communications must occur on division approved platforms such as Parent Square, Seesaw, Gmail, etc. This policy emphasizes that all electronic and online interactions create a permanent digital record, making it crucial for employees to be role models and consider the impact of their online presence on their own and others' reputations.

To maintain professionalism and avoid impropriety, FCPS strongly advises employees to avoid using school accounts for personal social networking. When using personal sites that students, parents, or other FCPS personnel can access, employees are expected to:

- Maintain professional boundaries and authority.
- Manage their online reputation by carefully considering content.
- Utilize privacy settings to limit access to personal information.
- Exercise caution when forming online relationships.
- Refrain from inappropriate electronic communications with students.
- Recognize potential student misuse of social media.
- Avoid any appearance of impropriety.
- Refrain from posting negative information about students, colleagues, or the school division.
- Avoid uploading inappropriate content.
- Exercise caution with external links, preferring ad-free sites for videos.
- Comply with all School Board policies and regulations.

This regulation is not intended to hinder the appropriate use of technology for teaching, and employees are encouraged to use web-based resources to support learning, ensuring all tools are used safely and responsibly. Employees are required to adhere to all state codes, policies, and procedures regarding communications. Any suspected inappropriate communication between employees, volunteers, or students must be reported immediately to a principal, immediate supervisor, or the Assistant Superintendent for Administration.

For more information, please see the following:

- [FCPS Policy 567P, Personnel - Acceptable Computer System Use](#)
- [FCPS Regulation 567R-A, Personnel - Acceptable Computer System Use](#)
- [FCPS Regulation 567R-B, Personnel - Electronic Mail, Social Media and Networking](#)
- [FCPS Regulation 567R-C, Personnel - Instructional Use of Social Networking Sites by Employees](#)
- [FCPS Regulation 567R-D, Personnel - Maintaining Appropriate and Professional Relationships with Students](#)

FCPS Rapid Communication System

Frederick County Public Schools utilizes the Frederick County Public Schools' Rapid Communication System as part of an ongoing effort to enhance student/staff safety, security, and communications. The FCPS Rapid Communication System will be used to contact families and employees in a variety of situations ranging from severe weather and power outages to other emergencies that may cause a school to evacuate, relocate, or lockdown. The system will also be used to inform families and staff when schools are closed, opening late or closing early due to inclement weather. It also may be used by individual schools to communicate information to their school community.

The FCPS Rapid Communication System has the ability to deliver thousands of voice, e-mail and text messages within minutes. Every family who has a child attending Frederick County Public Schools is automatically signed up to receive messages through the FCPS Rapid Communication System. FCPS

employees also will receive messages from the system automatically. Since the FCPS Rapid Communication System supports different languages, many non-English speaking families can receive messages in their native language.

In order for the system to be effective, Frederick County Public Schools must have accurate contact information for all families and employees. Without current contact information, the FCPS Rapid Communication System will not be able to make the necessary contacts in the event of an emergency. Whenever a family member's home phone number, cell phone number or e-mail address changes, they should notify their child's school so the information can be updated. FCPS employees should notify the Human Resources Department whenever their contact information changes.

Families must annually notify the office of the student's school in writing if they do not want to receive messages via the FCPS Rapid Communication System. Such notification will remain in effect through the end of the current school year and must be renewed annually. FCPS employees who do not want to receive messages sent through the system, must annually notify the Human Resources Department in writing.

Conduct and Discipline

Character Education

The Virginia legislature, in 1999, amended the Code of Virginia to require establishment of a character education program in all public schools for all grades in the Commonwealth. The purpose of character education programs is to instill in students civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems, and develop civic-minded students of high character.

Classroom instruction may be used to supplement a character education program; however, each program will be interwoven into the school procedures and environment and structured to instruct primarily through example, illustration, and participation, in such a way as to complement the Standards of Learning.

Nothing in the Code shall be construed as requiring or authorizing the indoctrination in any particular religious or political belief.

The Frederick County School Board adopted the following core character traits and definitions as the foundation of the character education program at its July 17, 2000 meeting.

- **Respect**—acceptance of one another's differences, appreciation of and consideration for self and others (all people of all ages), honoring the rights of others
- **Integrity**—commitment to living by the core character traits of respect, citizenship, honesty, empathy, caring, and responsibility
- **Citizenship**—loyalty to democratic ideals; community-mindedness and volunteerism; respect for authority, laws, and rules; concern for the common good
- **Honesty**—consistent trustworthiness and truthfulness
- **Empathy**—understanding the feelings of others
- **Caring**—concern for others, fairness, kindness, courtesy, generosity of spirit
- **Responsibility**—accountability, reliability, understanding and accepting that there are consequences for decisions and actions, work ethic, commitments, dependability

Please see Virginia Code Section 22.1-108.01 for more information.

Code of Student Conduct

The Frederick County School Board (“School Board”) expects a high standard of student conduct to help ensure that every student is provided an education in an atmosphere conducive to learning, free of disruption and threat to person or property, and supportive of individual rights. The Superintendent, with the concurrence of the School Board, has developed and maintains written regulations stating the division’s standards for student conduct with applicable disciplinary procedures. These standards and procedures are provided in the Frederick County Public School’s Code of Student Conduct.

Pursuant to the [Code of Virginia § 22.1-279.3](#), every parent of a student enrolled in Frederick County Public Schools (“FCPS”) must assist the school in enforcing these standards of student conduct. FCPS is required to provide the parents of each enrolled student the following information:

1. A notice of the requirements of [Code of Virginia § 22.1-279.3](#); and
2. A copy of the Code of Student Conduct Handbook, which describes and outlines FCPS’ standards for student conduct.

Parents are further required by law to sign and return to the school where their student is enrolled a statement acknowledging the receipt of the Code of Student Conduct Handbook and the notice of the requirements of [Code of Virginia § 22.1-279.3](#).

FCPS provides a digital copy of the Code of Student Conduct Handbook at the beginning of every school year as well as the notice of their parental responsibility. After review, Parents are required to sign the Signature Form and return it to the student’s school.

The Code of Student Conduct is reviewed and updated annually by the Code of Student Conduct Committee. The Committee is composed of FCPS staff, administrators, parents, and high school students. Please contact your student’s school principal if you have any interests in joining the Committee.

For additional information, please see the following:

- [FCPS Policy 402P - Code of Student Conduct](#)
- [FCPS Regulation 402R-A - Code of Student Conduct](#)
- [FCPS Regulation 402R-B - Disciplining Students with Disabilities](#)

Discipline for Actions Occurring Outside of School

Students are subject to the jurisdiction of the Frederick County School Board and its agents while in school, while at school-sponsored events, while going to and from school, and while at other places or locations, whether on or off school property, when engaged in conduct that is substantially connected with school or affecting school-related interests. Virginia law has long recognized school officials’ authority to discipline students for misconduct committed away from school property and outside school hours that is detrimental to the interests of the school and adversely affects school discipline or the school environment.

For more information, please see the following:

- [Virginia Code § 16.1-260\(G\)](#)
- [Virginia Code § 22.1-279.3:1](#)
- [Virginia Code § 22.1-277](#)
- [FCPS Policy 402P, Students - Code of Student Conduct](#)
- [FCPS Regulation 402R-A, Students - Code of Student Conduct](#)
- [FCPS Regulation 402R-B, Students - Disciplining Students with Disabilities](#)

Portable Communication Devices (aka Cell Phones)

On April 2, 2025, Governor Youngkin signed into law [HB1961](#) and [SB738](#), which amends the Virginia Code to add section 22.1-79.3:1. Student cell phone and smart device possession and use policies; development and implementation. Beginning July 1, 2025, every school board throughout the Commonwealth must develop and implement policies regarding student cell phone and smart device possession and use on school property. This new law requires such policies to restrict student cell phone and smart device possession and use from bell-to-bell, which is defined as the time from the first bell rings to start the school day until the dismissal bell rings at the end of the school day.

Prior to the 2024-2025 school year, FCPS updated FCPS Regulation 219R – *Portable Communication Devices* (“Regulation 219R”) to prohibit students from using their devices, including cell phones, during the school day, specifically during instructional time. However, an exception was made for high school students who were permitted to use their cell phones during lunch and class transitions.

As required by HB1961 and SB738, FCPS has further amended Regulation 219R to prohibit all students, including high school students, from using portable communication devices such as their cell phone, smart watches, tablets, headphones/ear pods, etc. during the school day. [Review the updated Regulation 219R.](#)

We strongly encourage you to review the updated regulation with your student(s) to help ensure your student is aware of and understands the expectations set forth in Regulation 219R prior to the start of the new school year. We greatly appreciate your partnership in helping to ensure all students receive a high-quality education by protecting instructional time from the distraction of portable communication devices (i.e. cell phones).

For more information, please see the following:

- [Governor Youngkin’s Executive Order Number Thirty-three: Establishing Cell Phone-Free Education to Promote the Health & Safety of Virginia’s K-12 Students](#)
- [Virginia Code § 22.1-79.3:1](#)
- [FCPS Policy 219P, Administration – Portable Communication and Other Devices](#)

Prosecution of Juveniles as Adults

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section § 22.1-279.4 of the Code of Virginia states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.

Who is a juvenile? Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the Code permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

How is the age of the juvenile calculated? Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – Imprisonment for life, and a possible fine of not more than \$100,000. If the person was 18 years of age at the time of the offense the punishment will be imprisonment for life without parole, a fine of not more than \$100,000, and will not be eligible for conditional release.
- Class 2 felony – Imprisonment for 20 years to life, and a possible fine of not more than \$100,000.
- Class 3 felony – Imprisonment for five to 20 years, and a possible fine of not more than \$100,000.
- Class 4 felony – Imprisonment for two to 10 years, and a possible fine of not more than \$100,000.
- Class 5 felony – Imprisonment for one to 10 years, or confinement in jail for not more than 12 months, and/or possible fine of not more than \$2,500.
- Class 6 felony – Imprisonment for one to five years, or confinement in jail for not more than 12 months, and/or a possible fine of not more than \$2,500.

(§§ 18.2-9 and 18.2-10 of the Code of Virginia)

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile's age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile's degree of mental retardation or mental illness
- The juvenile's school record and education
- The juvenile's mental and emotional maturity
- The juvenile's physical condition and maturity

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the Code of Virginia)

In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 C of the Code of Virginia)

Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the Code of Virginia)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the Code of Virginia)

What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 36 months in jail and/or a fine up to \$2,500. (§ 16.1-284 of the Code of Virginia)

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

Student Search and Seizure

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers *or student automobiles as outlined in [FCPS Policy 439P - Student Search and Seizure](#)* and may seize any illegal, unauthorized or contraband materials discovered in the search.

For more information, please see the following:

- [Virginia Code § 22.1-279.7](#)
- [FCPS Regulation 402R-A, Students - Code of Student Conduct](#)
- [FCPS Code of Student Conduct Handbook](#)

Equal Access

Access to Education

This notice is to inform families of students under the age of 20 on or before August 1st of the school year and parents of students who have not graduated or met the required credits for graduation, that their student is entitled to a free public education pursuant to Virginia law. For students who are learning English as a second language and entered a school in Virginia for the first time after reaching their twelfth birthday, they can continue to receive a free public education until they turn 22. Additionally, students with disabilities who have an individualized education plan (IEP) are also entitled to a free education, and special education programs and services, up to the age of 21 if they haven't met graduation requirements.

For more information, please see the following:

- Virginia Code Section(s) 22.1-1, 22.1-5, and 22.1-253.13:4
- FCPS Policy 405P, Students - *Compulsory Attendance/Exclusions and Exemptions from School Attendance*
- FCPS Regulation 405R-A, Students - *Admission Requirements*
- FCPS Policy 305P, Instruction - *The Virginia Assessment Program and Graduation Requirements*.

Equal Educational Opportunity/Non-Discrimination

It is the policy of the School Board that all students have access to a fair and equal education, free from discrimination. This policy is established in [FCPS Policy 403P, Students - Equal Education Opportunity/Non-Discrimination](#), which emphasizes that no student should be treated unfairly based on characteristics such as race, gender, disability, or any other legally protected trait. The goal is to create an inclusive educational environment where the needs of every student are met, and all students are treated with respect and dignity.

If a student feels they have been discriminated against, or if they know of discrimination occurring, they are encouraged to report it to the designated compliance officer. The school board has designated the Director of Student Support Services to serve as the compliance officer to investigate the issue fairly and

promptly. Additionally, Policy 403P ensures that students will not face retaliation for reporting discrimination, and it provides a process for addressing complaints. This helps foster a safe and supportive school community for everyone.

For additional information, please see the following:

[FCPS Policy 429P, Students - Prohibition Against Harassment and Retaliation](#)

Notice of Nondiscrimination

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal and State laws and school policies and regulations, Frederick County Public Schools shall not discriminate on the basis of race, color, ethnic or national origin, ancestry, religion, sex, sexual orientation, gender, gender identity, age, political affiliation, disability, military status, marital status, pregnancy, childbirth or related medical conditions, genetic information or any other characteristic protected by law in the education program and activities, or employment and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of Frederick County Public Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

All students attending Frederick County Public Schools may participate in education programs and activities, including but not limited to health & physical education, music, career and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, ethnic or national origin, ancestry, religion, sex, sexual orientation, gender, gender identity, age, political affiliation, disability, military status, marital status, pregnancy, childbirth or related medical conditions, genetic information or any other characteristic protected by law in the education program and activities.

Questions concerning the application of Title IX and Section 504 should be referred to:

Title IX Coordinator – Adult Matters
Katie Freakley
Executive Director of Human Resources
1415 Amherst Street
Winchester, VA 22630
540-662-3889
TitleIXCoordinator@fcpsk12.net

Title IX Coordinator – Student Matters
Section 504 Coordinator
Joe Strong
Director of Student Support Services
1415 Amherst Street
Winchester, VA 22630
540-662-3889
TitleIXCoordinator@fcpsk12.net

For more information, please see the following:

- Virginia Code Section(s) [2.2-3900 et seq.](#), [22.1-23.3](#), [22.1-295.2](#),

- [FCPS Policy 217P, Administration - *Non-Discrimination*](#).
- [FCPS Policy 402P, Students - *Code of Student Conduct*](#).
- [FCPS Regulation 402R-A, Students - *Code of Student Conduct*](#).
- [FCPS Policy 403P, Students - *Equal Educational Opportunity/Non-Discrimination*](#).
- [FCPS Policy 429P, Students - *Prohibition Against Harassment and Retaliation*](#).
- [FCPS Policy 501P, Personnel - *Basis and Standards of Employment*](#).
- [FCPS Policy 501R-B, Personnel - *Standards and Basis of Employment*](#).
- [FCPS Policy 504P, Personnel - *Equal Employment Opportunity/Non-Discrimination*](#).
- [FCPS Policy 506P, Personnel - *Prohibition Against Harassment and Retaliation*](#).

Prohibition Against Harassment and Retaliation

Frederick County Public Schools (FCPS) strive to maintain an educational environment, for students and staff, that is free from sexual harassment and other unlawful forms of harassment. All forms of harassment against students based on race, color, national origin, ancestry, age, religion, political affiliation, sex, sexual orientation, gender, gender identity, disability, military status, genetic information, marital status, pregnancy, childbirth or related medical conditions, or any other characteristic protected by law or based on a belief that such characteristic exists, at school or any school sponsored activity is strictly prohibited.

FCPS adheres to Title IX, which is a federal law that prohibits discrimination based on sex in all our school programs and activities. This includes preventing and addressing harassment and retaliation.

Harassment based on sex can take many forms. It's not just about unwanted sexual advances, though that's certainly included. It can also be any unwelcome conduct of a sexual nature that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to our education program or activities. This includes things like sexual assault, dating violence, domestic violence, and stalking. It can be verbal, nonverbal, or physical. FCPS is committed to stopping such behavior and addressing its effects.

Retaliation is when someone takes negative action against you because you reported harassment, participated in an investigation, or exercised your rights under Title IX. This is strictly prohibited and is a serious violation itself. We want you to feel comfortable coming forward without fear of unfair treatment.

If you or someone you know experiences harassment or retaliation, please report it immediately by contacting our Title IX Coordinators at TitleIXCoordinator@fcpsk12.net. You can also report it to any trusted adult at the school, like a teacher, counselor, or administrator.

FCPS is here to support students and staff. All reports of harassment and retaliation will be investigated promptly and fairly pursuant to [FCPS Policy 429P, Students - *Prohibition Against Harassment and Retaliation*](#) and [FCPS Policy 506P, Personnel - *Prohibition Against Harassment and Retaliation*](#). Supportive measures will be provided to ensure your safety and well-being, and appropriate action will be taken to stop any harassment and prevent it from happening again. FCPS is committed to fostering an environment where everyone can thrive.

For additional information, please see the following:

- [Title IX of the Education Amendments of 1972](#)
- [34 C.F.R., part 106 et seq.](#)
- [Virginia Code §§ 2.2-3900 et seq.](#)
- [FCPS Website re: Title IX](#)
- [FCPS Policy 217P, Administration - *Non-Discrimination*](#)
- [FCPS Regulation 402R-A, Students - *Code of Student Conduct*](#)
- [FCPS Policy 403P, Students - *Equal Education Opportunity/Non-Discrimination*](#)

- [FCPS Policy 504P, Personnel – Equal Employment Opportunity/Non-Discrimination](#)

Title I

Title I is a federal program designed to help schools improve the academic achievement of disadvantaged students. Schools that receive Title I funding must develop a plan to improve student learning, which often includes providing additional academic support, hiring highly qualified teachers, and implementing effective instructional strategies. Title I funding allows schools to offer a variety of programs and services to help your child succeed, such as tutoring, small group instruction, after-school programs, professional development for teachers, and parent involvement activities.

Parents' Right to Know: The Every Student Succeeds Act (ESSA) gives parents the right to know about their child's teacher and paraprofessional qualifications. Parents can contact their school principal to receive this information. Additionally, parents have the right to know about state or division policies regarding student participation in state or local assessments. Parents can contact the Director of Assessment and Accountability for more information.

By working together, schools and parents can ensure that all students have the opportunity to reach their full potential.

For more information, please see the following:

- [VDOE Title I website](#)
- [20 U.S.C. § 6312\(e\)\(1\)\(A\)](#)

Finance

Returned Checks

Frederick County Public Schools (FCPS) has entered into an agreement with a third party administrator for the collection of all returned checks. Checks returned by the bank will be automatically forwarded to the third party administrator after the first presentation. The third party administrator will contact the author of the check to collect the face amount of the returned check plus the maximum collection fee allowable by law. Further action within the limits of the law may be taken if the author of the check does not properly respond. In addition, FCPS may elect to cease accepting checks from the individual check author.

School Nutrition Services Accounts

Parents/guardians may add money to their student's cafeteria account online using a VISA or MasterCard credit or debit card. This option is accessed from each school's website. Once an online account is setup, parents/guardians can monitor their student's cafeteria account balance to ensure adequate funds are available for breakfast and/or lunch.

Cash and/or checks for cafeteria purchases are also accepted at the school cafeteria.

A refund can be requested through the School Nutrition Office by parents for balances remaining on school cafeteria accounts for students who have graduated or moved to a different school division. The refund must be requested within 12 months of the student leaving the division

Student Fees, Charges and Collections

Frederick County Public Schools charges fees for certain services, extracurricular activities, damaged or stolen property, etc. Fees are approved by the School Board and are communicated to parents and published annually by the school division. Parents may request the fees be reduced or waived due to financial hardship.

Additional information regarding student fees, charges and collections can be found in [School Board Policy 729P](#).

To request a reduction or waived fee, please complete the [Student Fee Waiver or Reduction Form](#).

General

Family Educational Rights and Privacy Act (FERPA)

General Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Frederick County Public Schools ("FCPS") staff receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask FCPS to amend their child's or their education record should write to the Director of Student Support Services or the Assistant Director of Student Support Services (collectively referred to herein as "Student Support Services"), clearly identify the part of the record they want changed, and specify why it should be changed. If Student Support Services decides not to amend the record as requested by the parent or eligible student, Student Support Services will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. FCPS defines a "school official" as:

- A person employed by the Frederick County School Board.
- A person appointed or elected to the School Board and serving in an official capacity.

- A person employed by or under contract to the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist.
- A contract, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records.

A school official has a legitimate educational interest if the school official is performing a task that is:

- Specified in his or her position description or by a contract agreement,
- Related to a student's education,
- Related to the discipline of a student, or
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

Upon request, FCPS will disclose education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information:

FERPA permits schools to disclose "directory information" to third parties without parent or eligible student consent, unless the student has been opted out of such disclosures by their parent or themselves in accordance with FCPS procedures.

FCPS has defined "directory information" to be the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" includes the following:

- Name
- Photograph
- Date and place of birth
- Major field of study
- Grad level
- Enrollment status
- Dates of attendance
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors
- Awards
- Scholarships received
- Most recent educational institution attended
- Education and/or career plans after graduation

- Student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

“Directory information” does NOT include the following:

- Social security number
- Address
- Telephone listing
- Email address

If parents or eligible students do not want Frederick County Public Schools to disclose directory information from their student's or their educational records without first obtaining written consent, the parent or eligible student must notify FCPS in writing within one week of the first day of school. A “Directory Information Opt-Out” form should be completed and submitted to the student's principal.

Other Permissible Disclosures of PII

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
11. Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

For more information, please see the following:

- [*U.S. Department of Education - FERPA*](#)
- [*Virginia Code § 22.1-287.1*](#)
- [*Virginia Department of Education - Student Records*](#)
- [*FCPS Policy 416P - Student Scholastic Records*](#)
- [*FCPS Regulation 416R-A - Student Scholastic Records*](#)

Loss, Theft or Damage of Personal Property

Frederick County Public Schools is not liable for the loss, theft or damage of personal property. Students and visitors are responsible for the care and safety of all personal property.

Policy Manual

The Frederick County School Board is guided by written policies that are readily accessible to the School Board, division employees, students, parents, and citizens. A current copy of the School Board's policy manual is available on the division's [BoardDocs website](#).

For more information, please see the following:

- [Virginia Code § 22.1-253.13:7](#)
- [FCPS Policy 122P - Board Policy Manual](#)
- [FCPS Introduction to the Policy Manual](#)

Student Scholastic Records

The Frederick County School Board is committed to keeping accurate and complete records for every student enrolled in its public schools, following all relevant federal and state laws. The superintendent or their designee is responsible for collecting, maintaining, and securing student records, as well as managing access to these records. They ensure that personally identifiable information is kept confidential, shared appropriately, and destroyed when necessary, including the removal of personal details about students with disabilities if requested by the parents. The superintendent will also make sure that all school staff are informed about the policies and procedures for handling student records and that parents and students are aware of their rights, including the right to request a copy of this regulation.

FCPS policy and procedures for handling student records is set forth in [FCPS Policy 416P, Students - Student Scholastic Records](#) and [FCPS Regulation 416R, Students - Student Scholastic Records](#).

For more information, please see the following:

- [20 USC 1232g - Family Educational Rights and Privacy Act](#)
- [34 CFR Part 99 - Family Educational Rights and Privacy Act](#)
- [Virginia Department of Education Website - Student Records](#)

Student Work Permits/Employment Certificates

Work permits (employment certificates) are required for fourteen (14) and fifteen (15) year olds. After the age of sixteen (16), they are no longer required. Work permits (employment certificates) may be obtained through the [Virginia Department of Labor and Industry](#).

For more information, please see the following:

- [Virginia Code § 40.1-78](#)
- [Virginia Code § 40.1-88](#)

Health and Safety

Administration of Medications to Students

Frederick County Public Schools is committed to ensuring the safe administration and management of medications for students while they are at school. [FCPS Policy 437P, Students - Administration of Medication to Students](#) outlines the procedures for administering both prescription and non-prescription medications to students, including the necessary permissions from parents and medical providers. It also addresses the guidelines for students who need to self-administer medications, such as asthma inhalers or epinephrine, and provides specific instructions for students with conditions like diabetes. Additionally, the policy includes provisions for emergency medications, such as epinephrine and naloxone. The goal of this policy is to support students' health needs while maintaining a safe and effective learning environment.

Please see the following regulations for additional information:

- [FCPS Regulation 437R-A, Students - Administration of Epinephrine](#)
- [FCPS Regulation 437R-B, Students - Administration of Naloxone in the School Setting](#)

Eating Disorders

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed [Virginia Code § 22.1-273.2](#), which requires each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

If you think your child may be showing signs of a possible eating disorder, please contact your primary healthcare provider. Additional resources are listed below:

[Virginia Department of Education Informational Sheet on Eating Disorders](#)
[Families Empowered and Supporting Treatment of Eating Disorders \(F.E.A.S.T.\)](#)
[National Eating Disorders Association](#)

Health Screenings

New students, or students returning to the school division after being away for one school year or longer, will receive speech, voice, language, fine and gross motor, hearing, and vision screenings, as required by grade level. If screening results warrant further evaluation by a medical professional, parents will be notified.

To comply with mandated screening requirements, students will be screened annually in the following areas:

- Vision—grades K, 3, 7, 10
- Hearing—grades K, 3, 7, 10
- [Information about scoliosis](#) can be found on the Health Services page.
- Speech, voice, language for Kindergarten and all newly enrolled students grades 1-3 who have never been screened.
- Fine and gross motor functions screening results from a comprehensive physical examination for kindergarten.

Students may be screened at other times at a staff member's or parent's request when concerns arise in the classroom. Parents who do not wish to have their child screened must indicate their preference in writing to the school nurse assigned to the building at the beginning of each school year.

For additional information, please see [Virginia Code § 22.1-273](#) and [FCPS Policy 417P - Annual Physical Inspection of Students](#).

Insurance for Injuries

Frederick County Public Schools carries secondary insurance for injuries to students that occur during school or school-sponsored events/activities. This means the parent/guardian must have primary insurance for their student.

For the students' protection, if medical insurance is not currently provided through the parents' employer or individual plans, parents are strongly encouraged to purchase insurance from a private vendor or the student accident insurance available through the school division vendor—K&K Insurance Group.

FCPS has selected the Student Insurance Plan from K&K Insurance Group to make reliable coverage available to parents. If you don't have other insurance, this plan may be a resource to consider. Additionally, even if you have other coverage, this plan can help fill expensive "gaps" caused by deductibles and co-pays. Coverage may be purchased at any time during the school year.

Instructions:

1. Once on the K&K Insurance website, select "K12 Voluntary" under ENROLL NOW and click "GO"
2. Click the bubble for "Current School Year"
3. Click the bubble for "Frederick County Public Schools" and continue
4. Enter your student's information to load available plans
5. Choose your plan and "Add Student"
6. You will be shown Plan and Total Premium information; click continue
7. Read the policy information and continue
8. Complete enrollment information for Parent/Guardian
9. Read Disclosures; click "I have agreed to the above terms" and complete remaining information (Name of Person Completing Form) and continue
10. Read Coverage & Premiums Application Summary
11. Continue to Payment
12. Register (to acquire login name and password)
13. Proceed to payment options
14. Frederick County Public Schools provides student accident insurance as secondary insurance to any other insurance (Medicaid, FAMIS, or private insurance). Claims can be filed for injuries requiring additional medical attention.

If your student has an accident while at school or during a school-sponsored event/activity (including athletics), the following actions must occur within 90 days of the incident:

1. Parent/guardian contacts the school to complete a "VAcorp Student Accident Claim" form and begin the insurance claim form process
2. The school completes "Part I - Incident Information" on the claim form and attaches the incident report
3. Parent/guardian completes "Part II: Parent Information" and includes signature on the claim form
4. Parent/guardian returns completed and signed claim form to the school
5. The school forwards the completed and signed forms to the FCPS Finance Department
6. The FCPS Finance Department forwards the form to the division's insurance provider (VAcorp)
7. The insurance provider (VAcorp) will contact the parent/guardian directly regarding their decision on the claim and if additional information is needed.

Reporting Child Abuse and Neglect

Pursuant to the Code of Virginia § 63.2-1509, teachers and all other persons employed by Frederick County Public Schools, who have reason to suspect that a child is abused or neglected, must by law report the matter to the Frederick County Department of Social Services or the Virginia Department of

Social Services. The report must disclose all information that forms the basis of the suspicion of child abuse or neglect. Any person who fails to report a suspicion of child abuse and neglect as required by law may be fined.

For additional information, please see the following sources:

- [Virginia Code § 63.2-1509](#)
- [Virginia Administrative Code - 22VAC40-705-40](#)
- [FCPS Policy 508P, Personnel - *Child Abuse and Neglect Reporting*](#).

Safety Drills

Frederick County Public Schools (FCPS) prioritizes safety through a series of mandated drills and training sessions to prepare for various emergencies. Each FCPS school must complete the following drills and training annually:

- **Fire Drills:** Schools must conduct fire drills as per the Statewide Fire Prevention Code, with evacuation routes clearly posted in every room. No fire drills are to be held during state-mandated testing periods.
- **Lockdown Drills:** Each school will hold at least four lockdown drills annually: one within the first 20 days of the school year, another after the first 60 days, and two more throughout the year. Parents will receive at least 24 hours' notice before any lockdown drill, though the exact time and date won't be disclosed. Pre-kindergarten and kindergarten students are exempt from mandatory participation in lockdown drills during the first 60 days of school but must participate in all subsequent drills. Schools will also conduct HOLD and SECURE drills following FCPS protocols.
- **Tornado Drills:** Every school must conduct at least one tornado drill each school year.
- **School Bus Emergency Drills:** Schools with buses are required to hold at least one drill for emergency bus evacuation within the first 90 calendar days of each school year.
- **Emergency Situation Training:** All students and employees will receive annual training on general safety procedures for emergencies on school property.
- **Sudden Cardiac Arrest Drills:** Each school will practice its Cardiac Emergency Response Plan (CERP) at least once annually.
- **Bleeding Control Kits:** During all safety drills, schools with bleeding control kits must present and demonstrate their use.

For additional information, please see the following:

- [Virginia Code § 22.1-137](#)
- [Virginia Code § 22.1-137.1](#)
- [Virginia Code § 22.1-137.2](#)
- [Virginia Code § 22.1-137.3](#)
- [Virginia Code § 22.1-184](#)
- [Virginia Code § 22.1-271.9](#)
- [Virginia Code § 22.1-274.7](#)
- [FCPS Policy 223P - *Safety Drills*](#)

School Bus Safety and Driver Responsibilities

Frederick County Public Schools prioritizes student safety through its comprehensive Bus Safety Action Program. Parents are encouraged to supervise their children at bus stops. The program ensures driver competence and vehicle integrity through rigorous measures.

Driver Training and Vetting

New drivers undergo criminal background checks and the Virginia child abuse/neglect registry searches, followed by extensive training that meets or exceeds state requirements. All drivers participate in annual physical examinations, driving record checks, and drug/alcohol testing. Regular in-service training sessions keep drivers updated on best practices.

Vehicle Maintenance and Monitoring

School buses are equipped with video monitoring systems for student safety and are subject to frequent inspections by the State Department of Education and the Transportation Department.

Driver Responsibilities

Bus drivers are held to strict standards, including but not limited to the following:

- Stopping the bus to address emergencies.
- Prohibiting hazardous objects on board.
- Ensuring the bus is in safe operating condition.
- Adhering to all traffic laws, including railroad crossings and speed limits (45 mph on most highways, 60 mph on interstates and highways with speed limits over 55 mph).
- Maintaining discipline and reporting incidents.
- Activating warning systems 200 feet before stops.
- Never passing another school bus moving in the same direction.
- Keeping the bus clean and well-maintained.

For more information, please see the following:

- [Virginia Code § 46.2-871](#)
- [Virginia Code § 46.2-919.1](#)
- [Virginia Administrative Code 8VAC20-70-10 et seq.](#)
- [FCPS Policy 702P, Operations and Finance - *Pupil Transportation*](#)
- [FCPS Regulation 702R-A, Operations and Finance - *School Bus Safety and Driver Responsibilities*](#)
- [FCPS Regulation 702R-B, Operations and Finance - *Eligible Riders*](#)
- [FCPS Regulation 703R-C, Operations and Finance - *Walk Zones*](#)

School Crisis, Emergency Management, and Medical Emergency Response Plan

Frederick County Public Schools (FCPS) prioritizes student and staff safety through comprehensive emergency preparedness, which includes the following:

- **Crisis Management Plan:** Each FCPS school has a Crisis Management Plan that outlines procedures, operations, and assignments required to prevent, manage, and respond to a wide range of emergencies, including natural disasters, power outages, medical emergencies (like cardiac arrest), violence, and threats. It mandates immediate contact with the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund in emergencies involving victims. Each plan is developed with assistance from local law enforcement, fire, EMS, and emergency management officials and reviewed annually. The Assistant Superintendent for Administration serves as the emergency manager.
- **School Safety Audits:** Annual safety audits, conducted in collaboration with local law enforcement, assess physical safety and student safety concerns. These audits lead to recommendations for structural adjustments, procedural changes, and revisions to student conduct standards. Each audit includes a review of closure plans for public health emergencies and requires detailed floor plans.

The results are made public, with certain security-sensitive information protected under the Virginia Freedom of Information Act. A School Safety Audit Committee, including community representatives, reviews these audits and proposes improvements.

- **Safety, Health, and Fire Inspections:** Schools must maintain records of regular safety, health, and fire inspections by local departments. All exit doors must have panic hardware.
- **Cardiac Emergency Response Plan (CERP):** Each school must have a written CERP to address sudden cardiac arrest. This includes establishing a cardiac emergency response team, integrating with local EMS, conducting annual drills, ensuring accessible and maintained Automated External Defibrillators (AEDs) (within a three-minute access time), and training staff in first aid, CPR, and AED use.
- **Bleeding Control Program:** Each school implements a bleeding control program requiring easily accessible bleeding control kits in each school building. These kits are to be used in drills and emergencies, inspected annually for expired materials, and restocked after each use.
- **Additional Emergency Procedures:** Schools must have contingency plans for various emergencies, including staff certified in CPR, AED use, the Heimlich maneuver, and first aid. This also covers written procedures for fires, injuries, illnesses, allergic reactions, violent behavior, student medication administration (including epinephrine), and safe evacuation plans for individuals with special needs, ensuring inclusive evacuation processes. Furthermore, there are written procedures for the procurement, placement, maintenance, and administration of opioid antagonists (like naloxone) and the management of bleeding control kits.

For more information, please see the following:

- [Virginia Code § 22.1-279.8](#)
- [Virginia Code § 22.1-271.9](#)
- [Virginia Code § 22.1-274.4:1](#)
- [Virginia Code § 22.1-274.7](#)
- [Virginia Administrative Code 8VAC20-132-240](#)
- [FCPS Policy 221P, Administration - School Crisis, Emergency Management and Medical Emergency Response Plan](#)
- [FCPS Regulation 221R, Administration - School Crisis and Emergency Management Plan](#)
- [FCPS Policy 223P, Administration - Safety Drills](#)

School Safety and Security Information

Frederick County Public Schools (FCPS) is committed to providing and maintaining a safe environment for students and staff. The school division works collaboratively with many agencies including the Frederick County Sheriff's Office, Fire and Rescue Department and Virginia Department of Health to ensure that all schools are safe.

All Frederick County Public Schools have established school crisis, emergency management and medical emergency response plans that are reviewed annually. In addition, safety audits are conducted at every school twice each year and safety/security enhancements are made as a result of the safety audit process. Each school also has established a state-mandated threat assessment team which provides guidance regarding the recognition of behavior that may represent a threat and the appropriate response to such behavior. There are seventeen School emergency drills held throughout the school year to help students and staff practice the appropriate actions to take in the event of an emergency.

School security officers serve James Wood, Millbrook and Sherando high schools; the Dowell J. Howard Center and NREP/Senseny Road School. In addition, the Frederick County Sheriff's Office assigns a school resource officer (SRO) to each elementary, middle and high school as well as the Dowell J. Howard Center and NREP/Senseny Road School. The SRO at James Wood Middle School also supports the FCPS Administration Building. The SROs are supported by patrol deputies, as needed.

Safety and Security Tools

FCPS uses a variety of tools to promote safety and security. Information about a number of additional school security measures is not shared publicly, which is a safety measure in itself. These tools include, but are not limited to, the following:

1. Rapid Communication System
2. Secure Entrances
3. Raptor Visitor Management System
4. Raptor EM Alert

For more information about these tools and other safety and security measures, please visit the FCPS webpage regarding [School Safety and Security](#).

How You Can Help Keep Schools Safe

Keeping schools safe requires families, students, staff and members of the community to work together. Here are some ways you can help keep our schools safe and secure.

1. Talk to your student about their day. If they are having problems, consult with school administrators.
2. If you suspect your student is being bullied, contact the school principal.
3. Report any suspicious activity noted around schools and/or bus stops to the school principal.
4. Anonymously report any concerns about school safety to SpeakUp by calling or texting 540-546-0116 or sending an e-mail to speakup@fcpsk12.net.
5. Work with your student to map out a safe way for them to walk to school or the bus stop. Avoid busy roads and intersections.
6. Encourage students to walk to school or the bus stop with other students and to wait at the bus stop with other students.
7. Remind students who drive to school to make sure all windows on their vehicle are closed and the doors are locked.
8. Encourage students not to leave valuable items in plain view inside a vehicle.
9. Remind students to retain possession of their personal property. Try to limit others from borrowing valuable items.
10. Do not leave personal property unattended.
11. Properly secure all personal property, particularly electronics such as cell phones.

What To Do During a School Emergency

1. Do not go to the school or scene of an emergency unless you are asked to do so. Your presence may interfere with emergency response.
2. Get accurate information and instructions.
 - Look for messages from the FCPS Rapid Communication System. These messages will be sent via home phone, cell phone, email and text message and should update every 15-20 minutes
 - Visit www.FrederickCountySchoolsVA.net for up-to-date information and instructions.
 - Follow the FCPS Facebook page at [@frederickcountypublicschools](https://www.facebook.com/frederickcountypublicschools).
3. Do not listen to or spread rumors. The school division will provide frequent updates in the event of an emergency. The FCPS website, the FCPS Rapid Communication System and the FCPS Facebook page are the best sources for accurate information in the event of an emergency.
4. Do not respond to a student's request to leave school. Tell the student to remain calm and follow all instructions from school officials.

For more information, please see the following:

- [FCPS Policy 221P, Administration – School Crisis, Emergency Management and Medical Emergency](#)

- [FCPS Regulation 221R, Administration – School Crisis and Emergency Management Plan](#)
- [FCPS Policy 223P, Administration – Safety Drills](#)

Sex Offender and Crimes Against Minors Registry Information

School divisions are required to register with the Department of State Police to receive electronic notifications about individuals registered with the Sex Offender and Crimes Against Minors Registry (the Registry) within their area. The Superintendent is responsible for establishing procedures for using and distributing this information, emphasizing that it should not be used for intimidation or harassment.

Visitors to Schools

Parents of Enrolled Students: If a parent on the Registry (excluding those convicted of a Tier III offense) has a child enrolled in the school division, they are barred from school grounds or functions without prior written approval from the principal. If approved, they will be monitored to ensure they only interact with their own children.

Other Registered Individuals: Any other person on the Registry (again, excluding those with a Tier III offense) seeking to visit a school or attend a school function must also obtain prior written approval from the principal. If allowed, they will be monitored to ensure the safety of all students, staff, and others. Principals consider these requests based on superintendent-established procedures.

Tier III Offenders: Individuals convicted of a Tier III offense are generally prohibited from being on school property, school buses, or at school-related activities during school hours or events. Exceptions include:

- Lawfully registered voters solely present to vote.
- Students enrolled at the school.
- Individuals with a court order explicitly allowing their presence, along with permission and compliance with the School Board's terms and conditions.

Video Surveillance

As a component of a comprehensive safe school plan, video surveillance, with or without audio capability, may be used in the common areas of certain schools and on school buses to maintain the security of students, staff members and visitors. Surveillance equipment may or may not be monitored at any time. Video recordings may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view video recordings. Video recordings will only be disclosed to third parties if authorized by a student's parent/legal guardian or eligible student as permitted by applicable law.

Wellness Policy

Frederick County Public Schools (FCPS) has established a Local School Wellness Policy that prioritizes student well-being, recognizing its direct impact on learning. The wellness policy focuses on healthy eating and physical activity. The Local School Wellness Policy is located in [FCPS Regulation 434R-A, Students – Student Wellness, School Meals and Snacks](#).

The School Nutrition Services Department ensures all students receive nutritious meals and education, adhering to the Healthy Hunger Free Act of 2010. FCPS also provides meals as part of the National School Lunch Program and School Breakfast Program. FCPS' wellness goals integrate nutrition education into various subjects, including health and human biology. Physical activity is promoted through daily recess, physical education classes, and diverse before and after-school programs like intramurals and athletics.

Additionally, all FCPS schools provide ample time and pleasant facilities for meals, ensure non-stigmatizing access to school meal programs, and publicize these programs effectively. The wellness policy staff wellness initiatives and encourages healthy food and beverage choices for all school events and fundraisers.

Every three years FCPS must conduct an assessment of the Local School Wellness Policy and make it available to the public. That assessment must address:

- compliance with the division Local School Wellness Policy
- how the policy compares to the model Wellness Policy, and
- progress made in attaining the goals of the Wellness Policy.

The *Local School Wellness Policy: Triennial Assessment Tool 2024* may be reviewed [here](#).

For more information, please see the following:

- [Virginia Code § 22.1-207.2:2](#)
- [Virginia Code § 22.1-207.3](#)
- [FCPS Policy 434P, Students – Student Wellness](#)

Instruction

English Learners

There are approximately 41 different languages spoken in the homes of students in Frederick County, VA. In order to support multilingual students as they grow their understanding of academic English, FCPS teachers endorsed in English as a Second Language work with students to develop English proficiency.

FCPS's LIEP (Language Instruction Educational Program) focuses on enhancing listening, speaking, reading, and writing skills in English so multilingual students can fully participate in classroom activities and instruction. The goal is to help students become fluent in English, empowering them to thrive in school and beyond. At present FCPS provides this instruction to approximately 1,620 students across the district.

OUR VISION

The vision of the FCPS LIEP program is to provide multilingual students with the social and academic language skills necessary to become independent, productive, and successful members of society.

OUR MISSION

The mission of the FCPS LIEP program is to promote student achievement, progress, and English Language proficiency through high-quality instruction.

LIEP PROGRAM GOALS

Goal 1

To teach, explore, and develop the English language ability for all multilingual students so that they can achieve academically in all content areas.

Goal 2

To support effective instruction for multilingual students through communication and collaboration with all staff responsible for their instruction and academic success.

Goal 3

To foster an understanding of the diverse populations and cultures residing in our community in order to develop a school-community appreciation for linguistic and cultural diversity.

Goal 4

To provide a safe and supportive learning environment that will assist multilingual students in adjusting culturally, academically, and socially.

Goal 5

To develop, foster, and maintain family, school, and community relationships.

For additional information, please see the following:

- [Virginia Code § 22.1-5](#)
- [Virginia Code § 22.1-253.13:4](#)
- [FCPS Policy 333P, Students – English Learners](#)
- [Virginia Department of Education Website – English Learner Education](#)

Evaluation and Grade Assignment

FCPS strives to ensure that all students are placed in the appropriate grade level based on their academic progress, developmental needs, and readiness for the next stage of learning. The goal is to provide a fair and consistent evaluation process, with careful consideration of each student's unique situation. Parents' input will be considered, but the final decision will be made by the principal in consultation with teachers and other educational staff.

All students are encouraged to reach their full potential and perform at a high level. Teachers use a variety of tools, such as tests, assignments, and observations, to assess how well students are learning and mastering content. Grades reflect student achievement and performance, not behavior, and are based solely on how well students meet academic expectations. Teachers are responsible for keeping accurate and updated records on each student's progress in accordance with school guidelines.

In Frederick County, teachers keep parents informed about their child's progress using report cards, online tools, and parent-teacher conferences. Students in grades K-12 receive grades based on an approved grading scale.

Parents have opportunities to meet with teachers to discuss their child's progress. They are also encouraged to reach out to school administrators, teachers, or counselors whenever they have academic questions or concerns about their child.

For more information, please see the following:

- [FCPS Policy 316P – Evaluation and Grade Assignment](#)
- [FCPS Regulation 316R-A – Evaluation and Grade Assignment](#)
- [FCPS Regulation 316R-B – Reporting to Parents](#)

Graduation Requirements

Most students graduate with either an Advanced Studies Diploma or a Standard Diploma, but there are other options available for eligible students with disabilities and adult learners. A full description of graduation requirements and courses can be found in the Frederick County Public Schools Course Catalog found [here](#).

For additional information, please see the following:

- [Virginia Department of Education – Graduation](#)
- [FCPS Policy 305P – The Virginia Assessment Program and Graduation Requirements](#)

Homeless Students

Frederick County Public Schools is dedicated to ensuring that homeless students have access to the same educational opportunities as other students. [FCPS Regulation 405R-B – Admission of Homeless Students](#) defines who qualifies as a "homeless student" and outlines the support and services they are entitled to, including immediate enrollment, transportation, and access to necessary resources. The district works closely with families, social service agencies, and other partners to provide stability and support for homeless students, ensuring their academic success despite challenging circumstances. FCPS prioritizes the best interests of the student and are committed to resolving any disputes quickly and fairly, with a clear process for appeal if needed.

Transportation of Homeless Students: The Homeless Liaison will coordinate transportation for a homeless student to and from the school of origin. The "school of origin" is the school a child or youth attended when they were permanently housed or the school in which they were last enrolled before becoming homeless. If the homeless student still lives within the area served by the school of origin, that division is responsible for providing or arranging transportation. If the homeless student moves to an area served by a different division while continuing to attend the school of origin, both the division of origin and the new division must agree on how to share responsibility and costs for transportation. If an agreement cannot be reached, the costs and responsibilities will be split equally between the two divisions.

The Homeless Liaison may be contacted at Thompst@FCPSK12.net or by phone at 540-662-3889 Ext. 88142

For additional information, please see the following:

- [Virginia Code Section 22.1-3](#)
- The McKinney-Vento Assistance Act ([42 U.S.C. 11431 et seq.](#))

Homework

Homework is an important way for schools and families to stay connected and support student learning. It helps students develop important skills like independent thinking, self-discipline, and good work habits. When done correctly, homework can also encourage a strong partnership between home and school, benefiting both the student and their family. [FCPS Policy 314P – Homework](#) and [FCPS Regulation 314R – Homework](#) outlines guidelines for homework, and ensures that homework is helpful, balanced, and supportive of student learning and development.

Make-Up Work, Late Arrival/Early Release

FCPS ensures that students have the opportunity to make up missed work when they are absent from school, giving students a reasonable amount of time to complete assignments they missed, while also encouraging timely submission of long-term projects. FCPS [Policy 410P – Student Absences, Excuses, Dismissals](#) and [Regulation 410R – Make-Up Work, Late Arrival/Early Release from School](#) also addresses procedures for late arrivals, early releases, and how parents can help manage their child's attendance when necessary. By following these guidelines, students can stay on track with their learning, and parents can work with the school to ensure their child's education continues smoothly, even if they need to miss school for health or other unavoidable reasons.

Off-Site Instruction and Virtual Courses

When students can't attend school due to health issues, as certified by a medical professional, they may receive homebound instruction with a licensed teacher's supervision. This allows them to earn credit if they meet the School Board's instructional time or alternative credit requirements. Alternatively, students can take virtual courses for credit with prior principal approval. These online courses, overseen by a licensed teacher, must be equivalent to regular school offerings. Both programs ensure students continue their education and earn appropriate credit, even outside the traditional classroom setting.

For additional information, please see the following:

- [FCPS Policy 310P, Instruction - Off-Site Instruction and Virtual Courses](#)
- [FCPS Regulation 310R, Instruction - Homebound Instruction](#)
- [FCPS Policy 329P, Instruction - Online Courses and Virtual School Programs](#)

Remedial Instruction

FCPS ensures that students who are struggling academically receive the support they need to succeed. [FCPS Policy 326P, Instruction - Remedial Instruction](#) outlines processes designed to help students who are at risk of falling behind, including those who do not pass key state assessments or fail to meet graduation requirements. Such support processes and programs focus on prevention, intervention, and remediation to help students improve their skills and catch up with their peers.

When a student struggles with assessments in grades three through eight or in high school, they may be required to attend a remediation program, such as summer school, or other specialized programs. These programs are designed to provide extra help without any cost to the parents. The goal is to help students succeed academically and be prepared for the next grade or to earn the credits they need for graduation.

Parents are encouraged to support their students' participation in these programs if needed, and to be involved in the process. Schools work with parents to choose the best options for their child's needs.

For more information, please see the following:

- [Virginia Code § 22.1-253.13:1](#)
- [Virginia Code § 22.1-253.13:3](#)
- [Virginia Code § 22.1-254](#)
- [Virginia Code § 22.1-254.01](#)
- [Virginia Administrative Code 8VAC20-630-40](#)

Secondary Instruction

As children enter middle school and high school, planning for their academic and career pathway is an important part of their school journeys. This [course planning guide](#) is designed to assist students in grades six through twelve, and their families, as they make educational decisions to become college and/or career ready.

The [Program of Studies](#) provides the background needed to make decisions about schedules and opportunities that exist for students as they think about beginning a career or entering an institution of higher learning.

The [course planning guide](#) for more information regarding the following:

1. Grade, Credit, Transcript, Class Rank and GPA
2. Grading Scale

3. High School Honors/Advanced Placement Courses
4. Advanced Placement Testing
5. Earning College Credit While in High School - Transferable Dual Enrollment Credit
6. Advanced Placement/Dual Enrollment Courses
7. Courses that are Dual Enrolled but not Advanced Placement Courses
8. Associate Degree Available Through Laurel Ridge Community College and FCPS
9. Mountain Vista Governor's School
10. Dowell J. Howard Center
11. Virtual Virginia
12. Course Load
13. Scheduling Adjustments
14. Withdrawal from a Credit-Bearing course
15. Request to Omit Grade and Credit for High School Course Taken in Middle School
16. Standards of Learning (SOL) Tests
17. Middle School Students are Administered the Following SOL Tests
18. High School Students Take Following EOC SOL Tests
19. Student Who Pass the SOL But Not the Class
20. Sequential Electives Requirement
21. Personal Finance Requirement
22. Athletic Eligibility
23. Career Clusters and Pathways
24. Academic and Career Plan
25. Career Investigations
26. Work-Based Learning

Standards of Learning

The Standards of Learning (SOL) outline what students in Virginia Public Schools are expected to learn in subjects like English, math, science, history, and more from grades K-12. These standards reflect input from parents, teachers, school leaders, and community members across Virginia about what should be taught in schools.

Each year, depending upon their grade level, students take assessments such as SOL tests to measure their progress. These test results help schools understand how well students are learning and guide improvements in teaching. They also provide important data that impacts school ratings and helps ensure schools are meeting state and federal requirements.

For more information, please see the following:

- [VDOE - K-12 Standards & Instruction](#)
- [Frederick County Public Schools Website - Standards of Learning](#)
- [FCPS Policy 301P, Instruction - Instructional Goals and Objectives](#)
- [FCPS Policy 304P, Instruction - Instructional Materials and the Selection of Materials](#)
- [FCPS Policy 305P, Instruction - The Virginia Assessment Program and Graduation Requirements](#)
- [FCPS Policy 306P, Instruction - Organizational Plan and Curriculum Development](#)

Student Absences, Excuses, Dismissals

Student attendance is a shared responsibility between the School Board, parents, and students. Parents or guardians are legally responsible for ensuring their child's regular and punctual school attendance. When a student is absent, parents must inform the school of the reason no later than upon the student's return.

Excused absences include:

- Student illness
- Death of a family member or close friend
- Medical or dental appointments
- Family emergency
- Religious obligations
- Pre-approved family trips
- Inclement weather (even if school is open, if parent deems conditions too severe)
- One civic event day per year for middle/high school students
- Discipline or legal actions requiring absence
- Up to five days per year for 4-H educational programs (with potential for more days with principal's approval and specific documentation)
- One day per year for members of Virginia-headquartered tribal nations to attend a pow wow (with advance notice)
- Any other reason authorized by the school principal

Absences due to school cancellations by Frederick County Public Schools administration for specific student groups will also be excused and won't negatively impact perfect attendance awards. Students observing religious holidays will not be penalized for awards or opportunities, provided the absence is verified.

Unexcused absences include:

- Absences for work, unless part of approved co-operative education programs, work-based learning, or early release authorized by the principal.
- Leaving school early without the principal's permission.
- When school personnel have not received information that the student's parent is aware and supports the absence.
- The parent provides a reason that is unacceptable to school administration.

Attendance Procedures and Consequences for Unexcused Absences:

- For any absence without parental awareness or an unacceptable reason, school staff will contact parents to obtain an explanation.
- **Upon the fifth unexcused absence:** The principal or principal's designee will make direct contact with parents to discuss the absences and jointly develop a plan to resolve nonattendance.
- **Upon additional unexcused absences (after the fifth):** If nonattendance continues without parental awareness, a conference will be scheduled within 10 school days of the tenth absence, involving the student, parents, school personnel, and potentially an attendance officer or community service providers.
- If parents are intentionally noncompliant or the student resists attendance efforts, a referral may be made to the attendance officer, who may then file a complaint with the juvenile and domestic relations court, potentially leading to the student being declared a "child in need of supervision" or legal action against the parent.
- For students under 18 with 10 or more consecutive unexcused absences, the principal may request the juvenile and domestic relations court to suspend the student's driver's license.

Student attendance is regularly monitored and reported to state authorities.

For more information, please see the following:

- [Virginia Code § 22.1-254](#)
- [Virginia Code § 22.1-258](#)
- [Virginia Code § 22.1-260](#)

- [Virginia Code § 22.1-279.3](#)
- [Virginia Code § 46.2-323](#)
- [Virginia Code § 46.2-334.01](#)
- [Virginia Code § 54.1-3900](#)
- [FCPS Policy 410P, Students – Student Absences, Excuses, Dismissals](#)

Student Transcripts

Frederick County Public Schools (FCPS) has established guidelines for how students' academic records are managed, including test scores and courses taken in middle school for high school credit. These guidelines are established in [FCPS Regulation 416R-B, Students – Student Transcripts](#).

Regulation 416R-B addresses how high school credit earned in middle school is treated, ensuring that these grades count toward graduation requirements and are included in the high school GPA. However, if parents wish to omit these grades, they can request it before their child enters high school.

Finally, Regulation 416R-B also gives parents the option to appeal to the high school principal if they find their child needs more preparation in advanced courses taken in middle school in order to be successful in the more advanced high school course. This flexibility ensures that students are supported and that their students' academic records reflect their learning experiences in the best way possible.

For additional information, please see the following:

- [Virginia Administrative Code 8VAC20-160-10 et seq.](#)
- [FCPS Website – Transcripts/Records Request](#)

The Virginia Assessment Program and Graduation Requirements

The Virginia Assessment Program evaluates student achievement through SOL tests and other approved assessments.

Students in kindergarten through eighth grade are required to participate in Virginia Assessment Program tests. Accelerated students take tests for the highest grade level of the content they've learned. Results help inform instructional decisions, which can include promotion or retention.

Middle and high school students must take all required end-of-course SOL tests after completing credit bearing courses. Students can earn verified credits by passing end-of-course SOL tests. Once they have a verified credit for graduation in each subject area, it is not necessary for students to complete additional end-of-course SOL tests in that academic subject unless required for federal accountability measures. Middle and high schools may also use SOL test scores to help determine final course grades.

Students with disabilities participate in the Virginia Assessment Program based on their Individualized Education Program (IEP) or 504 Plan, with necessary accommodations and alternative assessments provided. English Learner (EL) students also take part in the Virginia Assessment Program. A school committee decides their participation level, and in grades K-8, they may be exempt from SOL tests in social studies once.

The School Board follows Virginia's Standards of Learning to guide instruction and awards diplomas to all high school students, including those transferring from private schools or homeschooling, as long as they meet the state's requirements. Graduation requirements are based on the rules in place when a student starts ninth grade.

To meet graduation requirements students must earn “standard credits” and “verified credits”. A “standard credit” is earned when a student completes 140 hours of instruction and meets the course requirements. A “verified credit” is earned when a student successfully completes a course and:

- Passes the end-of-course SOL test,
- Passes an approved substitute test (defined in 8 VAC 20-131-5),
- Receives a locally awarded credit for meeting specific criteria (FCPS Policy 312P), or
- Demonstrates mastery in English (writing) or social studies through a performance-based assessment.

Only tests approved by the Virginia Board of Education can be used to earn verified credits.

To help children of federal employees graduate on time, certain course requirements can be waived if similar classes were completed in their previous state. If a waiver isn't possible, alternative ways to meet graduation requirements can be offered. Other states' graduation tests or approved national tests, instead of Virginia's tests, are accepted. Parents must provide proof of relocation due to federal job orders.

Virginia regulations do not include what is sometimes referred to as an “opt out policy” for state assessments. However, state law allows parents and guardians to refuse participation in Virginia Assessment Program testing for their children. FCPS provides a process for schools to use when caregivers wish to refuse these state assessments. Schools use this process to make sure caregivers understand what refusal means for the student, including any potential impact for on-time graduation. Parents can contact the principal of their child’s school or the Director of Assessment and Accountability for more information.

For more information, please see the following:

- [Virginia Department of Education - Graduation](#)
- [Virginia Code § 22.1-253.13:1](#)
- [Virginia Code § 22.1-253.13:4](#)
- [Virginia Code § 22.1-380](#)
- [FCPS Policy 305P, Instruction - *The Virginia Assessment Program and Graduation Requirements*](#)

Parent Opt-Out Options

Directory Information

The Family Educational Rights and Privacy Act (FERPA) permits schools to disclose “directory information” to third parties without parent or eligible student consent, unless the student has been opted out of such disclosures by their parent or themselves in accordance with FCPS procedures.

FCPS has defined “directory information” to be the information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. “Directory information” includes the following:

- Name
- Photograph and video of students, whether hardcopy or electronic
- Date and place of birth
- Major field of study
- Grad level
- Enrollment status

- Dates of attendance
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Degrees
- Honors
- Awards
- Scholarships received
- Most recent educational institution attended
- Education and/or career plans after graduation
- Student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

“Directory information” does NOT include the following:

- Social security number
- Address
- Telephone listing
- Email address

If parents or eligible students do not want Frederick County Public Schools to disclose directory information from their student's or their educational records without first obtaining written consent, the parent or eligible student must notify FCPS in writing within thirty (30) days of the first day of school or within thirty (30) days of enrollment if the student starts after the first day of school. The [“Directory Information Opt-Out”](#) form should be completed and submitted to the student's principal.

For more information, please see the following:

- [U.S. Department of Education - FERPA](#)
- [Virginia Code § 22.1-287.1](#)
- [Virginia Department of Education - Student Records](#)
- [FCPS Policy 416P - Student Scholastic Records](#)
- [FCPS Regulation 416R-A - Student Scholastic Records](#)

Disclosure of Student Directory Information to Military Recruiters and Educational Institutions

Frederick County Public Schools provides, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address and telephone listing not be released without the prior written consent of the parent or eligible student.

If parents or eligible students do not want Frederick County Public Schools to disclose their student's name, address, and telephone listing to military recruiters or an institution of higher education without first obtaining written consent, the parent or eligible student must notify FCPS in writing within thirty (30) days the first day of school or within thirty (30) days of enrollment if the student starts after the first day of school. Paragraph B and C of the [Directory Information Opt-Out](#) form should be completed and submitted to the student's principal.

The school division provides military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

For more information, please see the following:

- [U.S. Department of Education - FERPA](#)
- [Virginia Code § 22.1-287.1](#)
- [Virginia Department of Education - Student Records](#)
- [FCPS Policy 416P - Student Scholastic Records](#)
- [FCPS Regulation 416R-A - Student Scholastic Records](#)

Disclosure of Student Images in Print or Video Format

Frederick County Public Schools has designated photographs and videos of students as “directory information”. Pursuant to the Family Educational Rights and Privacy Act (FERPA) schools are permitted to disclose “directory information” to third parties without parent or eligible student consent, unless the student has been opted out of such disclosures by their parent or themselves in accordance with FCPS procedures.

If parents or eligible students do not want Frederick County Public Schools to disclose their student’s photograph or videos depicting the student without first obtaining written consent, the parent or eligible student must notify FCPS in writing within thirty (30) days of the first day of school or within thirty (30) days of enrollment if the student starts after the first day of school. Paragraph A of the “[Directory Information Opt-Out](#)” form should be completed and submitted to the student’s principal.

For more information, please see the following:

- [U.S. Department of Education - FERPA](#)
- [Virginia Code § 22.1-287.1](#)
- [Virginia Department of Education - Student Records](#)
- [FCPS Policy 416P - Student Scholastic Records](#)
- [FCPS Regulation 416R-A - Student Scholastic Records](#)

Family Life Education and Opt-Out

Virginia's standards for family life education provide a comprehensive, sequential K-12 curriculum. They include age-appropriate instruction in family living and community relationships, abstinence education, the value of postponing sexual activity, the benefits of adoption as a positive choice in the event of an unwanted pregnancy, human sexuality and human reproduction. Instruction is designed to promote parental involvement, foster positive self concepts and provide mechanisms for coping with peer pressure and the stresses of modern living according to the students' developmental stages and abilities. Parents have the right to review the complete family life curricula, including all supplemental materials used in any family life education program. The standards can be viewed [here](#).

Opting to Remove your Child from All or Part of FLE:

Parents/guardians can opt their student out of all or part of the family life education lessons. An opt-out request form will be provided by the school prior to family life education instruction each school year. Parents/guardians can access the grade level course objectives and the opt-out request form on the appropriate grade level course page.

To indicate a decision to remove a child from all or part of family life education, complete the opt-out request form and return it to the child's teacher and/or school counselor. Parents should review the objectives carefully before making opt-out decisions.

For more information, please see the following:

- [Virginia Code § 22.1-207.1](#)

School Guidance and Counseling Programs

Frederick County Public Schools is committed to providing comprehensive guidance and school counseling services to all students that foster their academic, career, and personal growth. School guidance and counseling services are provided to students based upon the [Standards for School Counseling Programs in Virginia Public Schools](#) adopted by the Virginia Board of Education.

School Guidance and Counseling Services

Each school offers **academic school guidance** to help students and parents understand curriculum choices, plan studies, interpret test results, and explore post-secondary education. **Career school guidance** assists students in learning about various employment opportunities, including jobs, apprenticeships, and further education. **Personal/social school counseling** helps students develop self-awareness, conflict resolution skills, and personal goal setting. All personal/social school counseling records are kept confidential and separate from educational records, requiring parental consent for disclosure unless otherwise mandated by law. Parents can opt their child out of personal/social school counseling by completing the [School Counseling Opt-Out Form](#) and submitting the form to their child's school. No student will be forced to participate in any school counseling program their parents object to. The school division prohibits school counseling techniques outside the scope of a school counselor's professional certification, such as hypnosis or psychotherapy for mental illness. Annually, parents receive written notification about available school counseling programs, including their purpose, how to review materials, and procedures for limiting their child's participation.

Employment School Counseling and College/Career Readiness

Frederick County Public Schools provides **employment school counseling and placement services** to secondary students, offering information on various job opportunities, including apprenticeships, military, and teaching. The school division collaborates with organizations like the Virginia Employment Commission and the Department of Labor and Industry. The school division ensures equal access for military recruiters to high school students if other occupational, professional, or educational recruiters are granted access.

All middle and secondary schools focus on **college and career readiness**, identifying and enrolling students in programs with diverse educational and academic experiences. This includes motivating disadvantaged and minority students to prepare for postsecondary education or careers. Starting in elementary school, students explore career clusters and begin developing an **Academic and Career Plan Portfolio (ACPP)** to document their interests, values, and skills. This **ACPP forms the foundation for the Academic and Career Plan (ACP)**, which students begin in seventh grade and complete by the end of eighth grade. The ACP, developed with student, parent, and school official input, outlines a student's high school program of study and postsecondary career pathway. It's reviewed and updated annually.

In middle school, students complete a career interest inventory and select a career pathway, often through a career investigation course. Students are also counseled on opportunities for early postsecondary education, industry certifications, occupational competency credentials, or professional

licenses. This includes access to at least three Advanced Placement (AP) or three college-level courses for degree credit. Students are encouraged to pursue **dual enrollment** for simultaneous high school and college credit, requiring principal approval and college acceptance of the courses for degree credit.

For more information, please see the following:

- [Virginia Code § 22.1-130.1](#)
- [Virginia Code § 22.1-209](#)
- [Virginia Code § 22.1-253.13:1](#)
- [Virginia Code § 22.1-253.13:3](#)
- [Virginia Administrative Code 8VAC20-620-10](#)
- [FCPS Policy 324P, Instruction - School Guidance and Counseling Programs](#)
- [Virginia Department of Education - Academic and Career Plan](#)

Parent Responsibility and Involvement

Compulsory Attendance/Exclusions and Exemptions from School Attendance

Frederick County Public Schools is committed to ensuring that all children receive a quality education in accordance with Virginia's compulsory attendance laws. [FCPS Policy 405P, Students - Compulsory Attendance/Exclusions and Exemptions from School Attendance](#), outlines the attendance requirements for all children between the ages of 5 and 18, with a focus on ensuring students are enrolled in and attending school, or are otherwise provided an education as required by law. It also explains circumstances where attendance can be excused or delayed, such as for health, safety, or religious reasons. Additionally, the policy provides details on alternative education programs and the process for exemptions, ensuring every student has access to appropriate educational opportunities.

Pursuant to the [Code of Virginia § 22.1-279.3](#), parents are required to be aware of these requirements and assist the school in enforcing the standards of compulsory school attendance. FCPS is required to provide the parents of each enrolled student the following information:

1. A notice of the requirements of [Code of Virginia § 22.1-279.3](#); and
2. A copy of the compulsory school attendance law, which describes and outlines FCPS' standards for student conduct.

Parents are further required by law to sign and return to the school where their student is enrolled a statement acknowledging the receipt of the compulsory school attendance law and the notice of the requirements of [Code of Virginia § 22.1-279.3](#).

For additional information, please see the following sources:

- FCPS Policy 402P, Students - *Code of Student Conduct*
- FCPS Policy 402R-A, Students - *Code of Student Conduct*
- FCPS Regulation 405R-A, Students - *Admission Requirements*
- FCPS Regulation 405R-B, Students - *Admission of Homeless Students*
- FCPS Regulation 405R-C, Students - *Foster Care Children*
- FCPS Regulation 405R-D, Students - *Home Instruction*
- FCPS Regulation 405R-E, Students - *Entering Frederick County Public Schools from Non-Accredited Private or Non-Public Schools*
- FCPS Regulation 405R-F, Students - *Re-Enrollment from the Department of Justice*
- FCPS Regulation 405R-G, Students - *Admission of Foreign Students*

- FCPS Regulation 406P, Students – *Admission of Non-Resident Students (Tuition)*
- FCPS Regulation 406R-A, Students – *Determination of School Residency of Students*
- FCPS Regulation 406R-B, Students – *Admission of Non-Resident Students (Tuition)*
- FCPS Regulation 409P, Students – *School Attendance Zones*
- FCPS Regulation 409R-A, Students – *School Attendance Zones (School Facility Capacity and Pupil Teacher Ratios)*
- FCPS Regulation 409R-B, Students – *School Attendance Zones (School Assignment)*
- FCPS Regulation 409R-C, Students – *School Attendance Zones (Transfer of Residence)*
- FCPS Regulation 410, Students – *Student Absences, Excuses, Dismissals*

Parent and Family Engagement Policy

Frederick County Public Schools receive federal Title I funds and are required to distribute its parental involvement policy to parents of students in Title I programs. This policy is located in the policy manual and titled [FCPS Policy 617P- Parental and Family Engagement](#).

Each Title I school also has a written parent involvement policy on file, which is jointly developed with the parents of participating children and agreed upon by the parents of that school. Please visit your student's school website or ask your school principal for a copy of the parent involvement policy.

For more information, please see the following:

- [20 U.S.C. § 6318\(a\) and \(b\)](#)
- [VDOE Title I website](#)

Parental Responsibility and Involvement Requirements

Frederick County Public Schools recognizes the importance of parental involvement in student education. The school district encourages parent participation in various aspects of their child's education, including attending meetings, providing feedback on school plans, and receiving training and support. Parents are legally obligated to support their child's education and behavior, which includes reviewing and acknowledging school policies, meeting with school officials when requested, cooperating with the school to improve their child's behavior and attendance, and facing potential legal consequences for failing to fulfill these responsibilities.

Both parents have the right to inspect their child's school records, visit the school, and receive notifications required by law. The custodial parent is responsible for keeping the school informed of contact information and providing any legal documents restricting the noncustodial parent's rights. By fostering strong partnerships between schools and families, the district aims to improve student achievement and create a positive learning environment for all students.

For more information, please see the following:

- [FCPS 627P – Parental Rights and Responsibilities](#)

Records and Transcripts

Disposition of Records

Records are maintained and retained following guidelines of the Virginia Public Records Act (Virginia Code §§ 42.1-76 *et seq.*) issued by the Library of Virginia. As prescribed in those guidelines, records are destroyed five years after the student graduates or leaves the school district pre-July 1, 2024 and seven years after the student graduates or leaves the school district post-June 30, 2024. However, some academic and health information while in the school district will be retained for 75 years—according to the Records Retention and Disposition Schedule issued by the Library of Virginia.

Individualized Education Plans and certain other records related to the education of students with disabilities must be maintained for five years following graduation, completion of a program, or withdrawal from Frederick County Public Schools pre-July 1, 2024 and seven years following graduation, completion of a program, or withdrawal from Frederick County Public Schools post-June 30, 2024. Such scholastic records may be needed by the parent or eligible student for social security benefits or other purposes. Requests for copies of such records must be made during the five-year period pre-July 1, 2024 separation from the school district and seven years post July 1, 2024 separation from the school district. Requests should be directed to the last school attended.

Technology

Acceptable Computer Use System

Frederick County Public Schools (“FCPS”) provides a computer system, including Internet at school buildings, to promote educational excellence by facilitating learning, resource sharing, innovation and communication. Use of this computer system is a privilege and not a right, and all users are required to adhere to the guidelines established by FCPS to ensure a safe, educational, and legally compliant online environment for all students and staff.

These guidelines are provided in FCPS Regulation 323R, Students - *Acceptable Computer System Use* and FCPS Regulation 567R-A, Personnel - *Acceptable Computer System Use*. These regulations specifically define what is considered acceptable use of the FCPS computer system and the types of uses that are prohibited.

Users of the FCPS computer system have no expectation of privacy. FCPS reserves the right to monitor all computer and Internet activity by all users, including students and staff. In addition, individuals using the FCPS computer system to access electronic mail, social media, and other networks shall have no expectation of privacy for those accounts.

For additional information, please see:

- [Virginia Code § 22.1-70.2](#)
- [FCPS Policy 323P, Students - Acceptable Computer System Use](#)
- [FCPS Regulation 323R, Students - Acceptable Computer System Use](#)
- [FCPS Policy 567P, Personnel - Acceptable Computer System Use](#)
- [FCPS Regulation 567R-A, Personnel - Acceptable Computer System Use](#)
- [FCPS Regulation 567R-B, Personnel - Electronic Mail, Social Media and Networking](#)
- [FCPS Regulation 567R-C, Personnel - Instructional Use of Social Networking Sites by Employees](#)

- [FCPS Regulation 567R-D, Personnel - *Maintaining Appropriate and Professional Relationships with Students*](#)