



FALLS CHURCH CITY
PUBLIC SCHOOLS

**PARENT & STUDENT
INFORMATION
HANDBOOK
2019-2020**

**150 South Washington Street, Suite 400
Falls Church, Virginia 22046**



One Division - One Mission - All Systems Grow!

Dear Falls Church Families,

Happy New School Year!!! It is with great excitement and enthusiasm that our team begins the work to welcome your student(s) to the 2019-20 school year. This summer, FCCPS staff members will be very busy planning curriculum, discussing high-quality instruction, interviewing and hiring the best teachers we can find, and getting ready to start our best year yet! When your kids hit the school hallways for the first time, you will see an energized and supportive faculty and staff ready to meet the individual needs of each child. We are grateful for the incredible partnership the parent community enjoys with our schools. Together we will help each student make great strides.

Falls Church City Public Schools is a student-centered, innovative, and inclusive community of lifelong learners. We aspire to be the premier International Baccalaureate school division. We strive to create a personalized environment that supports each child's unique needs and prepares every student to be a responsible, caring, and internationally-minded citizen.

To that end, we will continuously improve as a learning organization. [The Falls Church City Public Schools Triennial Plan for 2018-2020](#) focuses on the following five priorities:

- Student-Centered Teaching and Learning
- Excellent Staff
- Optimal Facilities and Learning Environments
- Fiscal Management
- Community Engagement

To support the priorities of our strategic plan, FCCPS staff are grounded by [our FCCPS "Placemat."](#) This graphic is designed to, at a glance, give the community, teachers, students, etc. a sense of what our priorities are over three years.

Last summer we (the FCCPS community) spent time reading and thinking about the book [Mindset](#), by Carol Dweck. Collectively, we believe that to grow professionally to support our students we must adopt a "growth mindset" which indicates that we are continuously improving. In addition, the IB Learner Profile infuses into our professional work and with your students from the youngest age. IB says, and we strive to ensure that our students will be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-Minded

- Caring
- Risk-Takers

- Balanced
- Reflective

Our teachers seek to incorporate these traits in every classroom in FCCPS. They serve as an anchor for our students throughout the elementary and secondary educations. When our graduates walk across the stage after completing their GMHS and FCCPS schooling we can be confident that colleges, communities, and workforces welcome our students who embody these IB Learner Profile traits.

Therefore, the organizing theme we work diligently to achieve is:

“We aspire to be the premier International Baccalaureate school division.”

With this guidepost, FCCPS can further ensure that all of our students are successful in whatever their post-secondary desires may be.

I look forward to our educational journey and believe we are truly better together!

Sincerely,

A handwritten signature in black ink, appearing to read "Peter J. Noonan", with a long horizontal flourish extending to the right.

Peter J. Noonan, Ed.D.
Superintendent of Schools

School Directory Information

Jessie Thackrey Preschool

201 N. Cherry St., Falls Church, VA 22046

Main Number: 571-395-8612

Website: jtp.fccps.org

Preschool Director Marie Baroody mbaroody@fccps.org

Mt. Daniel Elementary School (K-2)

2328 N. Oak St., Falls Church, VA 22046

Main Number: 703-248-5640

Website: md.fccps.org

Attendance line: 703-248-5641

Principal Tim Kasik tkasik@fccps.org

Assistant Principal Jeremy Ferrara jferrara@fccps.org

Thomas Jefferson Elementary School (3-5)

601 S. Oak St., Falls Church, VA 22046

Main Number: 703-248-5660

Website: tj.fccps.org

Attendance line: 703-992-0444

AttendanceTJ@fccps.org

Principal Paul Swanson pswanson@fccps.org

Assistant Principal Amanda Davis adavis@fccps.org

Mary Ellen Henderson Middle School (6-8)

7130 Leesburg Pike, Falls Church, VA 22043

Main Number: 703-720-5700

Website: meh.fccps.org

Attendance Line: 703-720-5701

Principal Valerie Hardy vhardy@fccps.org

Assistant Principal Rob Carey careyr@fccps.org

Assistant Principal Rory Dippold rdippold@fccps.org

Dean of Students Adam White whitea1@fccps.org

Director of Counseling Alyssa Jacobson jacobsona@fccps.org

George Mason High School (9-12)

7124 Leesburg Pike, Falls Church, VA 22043

Main Number: 703-248-5500

Website: gm.fccps.org

Attendance Line: 703-248-5501 attendancegm@fccps.org

Principal Matt Hills mhills@fccps.org

Assistant Principal Kevin Clark kclark@fccps.org

Assistant Principal David Serensits dserensits@fccps.org

Special Education Administrator/Dean of Students Sia Knight knights2@fccps.org

Director of Counseling Ilana Reyes reyesi@fccps.org

FCCPS Central Office

150 S. Washington St., Suite 400, Falls Church, VA 22046

Main Number: 703-248-5600

Website: www.fccps.org

Superintendent Peter Noonan pnoonan@fccps.org

Chief Academic Officer William Bates wbates@fccps.org

Chief Operating Officer Kristen Michael kmichael@fccps.org

Chief Legal Officer Patricia Minson pminson@fccps.org

Assistant Superintendent for Special Projects Lisa High lhigh@fccps.org

Budget and Finance Mechelle Coppock mcoppock@fccps.org

Communications/Accessibility Officer John Wesley Brett jwbrett@fccps.org

Community Outreach Marybeth Connelly connellym@fccps.org

Day Care Program Katie Clinton clintonk@fccps.org

Facilities & Security Seve Padilla padillas@fccps.org

Food Services Richard Kane kaner@fccps.org

Human Resources Amy Hall ahall@fccps.org

Information Technology Dang Nguyen nguyend@fccps.org

Special Education, Students Services Rebecca Sharp rsharp@fccps.org

Transportation Nancy Hendrickson hendricksonn@fccps.org

Emergency Announcements

www.fccps.org/alert

FCCPS Mobile App: [iTunes](#) or [Google Play](#)

Facebook www.facebook.com/fallschurchcitypublicschools

Twitter twitter.com/FCCPS twitter.com/FCCPSAlert

Subscribe to The Morning Announcements daily email newsletter

www.fccps.org/morningannouncements

School Board Information

The Falls Church School Board is composed of seven elected members who serve four-year terms. The Board's primary responsibilities are to establish policy, approve an annual budget, develop a strategic plan and hire a superintendent. www.fccps.org/board

Erin Gill, Chair egill@fccps.org

Greg Anderson, Vice-Chair ganderson@fccps.org

Justin Castillo jcastillo@fccps.org

Shannon Litton slitton@fccps.org

Phil Reitingner preitingner@fccps.org

Shawna Russell srussell@fccps.org

Lawrence Webb lwebb@fccps.org

School Board Clerk, Marty Gadell gadellm@fccps.org

School Affiliated Organizations

Elementary PTA www.fcepta.org

Mary Ellen Henderson Middle School PTA www.mehpta.org

George Mason High School PTSA www.georgemasonhighptsa.org

Falls Church Band Boosters fallschurchcitybandboosters.weebly.com

GMHS Athletic Boosters www.masonathletics.org

Falls Church Education Foundation www.fcedf.org

School Volunteer Opportunities

School Board Advisory Committees

Business in Education Partnership Council

LIEP Advisory Committee

Extended Day Care Advisory Board

Gifted and Talented Advisory Committee

Health and Wellness Education Advisory Committee

Special Education Advisory Committee

Title I Parent Advisory Committee

Family Resource Center Advisory Board

The application is available at the following link:

<https://goo.gl/forms/Bku3OclXcyafE35x2>

Share your expertise in science, technology, engineering, arts and math in numerous ways.

Application to the STEAM Volunteer Network is available at

<https://docs.google.com/forms/d/e/1FAIpQLSfWLzCqv1hM3lv8x989N7q9HX6ATVJwUHNVyTnoTwcSSvMqGA/viewform>

Get involved in partnerships by sharing business resources and expertise. Information about Business & Community Partnership is available at

<https://docs.google.com/document/d/1WVaDkB6Q835Gf8p6yOaXKxaDdkMudp3JW7ThcPjOI7k/edit?usp=sharing>.

School Affiliated Organizations and Classroom Teachers also provide information.

Annual Notifications

Acceptable Computer System Use Agreement

Each student and his or her parent (as well as each employee) must sign the division's acceptable computer use agreement before using the division's computer system. A copy of that document is available on page 10 of FCCPS Regulation 9.40, which is available at <https://drive.google.com/file/d/0ByAITxFrniRhZUwwS2NOY19BS3M/edit>. Parental consent to FCCPS' acceptable computer use agreement was obtained at the time of registration via InfoSnap. Student consent will be obtained directly by each FCCPS school. Additionally, FCCPS' policies regarding computer use are available at Policy 9.40, https://drive.google.com/file/d/0B2J5hRFluyA_bmVGWG1OZjF4dFE/view.

Asbestos Statement

In accordance with regulations set forth by the Asbestos Hazard Emergency Response Act (AHERA), the Falls Church City Public Schools Maintenance Plan is available for public review by appointment. Appointments may be scheduled by contacting the FCCPS Central Office at (703) 248-5600.

In addition to the Maintenance Plan, FCCPS will comply with AHERA regulations by informing the Falls Church City Public School community of any projects which may involve materials containing asbestos.

Jesse Thackery, Mount Daniel, Thomas Jefferson Elementary, and Mary Ellen Henderson Middle School are certified "Asbestos Free" by PSI, an independent contractor. George Mason High School is inspected regularly and maintained according to AHERA standards.

Availability of School Division Policies and Regulations

Current copies of all Falls Church City School Board policies and regulations are available on the division's website at <https://www.fccps.org/board/policies/>. Printed copies of school division policies and regulations are available to citizens who do not have online access at FCCPS' Central Office, 150 South Washington Street, Suite 400, Falls Church, VA 22046.

Code of Student Conduct, Compulsory Attendance Law, Parental Responsibility and Involvement

The State of Virginia requires that all parents and legal guardians review the rules and regulations of their children's schools according to [Virginia Code Section 22.1-279.3](#):

"Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the

parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements."

The 2019-20 Parent and Student Information Handbook includes information about and links to Falls Church City School Board's Policies and Regulations, including links to:

- Policy 9.34, Rights and Responsibilities and Student Code of Conduct (available at <https://drive.google.com/file/d/0BwWvNbnlQzCVU0RpamN1Qklkb2s/edit>),
- Regulation 9.34, Standards of Student Conduct and Disciplinary Procedures (available at <https://drive.google.com/file/d/0BwWvNbnlQzCVeDY3U1hJOEIVUnc/edit>), and
- Information about compulsory school attendance (which is available at Policy 9.22 - available at <https://drive.google.com/file/d/0ByAITxFrniRhTIJWRjNtaS0zLXM/edit>).

During online registration, parents/guardians of all GMHS students provided their Acknowledgment of Parental Responsibility Form. All other schools will send home with every student an Acknowledgment of Parental Responsibility Form. One form must be signed by the parent/guardian for each child in the family and returned to each child's school. The 2019-20 Parent and Student Information Handbook is also available on the website at www.fccps.org/parents.

FCCPS Parents are responsible for cooperating with school officials in managing their student's conduct while their student is at school, on the school bus, or in attendance at a school-sponsored activity. Parents may, through appropriate channels, express their disagreement with the manner in which the school's code of conduct ("Rights and Responsibilities") have been implemented. Parents may exercise their right to appeal a suspension or expulsion as provided in [Section 22.1-277](#) of the Code of Virginia. In the event any Parent willfully and unreasonably fails to comply with the requirements of the provisions in the school's code of student conduct, school officials are authorized, under [Section 22.1-279.3\(G\)](#) of the Code of Virginia, to petition the juvenile and domestic relations court.

School Counseling

FCCPS school counseling programs support the Standards of Learning by providing guidance to students in their academic, career, and personal and social development. School counselors collaborate with parents, teachers, administrators, and others to promote learning and help students establish and achieve their education, career, and personal goals. School counselors

provide leadership to ensure that students benefit from effective strategies and services aligned with the Standards for School Counseling Programs in Virginia Public Schools. The standards are organized by grade level under the following goals:

- Academic Development – Students will acquire the academic preparation essential to choose from a variety of educational, training, and employment options upon completion of secondary school.
- Career Development – Students will investigate the world of work in order to make informed career decisions.
- Social/Emotional – Students will acquire an understanding of, and respect for, self and others, and the skills to be responsible citizens.

Parents may elect in writing to have their child not participate in (to “opt out” of) academic, career, or personal/social counseling of a generic nature at any time. Parents should contact a school counselor to arrange a review of the materials to be used in guidance and counseling programs at their student’s school.

Credits Required for Graduation

Graduation Requirements (effective for the incoming 9th grade class of 2018-19 school year and beyond)

The revised regulations reduce the number of SOL tests students must pass to earn a high school diploma - while maintaining high expectations for learning in English, math, science, and history/social science — and implement the “Profile of a Virginia Graduate,” a set of expectations that includes increased emphasis on developing *critical thinking, creative thinking, communication, collaboration and citizenship skills*.

The board has determined that a life-ready Virginia graduate must:

- Achieve and apply appropriate academic and technical knowledge (content knowledge);
- Demonstrate productive workplace skills, qualities and behaviors (workplace skills);
- Build connections and value interactions with others as a responsible and responsive citizen (community engagement and civic responsibility); and
- Align knowledge, skills and personal interest with career opportunities (career exploration).

The revisions to the graduation requirements are **effective** with students entering the **ninth grade in fall of 2018** (class of 2022).

- Under the new requirements, the number of required standard credits for a Standard Diploma remains the same (22) but the number of required verified credits is reduced to five (one each in English reading, English writing, mathematics, science and history/social science).
- Under the new requirements, the number standard credits required for an Advanced Studies Diploma remains the same (26) but the number of required verified credits is reduced to five (one each in English reading, English writing, mathematics, science, and history/social science).
- Students may have the opportunity for an authentic performance-based assessment as an alternative to the English writing SOL test and for the for the awarding of verified credit .

Information regarding graduation requirements for the Standard and Advanced Diplomas through the Class of 2021 please visit the GM website to access the 2019-2020 Program of Studies https://gm.fccps.org/about_gmhs/program_of_studies or the VA DOE Standard Diploma Page, available at <http://www.doe.virginia.gov/instruction/graduation/standard.shtml>. and the VA VDOE Advanced Diploma Page, available at http://www.doe.virginia.gov/instruction/graduation/advanced_studies.shtml.

Opportunity for a Free Public Education for Students Who Do Not Graduate on Time

- Students who fail to graduate or to achieve graduation requirements as provided in the standards for accreditation and who have not reached 20 years of age on or before August 1st of the current school year have the right to a free public education. [Va. Code §§ 22.1-5; 22.1-253.13:4\(C\)](#).
- If a student is one for whom English is a second language, who entered school in Virginia for the first time after reaching his/her twelfth birthday, and who has not reached 22 years of age on or before August 1 of the current school year, the student may be permitted to enroll in the LIEP program, in accordance with [Va. Code §§ 22.1-5; 22.1-253.13:4\(C\)](#); [FCCPS Policy 9.17](#).
- Students with disabilities who have an individualized education program and who have not met the graduation requirements have a right to a free and appropriate education to age 21, inclusive. [Va. Code §§ 22.1-5; 22.1-253.13:4\(B\)](#); [FCCPS Policy 9.17](#).

Dual Enrollment, Advanced Placement Classes, and Special Programs

Information regarding dual enrollment, advanced placement classes, career and technical education programs, the International Baccalaureate program and Academic Year Governor's School Programs is available in the GMHS Program of Studies, available at https://gm.fccps.org/about_gmhs/program_of_studies

School Health

School health programs in Virginia public schools support the physical and emotional well-being of students through school nursing services, health education covering a range of developmentally appropriate topics and other services that promote a healthy learning environment. Information can be found on the Virginia Department of Education's website at http://www.doe.virginia.gov/support/health_medical/index.shtml

Emergency Procedures

FCCPS' procedures to follow in emergencies such as fire, injury, illness and violent or threatening behavior will be discussed with staff and students in the first week of each school year. FCCPS has an established emergency response plan for situations ranging from weather emergencies to security threats. Specific information about the plan is not made public for

security reasons. FCCPS staff review the plan at least once annually to determine whether adjustments should be made to help further ensure the safety and security of our schools.

By law, every school is required to conduct regular practice drills to help ensure student safety in an emergency. The drills conducted in the FCCPS are:

Fire Drills: practiced once per week for the first month of school, and once per month for the rest of the school year. This ensures students and staff members know which exits to use in order to evacuate the building as quickly as possible.

Tornado/Severe Weather Drills: practiced regularly, particularly during the times of the year when a greater likelihood of severe weather exists, such as hurricane season. Students and staff take shelter in a secure location within the school until the severe weather condition passes.

First 12 Minutes: Falls Church City Police introduced a new set of Best Practices being deployed in school divisions across the country that provide more options and empower teachers in determining how to respond in an emergency. During the 2018-2019 school year, the “[First 12 Minutes](#)” training was provided to our middle and high school teachers and staff by Falls Church Police. They have taught us how to effectively participate in our own protection while leading students and others to safety. In an emergency, the response is divided into specific actions. These actions include an array of practices including Crime Prevention through Environmental Design, and the concepts of ALICE; Alerting everyone to the threat, Locking down or barricading a room, providing clear Information about the danger, Countering the threat as a last resort, and Evacuating when safe to do so. Training for elementary school staff and drills at the elementary level will occur at the beginning of the 2019-2020 school year. Each of the exercises will be customized by the school with developmentally appropriate information and practices.

Shelter in Place: In the event of an unanticipated environmental threat, such as a nearby chemical spill or any other situation that could lead to a health risk upon exposure, students and staff will stay sheltered inside the school until they are notified by law enforcement and health experts that it is safe to leave. During this type of emergency, no one is allowed to leave or enter the school and windows and doors are sealed to further reduce the potential health risks to students and staff.

Lockdowns: School lockdowns may be useful in cases ranging from a robbery at a nearby business to suspected weapons at school. By locking all doors and preventing anyone from entering or leaving the building and classrooms, students and staff can remain in a safe location while officers thoroughly search the neighborhood or school for any potential dangers.

Earthquake Drills: Students and staff practice, “Duck, Cover and Hold.”

What Parents Should Do -- It is natural for parents to want to rush to their child's school in an emergency. However, a mass rush to the school may clog roadways and can dramatically delay the response of emergency crews. In the event of an emergency, parents should obtain information about where and when to pick up their children through one or more of the following:

1. FCCPS Mobile App - Search “FCCPS” in [iTunes](#) or [Google Play](#)

2. FCCPS Parental Text Messages
To sign-up: Text “Y” to 67587 from a device whose number is on file.
3. www.twitter.com/fccpsalert
4. Falls Church City Public Schools website – www.fccps.org
5. Parental/Guardian Email blasts

How Parents Can Help — Make sure all emergency contact numbers at the school are correct and designate an emergency contact who resides/works close to the schools. This information was provided when completing your child’s online registration via InfoSnap. If you wish to make changes to your student’s emergency care contact, please contact your student’s school office. Parents should have a clear understanding with their children on what they should do in the event that schools close early.

English Learners

For information regarding educational programs for English Language Learners, please visit https://www.fccps.org/departments/curriculum_instruction_assessment_cia_language_instruction_education_program_liep

Fees

FCCPS’ policy regarding student fees is available at Policy 9.10: <https://drive.google.com/file/d/0ByAITxFrniRhSkFSV2djWUNyOVk/edit>. The fee schedule is detailed in Regulation 9.10: <https://drive.google.com/file/d/0ByAITxFrniRhNGwwNGxBdVZhMTg/edit>.

Family Educational Rights and Privacy Act (FERPA)

FCCPS’ FERPA policy is available at <https://drive.google.com/file/d/0B7vaFg7PcgKyVjJPZHN5MmpnX3M/view>

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 the Falls Church City Public School (“School”) receives a request for access.
2. 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 official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. 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.

4. Parents or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school 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.
5. 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.
6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by FCCPS who serves as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a volunteer, contractor, or consultant who, while not employed by FCCPS, performs an institutional service or function for which FCCPS would otherwise use its own employees and who is under the direct control of FCCPS with respect to the use and maintenance of PII from education records (such as an attorney, auditor, medical consultant, or therapist); or a parent or an adult volunteer serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202

Directory Information is information contained in the education record of a student that would generally not be considered harmful or an invasion of privacy if disclosed. Directory information may be disclosed without prior consent. FCCPS has designated the following data and categories of information as directory information:

1. Name of a student in attendance or no longer in attendance;
2. Address;
3. Date and place of birth;
4. Gender;
5. Telephone listing;
6. Electronic mail address;
7. Photograph or visual image;
8. Grade level;

9. Dates of attendance;
10. Participation in officially recognized activities and sports;
11. Height and weight, if a member of an athletic team;
12. Diplomas, awards, and honors received (including but not limited to acceptance at post-secondary educational institutions and Governor's Schools); and
13. Other similar information.

If you do not want directory information disclosed for your child, you must notify the school principal, in writing, within 10 days of receipt of this notice. You may notify the school that any part or all such information shall not be disclosed without prior consent. Unless the parent or eligible student requests non-disclosure, the school, at the discretion of the school principal, may disclose directory information.

High School Credit-Bearing Courses Taken in Middle School

High School credit-bearing courses are classes in which a student may earn credits toward their requirements for high school graduation and will appear on their final transcript. High School credit-bearing courses are offered to students who meet the background requirements. Students taking classes for high school credit will have assessments as well as the end of course (EOC) SOL test, if required, that they must pass in order to receive verified credit for that class.

Currently, parents have the option to drop a middle school course grade from their student's high school transcript. The grade, credit, and (EOC) SOL test, if applicable, would be removed from the transcript if elected to proceed with the process. Requests for an official transcript and/or request to expunge grades from the official transcript can be made in writing to MEHMS or GMHS Administration.

Internet Privacy

FCCPS' Internet privacy policy - Policy 5.6 - is available at <https://docs.google.com/file/d/0B7vaFg7PcgKydXYxT2hOUjRIUUE/edit>

Nondiscrimination

As outlined in [Policy AC - Nondiscrimination](#), the Falls Church City School Board is committed to a policy of non-discrimination in relation to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. The School Board and staff will promote good human relations by prohibiting discrimination in employment, and in personnel matters, in location and use of facilities, in educational offerings and instructional materials. No student, employee or prospective employee in the Falls Church City Public Schools system may be excluded from, denied the benefits of, or be subjected to different treatment with respect to any educational program or activity, or employment, on the basis of sex, race, color, religion, national origin, age,

disability, or sexual orientation, except where it is determined, pursuant to the applicable federal or state statutes or regulations, that the fundamental quality and fairness of a program permits distinction or classification.

FCCPS will not discriminate against qualified disabled persons in any aspect of school division employment solely on the basis of disability. The schools will provide facilities, programs, and activities that are accessible, usable and available to qualified disabled persons. The schools will provide free appropriate education at elementary and secondary levels, including non-academic and extracurricular services and activities, to qualified disabled persons of ages 2 through 21. The schools will not exclude any qualified disabled person solely on the basis of disability from participation in any preschool education or day care program or activity or any adult education or vocational program or activity. The schools will not discriminate against qualified disabled persons in the provision of health, welfare, and other social services. The Compliance Officer for questions regarding Section 504 and the Americans with Disabilities Act is Rebecca Sharp, 703-248-5630, rsharp@fccps.org. The Compliance Officer for the Age Discrimination Act is Amy Hall, 703-248-5600, ahall@fccps.org.

Parent and Family Engagement Policy

FCCPS' Policy 5.13 regarding community involvement in decision-making is available at <https://drive.google.com/file/d/0ByAITxFrniRhV2JqLVJfRzdjekU/edit>

Protection of Pupil Rights Amendment (PPRA)

FCCPS' Policy 6.43 regarding student participation in surveys is available at <https://drive.google.com/file/d/0ByAITxFrniRhQXRJaXVLd29kRTA/edit>.

Promotion, Retention and Remediation Policies

Information regarding FCCPS' promotion, retention and remediation policies are available in Policy 6.35, <https://drive.google.com/file/d/0BwWvNbnIQzCVUihFRUtxUEU5M1k/edit>

Prosecution of Juveniles as Adults

Under some circumstances, juveniles may be prosecuted as adults for the commission of certain crimes. The office of the Virginia Attorney General has prepared information for students regarding laws governing the prosecution of juveniles as adults. This information is available at: http://www.doe.virginia.gov/administrators/superintendents_memos/2012/057-12a.pdf

Release of Student Records to Armed Forces Recruiters and Educational Institutions

FCCPS will provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A secondary school student or the parent of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. FCCPS will provide 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.

Annual District Report Card/Quality Profiles

An annual district report card is available on the Virginia Department of Education's [website](#). This report card includes required reporting information pursuant to Title I.

School Bus Rider Safety Rules

A majority of our students ride to and from school using School Bus Transportation, and FCCPS' Transportation thanks parents and students for supporting them in getting everyone safely to and from school. With the safety of each student in mind, Transportation requests that you share this information with your child(ren).

Expected Student Behavior:

At the Bus Stop:

- Arrive at your assigned bus stop at least 5 minutes prior to pick up.
- Always use your assigned stops for the morning and afternoon routes.
- Walk and do not run to and from the bus.
- Stand at least ten feet from the road.
- Await your turn to get on the bus. There is no need to push and shove.
- Move quickly away from the bus.
- Wait for the driver to signal before crossing the street.
- Many bus stops are in front of your neighbor's houses, please remember when you are standing at the bus stop that you are not being loud and disruptive; be conscious of their homes and yards, and do not leave your trash in their yard or climb their trees.
- Never crawl underneath a school bus. If you do drop something, tell the driver and he or she will tell you what to do.
- If it is necessary to cross the street when boarding or departing a bus, always cross in the front of the bus with the aid of the bus's flashing lights.

On the Bus:

- Always obey the bus driver. His or her job is to look out for your safety.
- Remain seated while the bus is moving.
- Do not disturb or distract the driver.
- Always follow the bus driver's instructions.
- Talk softly and use language appropriate for school.
- Do not throw anything out the window or extend arms, hands or head out of the window.
- Keep the bus clean and sanitary.
- Respect school property by not damaging or defacing the bus.

Bus Assignments:

- Bus stops are assigned using an automated routing system based on registered addresses where students reside.
- Students are expected to ride to and from school on their assigned buses unless alternative arrangements have been made with the transportation department. This assist to maintain appropriate student lists and minimize overcrowding.
- If you need to request a special or alternative bus stop, you can do so on the transportation page on the FCCPS.org web site.

Large Items:

- Projects or instruments too large to be held on student's lap are not allowed on the bus. Please make arrangements for parents to drop large items off at school.

Cell Phones:

- Students are allowed to use cell phones on the bus quietly. If it becomes a distraction the bus driver will request the cell phone be put away. If it continues to be a problem, the cell phone may be confiscated. Bluetooth speakers are not permitted to be used on the school buses.

Walking/Biking:

- Students do not need pre-approval to walk to or from school. Please be sure to cross at the crosswalks and with the crossing guards when present. If you choose to ride your bicycle to school, please walk your bike in the area where the school buses are loading and unloading.

Title IX Anti-Harassment Statement

FCCPS does not discriminate on the basis of sex or gender or tolerate sexual or gender-based harassment in its educational programs and activities. The Division also encourages students, parents, and FCCPS staff members to work together to prevent sexual and gender-based harassment.

Any student who believes he or she has been subjected to sexual or gender-based harassment is encouraged to report the incident(s) to FCCPS. Students and/or parents may file a complaint of sexual or gender-based harassment by contacting the principal of the Student's school or the Division's Title IX Coordinator. Complaints of sexual harassment may be made verbally or in writing. If such a complaint is received, FCCPS is committed to conducting a prompt, thorough, and impartial investigation. During the course of the investigation, remedial measures and educational resources will also be made available, as circumstances warrant, to both the complainant(s) and the respondent(s). In the event that a student or staff member is found to have engaged in prohibited sexual or gender-based harassment, appropriate disciplinary sanctions will be implemented, and may include suspension or expulsion of a student and suspension or termination of an employee. Students or employees who retaliate against individuals who report sexual harassment will be promptly disciplined.

Please refer questions about the Division's Title IX policies and procedures or complaints of sexual or gender-based harassment to: Rebecca Sharp, Director of Special Education &

Student Services at rsharp@fccps.org or (703) 248-5630. Additional information regarding Title IX, including FCCPS' Report of Harassment Form, are available at www.fccps.org/titleix.

Food Services

Falls Church City Public Schools Food Services department is a nationally award winning program; recognized with the prestigious Magna Award by the National School Board Association as an exemplary program in the United States.

FCCPS believes that healthy meals are essential to student learning, and the School Board has demonstrated a long-standing commitment to making sure every child in FCCPS has nutritional food. Food Services Director Richard Kane takes great pride in making sure that 90% of the menu is made from fresh food, and 90% is also prepared from scratch every day.

The Food Services program ensures students know what is served on a particular day. All nutritional information and pictures of the food are posted on the lunch menu website. This aids students with dietary restrictions due to food allergies and sensitivities, as well as those who follow religious dietary restrictions.

The Food Services program provides weekend box meals for families in need. In addition, FCCPS serves lunch to all students in the summer who attend the Summer Program and also for any student who would benefit by accessing the meals program in the summer at no cost.

Lunch menus are available at <https://www.fccps.org/departments/foodservices/menus>

Child Nutrition Programs

Information regarding FCCPS' Free and Reduced Price Meals and Free Milk in Schools programs is available at www.fccps.org/lunch. The application form, eligibility criteria for benefits, and application procedures are available via this link. Please note that an application for benefits cannot be approved unless it contains complete documentation including, for households applying on the basis of income and household size - names of all household members - income received by each household member, identified by source of the income (such as earnings, wages, welfare, pensions, support payments, unemployment compensation and social security and other cash income) - the signature of an adult household member - the social security number of the adult household member who signs the application or an indication that he/she does not possess a social security number. Households with children who are members of currently identified food stamp, FDPIR (food distribution program for households on Indian reservations) or TANF (Temporary Assistance for Needy Families) households may submit an abbreviated application for benefits for those children with the following information: the child's name and appropriate food stamp or TANF case number or FDPIR case number or other identifier and the name and signature of an adult household member. The information on the application may be verified at any time during the school year. A household may apply for benefits at any time during the school year as circumstances change.

Children having parents or guardians who become unemployed are eligible for free or reduced price meals during the period of unemployment if the loss of income causes the household income during the period of unemployment to be within the eligibility criteria. In certain cases foster children are eligible for free or reduced price meals regardless of the income of the household with whom they reside and households wishing to apply for such benefits for foster children should contact the school. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If a household wishes to appeal the decision on the application, they may make a request either verbally or in writing to: Chief Operating Officer, Kristen Michael, 150 South Washington Street, Suite 400, Falls Church VA 22046. Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals.

Services for Students Identified as Hearing Impaired or Visually Impaired

Information from the Department of Education describing the educational and other services available through the Virginia School for the Deaf and the Blind, the Virginia Department for the Deaf and Hard-of-Hearing, and the Virginia Department for the Blind and Vision Impaired is available at www.fccps.org/specialed. Hard copies may be obtained by contacting Rebecca Sharp at 703-248-5630 or rsharp@fccps.org.

Sex Offender Registry

FCCPS' policy regarding sex offenders is available at [Policy KN - Sex Offender Registry Notification](#)

Information about the Sex Offender and Crimes Against Minors Registry is available at <http://sex-offender.vsp.virginia.gov/sor/> and can be searched at <http://sex-offender.vsp.virginia.gov/sor/zipSearch.html>.

Special Education

Falls Church City Public Schools provides a continuum of services for students, pre-kindergarten through high school (ages two to 21), found eligible to receive special education services. The identification of students who are eligible for special education is a carefully managed process, guided by state and federal regulations. Evaluations required to make this determination are completed at the expense of the school system and only with parent permission. Eligible students are entitled to a free appropriate public education. An Individual Education Program (IEP) is developed for each student found eligible for special education services. This program is reviewed at least annually.

Policies and procedures governing special education services can be found on the Falls Church City Public Schools Special Education Website and in the Parent's Guide to Special Education located at your child's school. Each school has an assigned Special Education Administrator who can provide technical assistance to staff and parents. Parents with questions related to special education services, including questions about referrals for special education evaluations and the early warning signs of disabilities should contact their child's school. Parents are also welcome to contact Rebecca Sharp, Director of Special Education & Student Services at rsharp@fccps.org or (703-248-5630) for additional resources and materials, and with any questions regarding special education. Additional information can be found at [Virginia Department of Education's Regulations Governing Special Education Programs for Children with Disabilities](#).

Standards of Learning (SOLs) and Learning Objectives

The Virginia Standards of Learning for each subject and grade level is available on the Virginia Department of Education's website. <http://www.doe.virginia.gov/testing/index.shtml> Each Spring SOL tests are administered to students in grades 3-12 depending on their grade level and secondary courses. An outline of Frequently Asked Questions regarding SOLs is available at http://www.doe.virginia.gov/testing/sol_faq.pdf.

Student Achievement

As a recipient of Title I funds, FCCPS provides parents with individual reports regarding their student's level of achievement and academic growth on the state's academic assessments as soon as is practicable after the assessment is given.

Testing Transparency and Parent Opt Out

As outlined in Virginia's Regulations Establishing Standards for Accrediting Public Schools in Virginia (available at The Standards of Accreditation are also available on the Virginia Department of Education's Website. <http://www.doe.virginia.gov/boe/accreditation/> "[i]n kindergarten through eighth grade, where the administration of Virginia assessment program tests are required by the Board of Education, each student shall be expected to take the tests" and "each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction." The regulations do not provide for what is sometimes referred to as an "opt out policy" for students regarding the Virginia assessments. If, however, parents refuse to have their student participate in one or more of the required Virginia assessments, the following procedures will be followed:

- The parents will be informed that their student's score report will reflect a score of "0" for any test that is refused.
- A written statement from parents indicating the specific test(s) the parents refuse to have their student complete will be requested. The document will be maintained in the student's file as a record of the decision. Parents must refuse to have their student participate each year of a scheduled SOL assessment.

See:

<https://drive.google.com/file/d/0B30zFkrjOWLpQ19GMzNQSFRiNmV2c0JNS1Vuc205Tkt2a3FB/view?usp=sharing> for information on *2019 SOL Testing: Fewer and Shorter End-of-Course Tests for Students*

<https://docs.google.com/document/d/1BWylhKccyx1qOdPqNjXA8VajlaHJaYgi5669LEAQerQ/edit?usp=sharing> for information on *Guidelines for Local Alternative Assessments for 2018-2019 through 2019-2020*

http://www.doe.virginia.gov/administrators/superintendents_memos/2013/142-13.shtml for information on *Student Participation in Virginia Standards of Learning Assessments*

Information regarding assessments is available on FCCPS' website at

https://www.fccps.org/departments/curriculum_instruction_assessment_cia/data_and_assessment

The assessment schedule for the 2019-20 school year is available at

https://docs.google.com/document/d/1kQM5UqCcVEUxDVv7Uhn_JRx5Z_mAjQ5iHpLnNmJz-9Y/edit?usp=sharing

Website Accessibility

FCCPS is committed to making all of its websites and digital information accessible for all and will strive to ensure accessibility not only today, but as new technologies emerge.

FCCPS welcomes feedback on the sites' accessibility. Each page of each FCCPS website will include a link to a form allowing users to submit feedback on the site. Any submitted feedback will be responded to within 48 hours. Questions or concerns can be addressed to FCCPS Communications Director and Accessibility Officer, John Brett, at 703-248-5600 or at jwbrett@fccps.org.