

Orange County Public Schools
2025-2026 Parent-Student Notifications

Selected Policies and Annual Notifications

Taylor Education Administration Complex
200 Dailey Drive
Orange, VA 22960
540-661-4550
540-661-4599 (Fax)

www.ocss-va.org

Office of the Superintendent



540-661-4550

200 Dailey Drive, Orange, VA 22960

www.ocss-va.org

August 1, 2025

Dear OCPS Parents/Guardians and Students:

It is with great excitement that I welcome you to the 2025-2026 school year! As we embark on this journey together, we reaffirm our commitment to provide each student with exceptional learning experiences. We look forward to partnering with our parents/guardians to help all of our students achieve success.

In an effort to foster communication and understanding with our community and provide the most accurate information, we have prepared the 2025-2026 Parent-Student Notifications Handbook. We hope that this document will assist parents/guardians and students with accessing policies, procedures, and opt-out information.

Should you have any questions after reviewing this handbook, please do not hesitate to contact your child's principal or any division administrator. By working together, we will have an incredible year and help our students achieve success. Best wishes for an amazing 2025-2026 school year!

Sincerely,

Daniel P. Hornick, Ed.D.
Superintendent



@ocssva



@OCPS_VA



@orangecountypublicschools-oran



@orangeco_schools

NOTE: You are encouraged to complete all acknowledgements and opt outs via the [Google Form](#) attached to this notification and linked at the end of this handbook.

**Orange County Public Schools
Handbook, Annual Notifications, Acceptable Use Policy
and Parental Responsibility Form
2025-2026**

Student's Name: _____ School: _____
(Print)

Homeroom/1st Block Teacher's Name: _____
(Print)

We (parents/guardians and student) have received a copy of the Orange County Public Schools Handbook and our individual school handbook. As parents/guardians, we have reviewed the contents, including but not limited to, the required notices pertaining to:

- | | |
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| • Student Academic and Career Plans, page 7 | • Nondiscrimination, page 11 |
| • Acceptable Computer System Use and Care, page 7 | • Parent and Family Engagement, page 11 |
| • Annual Notification (ADA), page 8 | • Promotion, Retention and Remediation, page 12 |
| • Annual Notice (Special Education), page 8 | • Prosecution of Juveniles as Adults, page 12 |
| • Asbestos, page 8 | • Protection of Pupil Rights Amendment, page 12 |
| • Compulsory Attendance, page 8 | • Safety Drills, page 13 |
| • Digital Learning Applications, page 9 | • School Guidance and Counseling Programs, page 14 |
| • Emergency Procedures, page 9 | • School Lunch Program, page 14 |
| • English Learners, page 9 | • Sex Offender Registry, page 15 |
| • FERPA, page 9 | • Standards of Learning, page 15 |
| • Instructional Materials, page 10 | • Student Absences/Excuses/Dismissals, page 15-18 |
| • Internet Privacy, page 10 | • Student Conduct & Standards of Student Conduct, page 18 |
| • Library Notification, page 11 | • Student Fees & Procedures for Reduction of Fees, pg. 18 |
| • Mandated Screenings, page 11 | • Teacher Qualifications, page 19 |
| • Military Recruiters and Institutions of Higher Learning, pg. 11 | • Testing Transparency & Parent Opt-Out, page 19 |

As parents/guardians, we have reviewed and discussed the Parent/Student Notifications with our student(s). By signing this statement of receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

I also understand that failure to return this form or complete it online via the Google Form may affect my child's eligibility to participate in school related events and/or activities. *(Principals have discretion to determine student eligibility.)*

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Option to Opt-Out of Release of Directory Information and Yearbook Photo to the Public 2025-2026

If this form is not returned or the information is not completed, you are giving permission for the release of your child's directory information.

Under federal law, certain information in a student's scholastic record is classified as directory information. Items designated as directory information are set out in Policy JO-R Directory Information. You, as the parent/guardian or eligible student, have the right to choose whether your student's directory information can be released to the public or not. Directory Information includes student's name, address, grade level, and picture. Selecting to opt-out of any release of your directory will only be for the school year in which this Opt-Out form is signed and submitted to your student's school. However, if your student graduates or withdraws during the school year in which this Opt-Out form is signed, the school division will continue to honor the last opt-out selection you made while your student was still enrolled in the division unless you notify the division that your opt-out decision is rescinded.

A parent/guardian or eligible student who wishes to prevent disclosure of directory information may instruct their student's school in writing not to release the types of directory information listed in Policy JO-R, by completing this form and returning it to the student's school within 30 days of receipt.

Please sign below or opt out using the Google Form **only if you DO NOT wish for your student's directory information to be released** to educational institutions, scholarship providers, approved parent volunteers and parent groups, elected public officials, military recruiters, the news media, or for use in School Division publications (both print and digital) or web-based applications.

Opt-Out of Release of Directory Information and Yearbook Photo to the Public 2025-2026

Upon receipt of this request, please **DO NOT** release directory information on:

Student's Name: _____
(Print) First Middle Last

Circle School: GBES LES LGES LGMS LGPS OCHS OES PHMS UES

Circle Grade: K 1 2 3 4 5 6 7 8 9 10 11 12

☐ I do not wish for my student's directory information to be released, and **my student's picture will not be in the yearbook.**

☐ I do not wish for my student's directory information to be released, but I **would like my student's picture in the yearbook.**

Parent/Guardian Signature

Date

Digital Learning Applications Acknowledgement 2025-2026

Digital Learning Applications

OCPS utilizes digital learning applications to enhance classroom instruction. Each app undergoes a rigorous approval process to ensure it aligns with the curriculum and meets strict student data privacy standards. The digital learning applications used in specific courses are listed on the course syllabi, and a complete directory of all approved apps is also available on the [OCPS website](#). If parents have any questions or concerns regarding digital learning applications, they should contact apps@ocss-va.org.

Digital Learning Applications Acknowledgement 2025-2026

Complete the information below or on the Google form acknowledging that you have read the process for addressing concerns related to the use of digital learning applications.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

School Board Members

Melissa Anderson, Chair	District I
Darlene Dawson, Vice - Chair	District II
Jack Rickett	District III
Vacant	District IV
Sandy Harrington	District V

Administrative Staff

Daniel Hornick	Superintendent
Judy Woolfrey	Executive Director of Elementary Instruction
Susan Aylor	Executive Director of Special Education and Student Services
Julie Miller	Supervisor of School Nutrition
Yvonne Dawson	Executive Director of Human Resources
Lisa Frady-Lawhorn	Chief Financial Officer
Renee Honaker	Executive Director of Secondary Instruction
Heidi Lohr	Supervisor of Head Start
Brandon Bennett	Director of Technology
Marshall Rutter	Director of Facilities and Maintenance
Justin Sarver	Executive Director of Transportation and School Safety

Principals

Brandi Shumake
Merilee Grubb
Jay Snyder
Lee Finger
Lawyer Johnson
Aimee Jakubik
Marlene Rombach
Renee Bourke
Nick Sodano

Schools

Gordon-Barbour Elementary School
Lightfoot Elementary School
Locust Grove Elementary School
Locust Grove Primary School
Orange Elementary School
Unionville Elementary School
Locust Grove Middle School
Prospect Heights Middle School
Orange County High School

Phone #

540-661-4500
540-661-4520
540-661-4440
540-661-4420
540-661-4450
540-661-4540
540-661-4444
540-661-4400
540-661-4300

Annual Notification

It is the responsibility of the School Board to adopt policies and regulations for the conduct of students. All policies and regulations noted in this handbook remain subject to change by the School Board. Please reference the school division website for the most up-to-date and complete version at www.ocss-va.org. This handbook provides a brief description of notifications to parents and students. It is not designed to provide a comprehensive description of all policies and regulations. Copies are available to citizens who do not have online access.

Academic Programs and Services

The Orange County School Board has developed and implemented a program of instruction for grades kindergarten through 12 that is aligned to the Standards of Learning established by the Board of Education and that meets or exceeds the requirements of the Board of Education. Programs in career and technical education, gifted education, limited English proficiency, and special education are included.

Academic and Career Plans

In accordance with 8 VAC 20-131-140, the Academic and Career Plan is designed to be a working document that maximizes student achievement by having the student accomplish goals in middle and high school that lead to postsecondary and career readiness. Students begin development of a personal Academic and Career Plan in seventh grade, with completion by the fall of the student's eighth-grade year. The Plan is student-driven and maintained by school professionals working cooperatively to assist the student in reaching his or her goals in the most logical academic and career path. Guardians should review their son or daughter's Academic and Career Plans by logging into PowerSchool and navigating to Xello. For more information, please contact your child's school counselor.

From VDOE:

"The Academic and Career Plan shall be signed by the student, student's parent or guardian, and school official(s) designated by the principal. The Plan will be included in the student's record and must be reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The schedule for revising the Plan may be determined by the school division. The school shall have met its obligation for parental involvement if it makes a good faith effort to notify the parent or guardian of the responsibility for the development and approval of the Plan."

"Required components of the Academic and Career Plan shall include, but not be limited to:

- The student's program of study for high school graduation that is aligned with a postsecondary career pathway and/or college entrance;
- A postsecondary career pathway based on the student's academic and career interests; and
- A signature from the student, student's parent or guardian, and school official(s) designated by the principal."

Acceptable Computer System Use and Care-Policy IIBEA/GAB

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, remote network access, cloud services, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material. No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet. For Acceptable Computer System Use and Care guidelines refer to the "Electronic Device Handbook" found on the division's Technology webpage.

Admission of Homeless Children-Policy JECA

The Orange County School Board is committed to educating homeless children and youth. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. The school division coordinates the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve inter-divisional issues.

Annual Notification - Americans with Disabilities Act

Orange County Public Schools, in compliance with the Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2009, Section 504 of the Rehabilitation Act of 1973, and Regulation 1310 Civil Rights, Title IX, Section 504, gives notice of adopting a District individual to coordinate compliance efforts for persons with disabilities [N.E.(1995)]. The District 504 Coordinator will coordinate efforts to comply with and carry out mandates and responsibilities, including any investigation or any complaint communicated to alleged noncompliance, and make available to all interested individuals the name, office address, and telephone number of the designated pursuant. If you have questions related to Section 504, or suspect your child may need accommodations or modifications due to a substantial impact of a physical or mental impairment, contact your child's building principal or Nora Brooking, Coordinator of Special Education and Student Services at (540) 661-4541 or nbrooking@ocss-va.org.

Annual Notice (Special Education)

A free and appropriate public education is provided to persons with disabilities ages 2-21 who live in Orange County, Virginia. Programs and services are provided to persons who are:

Learning Disabled	Visually Impaired
Hearing Impaired	Autistic
Emotionally Disturbed	Deaf
Orthopedically Impaired	Deaf/Blind
Multiple Disabilities	Other Health Impaired
Speech/Language Impaired	Traumatic Brain Injury
Developmentally Delayed	Intellectually Disabled

A Local Advisory Committee advises the county schools on the needs of special education in Orange County. Members of the Local Advisory Committee are available to assist those seeking information concerning special education. Persons interested in more information about special education or in making referrals should contact the Executive Director of Special Education and Student Services at 661-4555.

Asbestos

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), a plan for the management of asbestos in the Orange County School Division was developed and implemented prior to July 9, 1989. The plan may be inspected by any interested person during normal work hours by contacting the building level principal or the Director of Facilities & Maintenance at the Orange County School Board Office.

Character Education-Policy IGA1

The Orange County School Board provides, within its existing program, a character education program in its schools. The character education program shall occur during the regular school year. The purpose of the program is to foster 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. The program is cooperatively developed with students, parents and the community. Specific character traits emphasized shall include trustworthiness, respect, responsibility, fairness, caring and citizenship.

Compulsory Attendance Law-Policy JEA

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth

birthday shall send such child to a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement. Further, in the case of any five-year-old child, the requirements of this policy may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Digital Learning Applications

OCPS utilizes digital learning applications to enhance classroom instruction. Each app undergoes a rigorous approval process to ensure it aligns with the curriculum and meets strict student data privacy standards. The digital learning applications used in specific courses are listed on the course syllabi, and a complete directory of all approved apps is also available on the OCPS website. If parents have any questions or concerns regarding digital learning applications, they should contact apps@ocss-va.org.

Directory Information-Policy JO-R

Directory information is 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 student's name, address, photograph, and grade level. Directory information may not include the student's social security number. Unless a parent or eligible student (a student 18 or older) has opted out of such disclosures using the Option to Opt-Out of Release of Directory Information to the Public form found on page 3 of the Parent-Student Handbook or on www.ocss-va.org, certain information contained in a student's educational record which has been designated as directory information, may be released without parental consent, as provided in regulation JO-R. No school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) or the Virginia Freedom of Information Act unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Emergency Procedures-Policy EB

Each school has a written school crisis, emergency management and medical emergency response plan that will be reviewed and discussed with students during the first week of school. Each school's plan will vary depending on the building, age of students and other circumstances related to that building. Plans are reviewed annually by the School Board.

English Learners-Policy IGBF

The Orange County School Board provides programs to improve the education of English learners by assisting children to learn English and meet Virginia's challenging academic content and student academic achievement standards.

FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Orange County Public Schools shall provide a parent or eligible student, when requested, a copy of the student's education record within 45 days of the initial request and in accordance with the fee for copies of records.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials including the School Resource Officers with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within the juvenile justice system, pursuant to specific State law.

Instructional Materials – Policy IIA

The Orange County School Board is responsible for the selection and use of instructional materials. For the purposes of this policy:

1. "Instructional material" and "instructional materials" mean any content used by one or more students for an educational purpose, regardless of (a) its format, whether printed, representational, audiovisual, electronic, or digital (such as materials, social media content, and software applications accessible through the internet), or (b) the time, place and manner in which the content is used. Library materials are considered instructional materials when used (i) for completion of an assignment, or (ii) as part of an academic or extracurricular educational program. This includes any division, school, and/or classroom purchased or created assessments. However, the phrases "instructional material" and "instructional materials" do not include standardized national or state assessments, such as ACT, SAT, NAEP, and AP or SOL exams.
2. "Parent" or "parents" as defined in the Code of Virginia Section 22.1-1, mean any parent, guardian, legal custodian, or other person having control or charge of a child.
3. "Sexually explicit content" as defined in the Code of Virginia Section 2.2-2827, means (i) any description of or (ii) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as nudity is defined in Section 18.2-390, sexual excitement, sexual conduct or sadomasochistic abuse, as also defined in Section 18.2-390, coprophilia, urophilia, or fetishism.

At least thirty (30) days prior to the use of any instructional materials with sexually explicit content, principals shall provide written notice to parents that (i) specifically identifies the instructional materials with sexually explicit content, (ii) informs parents of their right to review such instructional materials, and (iii) informs parents of their right to have their child use, in a non-punitive manner, alternative instructional materials that do not include sexually explicit content. Such notice shall be provided in writing to parents by U.S. mail, e-mail, and/or in person at a parent-teacher meeting.

R-rated and sexually explicit instructional materials are prohibited in elementary and middle schools. In high school, R-rated instructional materials (using the Motion Picture rating as a guide) and sexually explicit instructional materials should be examined to determine if they are of instructional value in classroom use.

Internet Privacy-Policy KBE

The Orange County School Board is committed to complying with the Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act. The Orange County School Board does not collect unnecessary personal information by means of its website and collects only appropriate personal information to the extent necessary to serve its constituents and the community.

Personal information collected and retained by the school division's website is maintained in compliance with the Government Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the superintendent or the superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete, or irrelevant information may do so by procedures established by the superintendent or the superintendent's designee. The School Board informs the public of any personal information collected through its website and has posted the privacy statement.

Library Notification

If you wish to receive an email notification when your child checks out a library book, please select yes on the accompanying Google Form. If you wish to make a change during the school year, please use the following form: [Library Notification Form](#)

Mandated Screenings

Vision and hearing screenings are mandated by Code of Virginia Law 22.1-273 for all new students and students in grades K, 3, 7, and 10. The school nurse will conduct and/or coordinate screenings during the first 60 days of schools and referrals will be sent home by winter break. If you have any helpful information regarding your student's vision or hearing, please send in a note to your school nurse. If you object to the screenings due to religious reasons, this must be documented in writing to the school nurse and building administrator.

Military Recruiters and Institutions of Higher Learning-Policy JO

The Orange 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. The school division notifies parents of the option to make a request and complies with any request. 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.

Nondiscrimination-Policy AC, JB, JBA

Equal educational opportunities are available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis. Educational programs are designed to meet the varying needs of all students.

Parent and Family Engagement-Policy IGBC

The Orange County School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Orange County School Board endorses the parent and family engagement goals of Title I (20 U.S.C. § 6318) and encourages the regular participation by parents and family members of all children including those eligible for Title I and English learner programs in all aspects of those programs.

Parental Responsibility and Involvement Requirements

Pursuant to the Code of Virginia, § 22.1-279.3, each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of the Code of Virginia 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of the Code of Virginia § 22.1-279.3, and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

Promotion, Retention and Remediation-Policy JEH

Discussions regarding the retention of elementary and middle school students will involve all of the major stakeholders, including but not limited to the following: the teachers, the parents, the principal or designee, the guidance counselor and other specialists as needed. The final decision to retain or promote a student will be made by the building administration and based on multiple criteria outlined in the full policy. Students who are at risk of being retained will be identified early in the school year. Teachers working with children who are candidates for retention will seek additional help and advice through Response to Interventions (RtI). Parents will be contacted by the school as early as possible but no later than the third grading period (newly enrolled students may be an exception) and informed of the possibility of retention. The school will continue to communicate with parents (phone calls, letters, conferences) throughout the school year on the status of their child's progress.

Prosecution of Juveniles as Adults-Policy JFCL

Information developed by the Office of the Attorney General regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes can be found at www.ocss-va.org in the "Additional Resources" section on the "Parents" page.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole, or in part, by a program of the U.S. Department of Education (USDOE).
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law, to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum. Orange County Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The Orange County Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Orange County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive

changes. (**See OCPS Policy JOB**) The Orange County Public Schools will also directly notify, such as through U.S. Mail or electronic mail (email), parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Orange County Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole, or in part, by USDOE.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Safety Drills-Policy EBCB

Fire Drills

Each school holds fire drills during school session in accordance with the requirements of the Statewide Fire Prevention Code (Virginia Code §27-94. et seq.) Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least once during the first 20 school days of each school session. Each school holds at least, one additional lock-down drill after the first 60 days of the school session, and two additional lock-down drills throughout the school year. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. Such notice is not required to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session. The Superintendent develops procedures to implement such exemption. Each pre-kindergarten and kindergarten student participates in each lock-down drill after the first 60 days of each school session.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Tornado Drills

There is at least one tornado drill every school year in every school.

Emergency Situations

In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

Sudden Cardiac Arrest Drills

At least annually, each school will practice responding to sudden cardiac arrest on school grounds in accordance with each school's established cardiac emergency response plan (CERP).

Bleeding Control Kits

Every school building with a bleeding control kit will present such kits during all safety drills.

School Counseling Services-Policy IJ

Each school provides guidance and counseling services to all students.

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek postsecondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities, and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student's parents object.

School Lunch Program

Orange County Public Schools participate in the National School Breakfast and National School Lunch programs administered through the U.S. Department of Agriculture (USDA). Participation in these programs requires that our cafeterias adhere to strict nutritional requirements as provided by the USDA and the Virginia Department of Education (DOE). All students will receive free meals each day under the federally funded Community Eligibility Provision (CEP). There is no charge for breakfast and lunch each school day.

2025-2026 Meal Prices FREE

Families are encouraged to apply for SNAP at <https://commonhelp.virginia.gov/>.

A la carte purchases will be available in addition to the provided meal selections. Cafeteria staff will utilize electronic meal accounts for sales of a la carte purchases. There are two methods for providing funds to your cafeteria account:

Adding Money to an Account

1. Pre-payment through *K12PaymentCenter* program
 - go to the *K12PaymentCenter* website at www.k12paymentcenter.com,
 - create an account,
 - deposit funds in your child's meals account.
2. Cash or check deposited through the food services cashier. Please note that the cashiers are not permitted to provide change. Any additional money after the sale will be credited to your account. Parents and guardians may make deposits into their child's/children's accounts in cash or by check at any school through the food services cashier. Payments may be made daily or, as a convenience to parents and to avoid the creation of a negative balance, you are invited to deposit additional monies for future purchases.

Students who may have a balance at the end of the current school year will carry over for their use for the next school year. If the student is not returning, a refund check can be mailed to the household or parents may request that we credit this amount to another student's account. To request a transfer or refund of meal funds please send a letter to the Food Service Office indicating your request for refund or the name of the student to whom you wish the funds be transferred. Include your name, address, phone number and your student's name. Mail to: TEAC, Food Service Office, 200 Dailey Drive, Orange VA 22960.

USDA Subsidy Program

All lunch and breakfast meals are subsidized by the USDA.

Sex Offender Registry-Policy KN

The Orange County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Orange County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police). The Virginia State Police Sex Offender and Crimes Against Minors Registry is available at www.sex-offender.vsp.virginia.gov/sor/.

Standards of Learning (SOL)-Policy IKF

The Board of Education has established educational objectives known as the Standards of Learning, which form the core of Virginia's educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond. The Orange County School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets and exceeds the requirements of the Board of Education.

Student Absences/Excuses/Dismissals-Policy JED**Student Attendance Policy**

Student attendance is a cooperative effort, and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law. All parents/guardians should inform the school regarding all absences. Absences for which the school receives no information are considered unexcused. Excused and unexcused absences are defined in the Parent/Student Notification Handbook that is published annually at the beginning of each school year.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

Parents of students who are absent must provide a valid note stating the reason for the absence upon return to school. The Superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The Superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the Superintendent or designee.

An attendance officer, or a division Superintendent or the Superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the

filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division Superintendent to seek immediate compliance with the compulsory school attendance law.

Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school Principal, Principal's designee, attendance officer or other school personnel notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Responsibilities

Parent/Guardian- It is the parent/guardian's responsibility to:

- facilitate communication by providing accurate information to the school staff regarding an emergency telephone number and current mailing address, and anticipated absences;
- notify the school staff of any change of pertinent information; and
- promote the proper attendance of their child by adhering to the Orange County Public Schools attendance policies and supporting school officials in their efforts.

Student- It is the student's responsibility to:

- be present at school every scheduled school day for the entire day unless meeting the criteria for an excused absence;
- makeup all school work when absent from school.

School- It is the responsibility of the school to:

- attempt to contact the parent/guardian whenever their child is absent from school; and
- document that a reasonable effort to contact parents was made. The documentation of each accumulated absence shall be the responsibility of the school. Late arrivals (tardies) and early dismissals will also be documented by each school. The determination of excused or unexcused will be in accordance with state and county policy. The principal or designee is to enforce and implement the Orange County Public Schools attendance policies and regulations and apply them to all students and parents.

B. Compulsory School Attendance Procedures for Absences

a. Upon Third Consecutive Absence

If (1) a student accrues a total of three consecutive absences or more than five absences total, for the school year, and (2) reasonable efforts to notify the parent of the absences have failed, then the Principal, or Principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person through telephone conversation, or through the use of other communication devices to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance.

Upon the sixth absence the Principal or Principal's designee will require an in-person or over the phone meeting with the parent or guardian and student to create a plan for improving the student's attendance. The purpose of the school attendance meeting is to:

- 1) discuss and document the problems causing unsatisfactory school attendance;
- 2) formulate reasonable solutions to those problems;
- 3) assign responsibilities and requirements to the parent and student for implementing the plan; and
- 4) outline the legal and educational consequences for failure to follow the school attendance plan.

A school administrator, and/or school counselor and/or designee will attend the meeting and be responsible for developing the school attendance plan. A copy of the school attendance plan will be given to the parent/guardian (sent by postal mail at last known address if not present in person), a second copy is to be filed in the student's cumulative educational records and a third copy will be sent to the school division's Attendance Officer. Special Education students may have an IEP committee meeting to review the student's current educational goals and accommodations to add proper school attendance goals if needed.

b. Upon Additional Absences

If a school attendance plan has been adopted and the pupil is absent for more than one additional day after five absences, a documented reasonable effort of contact by the school Principal or Principal's designee with the student's parent/guardian will be made to conference with the pupil, the pupil's parent and school personnel by either telephone, email, postal mail, school meeting or home visit. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § [16.1-228](#) or (ii) institute proceedings against the parent pursuant to Va. Code § [18.2-371](#) or § [22.1-262](#). In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § [20-124.2](#) and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

C. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the Principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

D. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the Superintendent the number of students by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

E. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the student. Students are released only on request and authorization of a parent or guardian. The Superintendent establishes procedures for release of students who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school when a student's parent or guardian requests an early dismissal.

Student Conduct - Positive and Preventative Student Conduct

The vision of Orange County Public Schools (OCPS) is to improve the future by empowering our students to value learning, reach their full potential, and achieve their goals. To ensure that our schools and classrooms are places where students can accomplish this vision, we must ensure we have safe, supportive, and equitable learning environments that extend beyond the traditional setting within a school, to a virtual setting in our current educational structure as well.

Just as the Virginia Tiered System of Supports (VTSS) provides a framework that allows divisions and schools to provide multiple levels of tiered support to students, this guide also provides a leveled system of responses to discipline incidents that uses instructional, restorative and age-appropriate responses while promoting the character development and trauma informed care of our students. It encourages partnerships with students, families, and community providers to improve school climate and promote positive outcomes for learning as attributed in the Virginia Board of Education's Profile of a Virginia Graduate.

It is important that all adults in the school be responsible for providing instruction and guided practice to reinforce appropriate behavior while maintaining a clear focus on prevention. It is our belief that students will be empowered to value learning, reach their full potential and achieve their goals when our schools and classrooms are safe, supportive and equitable learning environments. Please refer to the [Code of Student Conduct](#) for all policies, procedures and expectations.

Student Fees and Procedures for Waiver or Reduction of Fees-Policy JN-R

In accordance with Policy JN, "Student Fees, Fines and Charges," this regulation sets forth fees that may be charged to students and/or parents of students. It also provides guidance for the reduction or waiver of fees for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Teacher Qualifications

Parents/Guardians with students in Title I schools including Orange Elementary, Gordon-Barbour Elementary, Unionville Elementary and Lightfoot Elementary Schools may request and the division will provide (in a timely manner) information regarding the professional qualifications of the student's classroom teachers including whether the teacher 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) is teaching under emergency or other provisional status and 3) is teaching in the field of discipline of the teacher's certification. Parents may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications.

Testing Transparency and Parent Opt-Out

Parents/Guardians with students in Title I schools including Orange Elementary, Gordon-Barbour Elementary, Unionville Elementary and Lightfoot Elementary may request, and the division will provide (in a timely manner), information regarding any state or division policy regarding student participation in any assessments mandated by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable.

Transfer of Rights to Students Who Reach the Age of Majority

As per Virginia Administrative Code 8VAC20-81-180, all rights accorded to the parent(s) under the Act transfer to the student upon the age of majority (age 18), including those students who are incarcerated in an adult or juvenile federal, state, regional, or local correctional institution. The local educational agency shall notify the parent(s) and the student of the follow:

- a. That educational rights under the Act will transfer from the parent(s) to the student upon the student reaching the age of majority; and
- b. That procedures exist for appointing the parent(s) or, if the parent(s) are not available, another appropriate individual to represent the educational interests of the student throughout the student's eligibility for special education and related services if the student is determined not to have the ability to provide informed consent with respect to the educational program.

For additional information, refer to the Virginia Administrative Code 8VAC20-81-180.

Use of Tobacco and Nicotine Vapor Products

The following information is to inform parents and students about the health risks of using tobacco and nicotine vapor products.

The nicotine in any tobacco product readily absorbs into the blood when a person uses it. Upon entering the blood, nicotine immediately stimulates the adrenal glands to release the hormone epinephrine (adrenaline). Epinephrine stimulates the central nervous system and increases blood pressure, breathing, and heart rate. As with drugs such as cocaine and heroin, nicotine activates the brain's reward circuits and also increases levels of the chemical messenger dopamine, which reinforces rewarding behaviors. Studies suggest that other chemicals in tobacco smoke, such as acetaldehyde, may enhance nicotine's effects on the brain.

Although nicotine is addictive, most of the severe health effects of tobacco use comes from other chemicals. Tobacco smoking can lead to lung cancer, chronic bronchitis, and emphysema. It increases the risk of heart disease, which can lead to stroke or heart attack. Smoking has also been linked to other cancers, leukemia, cataracts, Type 2 Diabetes, and pneumonia. All of these risks apply to use of any smoked product, including hookah tobacco. Smokeless tobacco increases the risk of cancer, especially mouth cancers.

Additional information can be found at <https://nida.nih.gov>.

Also, the Orange County Office on Youth offers a tobacco prevention and cessation program, for more information visit <https://orangecountyva.gov/971/Tobacco-Prevention-and-Cessation-Program>.

Visitors to Our Schools

Orange County Public Schools strives to provide the safest possible environment for students, staff, and visitors. Therefore, immediately upon entering the building, all visitors (parents, substitutes, vendors, volunteers, etc.) must report to the office or front counter to identify themselves and provide the purpose of their visit. Everyone who visits our building must provide a valid photo ID. Each visitor's ID will be scanned into the Raptor Visitor Management System and a visitor sticker will be issued. Orange County employees may wear their Orange County employee badge in lieu of a visitor sticker. All visitors are required to wear a properly issued visitor sticker or badge which must be visible at all times.

Please complete the 2025-2026 Parent/Student Notification Acknowledgement form linked below.
[OCPS 25-26 Parent/Student Notification Acknowledgement Form](#)

Gordon-Barbour Elementary School

Grades K-5
500 W. Baker Street
Gordonsville, VA 22942
Phone: 540-661-4500
Fax: 540-661-4499
Brandi Shumake, Principal

Lightfoot Elementary School

Grades 3-5
11360 Zachary Taylor Highway
Unionville, VA 22567
Phone: 540-661-4520
Fax: 540-661-4519
Merilee Grubb, Principal

Locust Grove Elementary School

Grades 3-5
31208 Constitution Highway
Locust Grove, VA 22508
Phone: 540-661-4440
Fax: 540-661-4483
Jay Snyder, Principal

Locust Grove Primary School

Grades K-2
31230 Constitution Highway
Locust Grove, VA 22508
Phone: 540-661-4420
Fax: 540-661-4419
Lee Finger, Principal

Orange Elementary School

Grades K-5
230 Montevista Avenue
Orange, VA 22960
Phone: 540-661-4450
Fax: 540-661-4449
Lawyer Johnson, Principal

Unionville Elementary School

Grades K-2
10285 Zachary Taylor Highway
Unionville, VA 22567
Phone: 540-661-4540
Fax: 540-661-4539
Aimee Jakubik, Principal

Locust Grove Middle School

Grades 6-8
6368 Flat Run Road
Locust Grove, VA 22508
Phone: 540-661-4480
Fax: 540-661-4482
Marlene Rombach, Principal

Prospect Heights Middle School

Grades 6-8
202 Dailey Drive
Orange, VA 22960
Phone: 540-661-4400
Fax: 540-661-4399
Renee Bourke, Principal

Orange County High School

Grades 9-12
201 Selma Road
Orange VA 22960
Phone: 540-661-4300
Fax: 540-661-4299
Nick Sodano, Principal

Orange County Head Start

Taylor Education Administration Complex
Head Start Center
200 Dailey Drive
Orange, VA 22960
Phone: 540-661-4470
Heidi Lohr, Supervisor

Orange County Public Schools

Taylor Education Administration Complex
200 Dailey Drive
Orange VA 22960
Phone: 540-661-4550
Fax: 540-661-4599
www.ocss-va.org