

PAGE COUNTY PUBLIC SCHOOLS



We are committed to maximizing every
student's potential - whatever it takes.

PARENTAL NOTIFICATION HANDBOOK

2011-2012

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We are committed to maximizing every student's potential - whatever it takes.
Randall W. Thomas, Division Superintendent

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August, 2011

Dear Parent:

The purpose of the Parental Notification Handbook is to provide parents with access to information and notifications required by the Virginia Department of Education and the federal government.

Parents are requested to review all the information in the handbook. If you have any questions, please contact me at the School Board Office.

Sincerely,

Dr. Paul D. Johnson
Director of
Human Resources and
Administration (540) 743-6533
pjohnson@pagecounty.k12.va.us

An Equal Opportunity Employer

The Page County School Board does not discriminate on the basis of race, color, national origin, age, religion, marital status, disability or sex in its education programs or employment.

Page County Public Schools

Internet Acceptable Use Policy Student Statement of Acceptance Revised - March 2009

Page County Schools use a variety of educational technologies to enhance student learning. Use of the Internet, which is a worldwide network of computers linked to each other, can provide unique educational resources for student research and learning. Internet resources can change the way in which students access information and can provide a wealth of information for research and inquiry. The ability to gain access to an unlimited amount of data is an invaluable benefit for students. Access to the Internet for students is a **privilege** provided in libraries, computer labs, and classrooms in our county schools.

Students are responsible for good behavior on school computer networks, just as they are in a classroom or school hallway. In order for a student to be given Internet access privileges, his or her parent/guardian must first grant permission by agreeing to and signing the **Parent Permission Form**. Second, the student must sign this **Internet Acceptable Use Policy for Students** thus showing their agreement to abide by the policies stated.

Acceptable Uses

- School technologies are for the educational use of students. Student uses of computers are to be limited to activities that reinforce/enhance the essential skills as stated in the *Virginia Standards of Learning* and/or objectives of classroom instruction.
- The primary use of the Internet is for research and inquiry that enhances student learning. **The playing of games that do not support the learning of essential skills, visiting chat rooms, instant messaging, downloading files, playing music, student email (unless a component of a teacher-driven project), and streaming non-curriculum related videos are not allowed.**
- Vandalism is **NOT** acceptable and will not be tolerated. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data, including, but not limited to: uploading, creating, or transmitting computer viruses, tampering with computer programs, and changing or deleting files other than your own. Such behavior may result in cancellation of user privileges **and** disciplinary action.

Access Restrictions

Page County Schools utilizes software that provides Internet control, monitoring and filtering. This software is critical since it allows valuable on-line Internet access while restricting access to specific unwanted categories including pornography, gambling, illegal drugs, criminal skills, games, etc. However, occasionally Internet users are able to access inappropriate material. In such instances, the student is required to immediately close out of the inappropriate site and report this finding to the closest school staff.

Students can also gain access to inappropriate, non-educational websites by the use of a proxy or proxy-like application that allows unfiltered access by bypassing the security/filtering system. Using, attempting to use or searching for such applications by students (and all school personnel) will not be tolerated.

Rights and Responsibilities

- Access is a privilege, not a right; students are responsible for their use of the Internet. The use of the Internet should be for the purpose of education and research and must be consistent with the educational goals of Page County Schools.
 - Students must comply with all school, local, state, and federal laws including those regarding the transmission of copyrighted, threatening, or obscene material. In addition, the Internet may **NOT** be used for commercial activities, product promotion, political lobbying (unless a component of a teacher-driven project), or illegal activities.
 - Student access to the Internet must be under the supervision of instructional faculty and staff members. Students must not access the Internet if school personnel are not monitoring their activities.
 - Network drives are created to allow students and instructional personnel a place to save materials in a convenient and quick manner. These shared drives should not be considered private but **NO** student has the right to delete or modify another person's saved materials. The deleting/modifying of any files other than your own will be viewed as stealing/destroying/defacing of property. Files containing content in support of illegal activities or conflicting with school policies will be reported to the authorities, and disciplinary actions will follow.
 - Students must respect copyrights and give appropriate credit.
 - As stated in the *Page County Public Schools Student Code of Conduct and Attendance*: "any type of electronic or mechanical device which distracts or impedes the educational process is prohibited". This includes but is not limited to personal laptops and other Internet accessible devices which are prohibited without prior permission of building administrator.
- **Any user violating these provisions, state or federal laws, classroom or school district rules, is subject to loss of Internet privileges and other student disciplinary actions, including criminal prosecution.**

Network Etiquette

- Be polite, courteous, and respectful in all network activities; rudeness is unacceptable.
- Use appropriate language; do not use profanity, vulgarities or other abusive or inappropriate language.
- Transmission of obscene materials is prohibited. Users who inadvertently access information that is objectionable should report any such activity to the supervising teacher immediately.
- Do not reveal your personal address and phone number or those of other students.
- Do not share your password or use another person's password.

I have read and understand my responsibilities as outlined in this policy. I agreed to abide by all regulations outlined above. I understand that my failure to do so will result in loss of privileges and disciplinary actions.

Student Name (please print)

Student Signature

Date

Page County Public Schools

Internet Acceptable Use Policy Parental Permission for Student Revised – March 2009

Page County Schools use a variety of educational technologies to enhance student learning. Use of the Internet, which is a worldwide network of computers linked to each other, can provide unique educational resources for student research and learning. Web based educational programs to which the county subscribes are an integral part of daily instruction. Internet resources can change the way in which students access information and can provide a wealth of information for research and inquiry. Access to the Internet for students is a **privilege** provided in libraries, computer labs, and classrooms in our county schools.

The ability to gain access to an unlimited amount of data is an invaluable benefit for students. However, on a global network it is impossible to control all materials. Ultimately, school staff, parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. Staff members will make every effort to ensure that student use of the Internet is appropriate and educational.

Page County Schools utilizes software that provides Internet control, monitoring and filtering. This software is critical since it allows valuable on-line Internet access while restricting access to specific unwanted categories including pornography, gambling, illegal drugs, criminal skills, and games. However, occasionally Internet users are able to access inappropriate material. In such instances, the school system expects the students to immediately close out of the inappropriate site and report this finding to the closest school staff. Students can also gain access to inappropriate, non-educational websites by the use of a proxy or proxy-like application that allows unfiltered access by bypassing the security/filtering system. Using, attempting to use or searching for such applications by students (and all school personnel) will not be tolerated.

If parents grant permission for their child to use the Internet, the child will be informed of his/her responsibilities and be required to sign a form agreeing to abide by stated rules and regulations (Student Acceptable Use Policy) before Internet access will be granted. **Any user violating these provisions, state or federal laws, classroom or school district rules, is subject to loss of Internet privileges and other student disciplinary actions, including criminal prosecution.**

Page County Schools support and respect the rights of parent(s) or guardian(s) to decide whether or not to allow their child access to the Internet.

-----Cut here and return the bottom portion to school personnel-----

<input type="checkbox"/> Do	give permission for my child to have access to the Internet. I understand that my child must follow school guidelines while on the Internet to keep these privileges.
<input type="checkbox"/> Do NOT	give permission for my child to have access to the Internet.

Child's Name (please print)

Signature of Parent / Guardian

Date

Animal Dissection

The Page County School Board provides one or more alternatives to animal dissection for students enrolled in biological sciences classes that incorporate dissection exercises. These alternatives may include computer programs, internet simulations, plastic models, videotapes, digital videodiscs, and charts. The alternative techniques require a comparable amount of time and effort as do the dissection exercises and provide comparable depth and scope of learning. The alternative techniques provide the student, through means other than dissection, with knowledge similar to that expected to be gained by other students in the course who perform, participate in or observe that dissection. Testing procedures that do not require the use of dissected specimens are provided for those students who choose an alternative technique.

A student's objection to participating in an animal dissection should be substantiated by a signed note from his or her parent or guardian.

Asbestos

We have a full asbestos inspection every three (3) years by a reputable company. Our maintenance supervisor completes inspections twice a year and he is certified in asbestos awareness. All of our maintenance and custodian personnel are involved in asbestos awareness training.

Availability of the Page County Public Schools Policy Manual

A current copy of the Page County Public Schools Policy Manual is available in the library of each school, the public libraries in Luray, Stanley, Shenandoah, and is also available on the Internet at the following location: <http://eclipse.pagecounty.k12.va.us>, then click on the “Board Docs” button.

Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Page County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Page County Public Schools may disclose appropriately designed “directory information” without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Page County Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- **A poster, showing your student’s role in a drama production;**
- **The annual yearbook;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**
- **Sport activity sheets, such as for football, showing weight and height of team members.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiter, upon request, with three directory information categories - names, address and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Page County Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 30th. Page County Public Schools has the following information as directory information:

- **Student’s Name**
- **Address**
- **Telephone Listing**
- **Grade Level**
- **Parent’s Name**

Non-Discrimination - Title IX

I. Policy Statement

The Page County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Page County School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Page County School Board shall not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

The statement, “Page County School Board is an equal opportunity employer,” shall be placed on all employment application forms.

II. Notice of Policy/Prevention

This policy shall be: (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

III. Complaint Procedure

A. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the compliance officers designated in this policy. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the compliance officers designated in this policy. Any complaint that involves the compliance officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the Superintendent. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the Superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the school board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the superintendent or designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action if any should be taken.

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the compliance officer's report or the time a committee is appointed, if there is no standing committee.

The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken. The written decision must be mailed to or personally delivered to the complainant within five calendar days of the issuance of the decision. If the superintendent or committee concludes that prohibited discrimination occurred, the Page County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

D. Appeal

If the superintendent or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, or the committee, whichever issued the written decision, and any other individual the School Board deems relevant.

1. Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

E. Compliance Officer and Alternate Compliance Officer

The Page County School Board has designated Dr. Paul D. Johnson, Director of Human Resources/Administration, 735 West Main Street, Luray, VA 22835, (540) 743-6533 as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer Mrs. Donna Whitley-Smith, Assistant Superintendent for Instruction, 735 West Main Street, Luray, VA 22935, (540) 743-6533. The Compliance Officer shall:

- receive reports or complaints of discrimination;
- oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;

- **insure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, including the authority to protect the alleged victim and others during the investigation.**

All employees shall be notified annually of the names and contact information of the compliance officers.

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. False Charges

Employees who make false charges of discrimination shall be subject to disciplinary action.

REPORT OF DISCRIMINATION

Name of Complainant:

For Employees, Position:

For Applicants, Position Applied For:

Address and Phone Number:

Date(s) of Alleged Discrimination:

Names of person(s) you believe discriminated against you or others:

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident occurred. Please name any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant

Date

Complaint Received By:

Compliance Officer

Date

Page County Public Schools

Family Life Education

Permission/Opt-Out Form

School: _____

Student's Name: _____

Student's Grade Level: _____

Homeroom Teacher: _____

If you would like to view the Family Life Education Curriculum prior to the teaching of this material, please call the school and make an appointment with the school nurse.

My child does not have permission to participate in the Family Life Education Program

I understand that I will be notified if any of the curriculum I object to is required by the state statute. If you have any questions, please feel free to contact the school principal.

Parent/Guardian Signature: _____

Date: _____

Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“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 of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) 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.**
- 2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.**
- 3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school 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; or a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a parent or student 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.**
- 4. The rights to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with 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, SW
Washington, DC 20202-4605**

**Page County Public Schools
Guidance and Counseling Program**

The Standards of Quality of the Commonwealth of Virginia require that each school provide guidance and counseling services to all students. The purpose of the Page County Public Schools' programs is to assist in the development of all children by providing services in academic guidance, career guidance, and personal/social guidance and counseling. The program objectives are consistent with the Virginia Standards of Learning guidance and counseling objectives. Materials used in the program are available for review by contacting the school counselor or principal.

Page County Public Schools strive to make available these guidance and counseling services:

- a) Academic guidance, which assists students and their parents in acquiring knowledge of the curricula choices available to students, in planning a program of studies, in arranging and interpreting academic testing, and in seeking post-secondary academic opportunities;**

- b) Career guidance, which helps students to acquire information and to plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;**

- c) Personal/social guidance and counseling, which assists students in developing an understanding of themselves, as well as, the rights and needs of others. Personal/social guidance and counseling also assists students in resolving conflict and in defining individual goals that reflect their interests, abilities and aptitudes. Personal/social guidance and counseling may be provided either in classroom guidance sessions or through structured individual or small group counseling which focuses on the specific concerns of the participant(s).**

- d) Consultation and referral services, which assist administrators, teachers, students, and parents in helping students with academic or personal needs.**

The following provisions have been adopted by the Page County School Board:

- a) Counselors are prohibited from using counseling techniques which are beyond the scope of their professional certification or training as school counselors. This includes psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.**

- b) All information and records of personal/social counseling are to be kept confidential and separate from a student's educational records and are not to be disclosed to third parties without prior parental consent or as otherwise provided by law.**

Parents may elect in writing (county form) to have their child not participate in various aspects of the guidance and counseling program. This “opt-out” policy is applicable to the current year only, and parents must request that their child not participate on an annual basis.

c) Parents may review any material related to guidance services by contacting the counselor at their local school.

d) *No student shall be required to participate in any counseling program to which the student’s parents object.*

PAGE COUNTY PUBLIC SCHOOLS
APPLICATION FOR GUIDANCE AND COUNSELING EXEMPTION

PLEASE NOTE:

Do not fill out or return this form unless you want your child excused from one or more of the guidance counseling services listed below.

_____ **I do not want my child to participate in individual counseling.**

_____ **I do not want my child to participate in small group counseling.**

_____ **I do not want my child to participate in classroom guidance.**

Parent or Guardian: _____

Signature

Child's Name: _____

Grade: _____

Homeroom Teacher: _____

If you have any questions or concerns, please contact the school counselor or school principal.

Homeless Children

The Page County School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of service 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 interdivisional issues.

Limited English (LEP) Students

The Page County School Board shall provide programs to improve the education of limited English proficient children by assisting the children to learn English and meet Virginia's challenging academic content and student academic achievement standards.

Assessments

The School Board will annually assess the English proficiency of all students with limited English proficiency.

Notification

The School Board will, not later than 30 days after the beginning of the school year, inform a parent or the parents of a limited English proficient child identified for participation in, or participating in, a program for limited English proficient students of

- the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction education program;**
- the child's level of English proficiency, how that level was assessed, and the status of the child's academic achievement;**
- the method of instruction used in the program in which their child is or will be, participating, and the methods of instruction used in other available program, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;**
- how the program in which their child is, or will be participating will meet the educational strengths and needs of the child;**
- how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;**
- the specific exit requirements for such program, the expected rate of transition from such program into classroom that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program;**
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and**
- information pertaining to parental rights that includes written guidance**
- detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available, and**
- assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.**

For a child who has not been identified for participation in a language instruction education program prior to the beginning of the school year, the School Board shall provide the notice detailed above within 2 weeks of the child being placed in the program.

The information described above will be provided to parents in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

Students may be accepted and provided English-Second language programs if they entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition shall be charged such students, if state funding is provided for such programs.

Parental Responsibility and Involvement

Parent involvement is an essential element in effective education. Studies show that two factors are necessary to improve learning: a sound instructional program, and consistent involvement of parents and other influential adults. It is, therefore the policy of Page County Public Schools to seek avenues that allow families and the community to be involved in the education of our children. We recognize that the term “parent” refers to any adult-mother, father, older sibling, aunt, uncle, grandparents, guardian, mentor-who plays a significant role in the care of a student or students enrolled in our schools. Although parental involvement is the specific focus of this policy, it is recognized that all those concerned with education of students must work together cooperatively to meet the needs of students. Schools have the responsibility to involve parents, and parents have the responsibility to become involved in the school.

Parent involvement efforts start with a free flow of information about the school system to our community at large. This has been facilitated by the posting of School Board Meeting Agendas and subsequent actions on Board Docs, the publication of two widely circulated community newsletters per year, and the willingness of the local paper to spotlight individual schools on a regular, rotating basis. Opportunities for involvement are strengthened through the formal appointment of parents and interested community members to critical committees, including the Special Education Advisory Committee, the Gifted and Talented Advisory Committee, the Strategic Six Year Plan Committee, the Facilities Use Policy Committee, the Title 1 District Advisory Council, and the Page County Educational Foundation.

Individual school encourage parents to work as partners in their children’s education, and offer a variety of opportunities to address the diverse needs of working parents. Volunteer efforts are encouraged and take the form of everything from direct classroom assistance and mentoring to participation in PTAs and booster organizations. Each school offers unique opportunities. All seven schools stress the importance of direct contact with parents by teachers, and this is part of every teachers’ annual performance review.

Title 1 parents’ involvement begins with information about the program which is shared at the Parent Meeting early in the year. The Parent Compact spells out both responsibility of the school and the parent in forming the partnership that is critical to students success. Frequent feedback concerning the status of academic goals, the opportunity for parent/teacher conferences, and parent workshops connect parents to what is going on in the classroom. Parent newsletters in both English and Spanish provide parents with concrete tips on how to support the education efforts that start in school.

Page County Public Schools Policy for Web Publication

Page County Public Schools	http://eclipse.pagecounty.k12.va.us
Page County Web Resources	http://eclipse.pagecounty.k12.va.us/resource
Luray Elementary School	http://eclipse.pagecounty.k12.va.us/les
Luray High School	http://eclipse.pagecounty.k12.va.us/lhs
Page County High School	http://eclipse.pagecounty.k12.va.us/pchs
Page County Technical Center	http://eclipse.pagecounty.k12.va.us/pctc
Shenandoah Elementary School	http://eclipse.pagecounty.k12.va.us/shen
Springfield Elementary School	http://eclipse.pagecounty.k12.va.us/spfd
Stanley Elementary School	http://eclipse.pagecounty.k12.va.us/stan

Web pages offer another tool to increase communication between home and school. Teachers are encouraged to create web pages for use with their classes. Teacher web pages containing any school related information can only be posted on one of the following websites:

- Quia
- Teacher Web
- other division supported web sites
- Page County Public School web server

The following guidelines must be followed when creating a web site or pages:

1. Any web page must be created in a professional manner and cannot contain any negative connotations
2. Before publishing any picture or name of a student, it is the responsibility of the person creating the web page to verify the existence of a signed permission from the parent giving consent for the release of this information. Record of this consent can be obtained from the child's homeroom teacher or school office. If record of this consent cannot be located, the responsibility of obtaining such consent becomes the responsibility of the web page creator before publication.
3. Pictures of students may not be used but NO individual student name can be displayed with the picture or in the context of the web page. Pictures can be identified by group name only (ex. 2nd grade field trip).
4. Student names may be used as long as there are NO associated pictures (ex. Science fair winners can be listed but no picture of the winners may be present on the web site).
5. A web site can contain pictures or names but cannot contain both.
6. It is the responsibility of the person creating the web page to have the completed project viewed by the building principal and obtain his/her permission for publishing. This permission must be re-obtained each time a significant change is made to the site (ex. New pictures, articles about students, or re-constructing of web page, etc). Permission need not be obtained when making changes to class assignment.

Release of Directory Information to Military Recruiters and Institutions of Higher Learning

The No Child Left Behind Act adopted by the Federal government in 2002 requires school divisions to release directory information (name, address, telephone numbers) to military recruiters or institutions of higher learning. In order to withhold your child's information, parents must notify the school that such information should not be released. Please check the appropriate box below indicating your desire.

- Yes** As the parent/guardian of a high school student in Page County Public Schools, I give the school division permission to release directory information on my son or daughter to military recruiters or institutions of higher learning as required by the No Child Left Behind Act.
(Please print student's name)

(Last Name) (First Name) (Middle Name)

- No** As the parent/guardian of a student in Page County Public Schools, I do not wish to have directory information released on my son or daughter.
(Please print student's name)

(Last Name) (First Name) (Middle Name)

Signature of Parent/Guardian: _____

Signature of Student if 18 years of age: _____

Date: _____

TO BE FILED IN STUDENT'S SCHOLASTIC RECORD

Release of Photographs for Public Media Use

The events that take place in the Page County Public School system are often news worthy. Very frequently digital photographs are taken of students participating in different instructional programs. It may be the desire of the teacher(s), administration, or local news media to publish information about such instructional programs and the photographs that accompany the information. The Page County Public School system is respectful of the rights of parent(s) and/or guardian(s) to allow or deny the use of their child's photo in the public media.

As a policy of our school division, photos of students may be placed on teacher and school web sites but the students in the photo cannot be identified by name. Likewise, student names can be included on teacher and school web sites but photos cannot accompany these names.

The policies of the local media (newspaper) are not in the control of our school division. Photographs taken by local media are usually for publication in both print and web pages and usually include both photo and names.

On an effort for us to respect your rights in determining how this information is released, please complete the following check list.

<input type="checkbox"/> Do	Give my consent to have photo(s) of my child released for publication in local newspapers knowing that the photo may appear on their web site with identification.
<input type="checkbox"/> Do not	
<input type="checkbox"/> Do	Give my consent to have photo (s) or names of my child to be released for publication on school or teacher web sites. As stated in school policy, both picture and name will not appear together.
<input type="checkbox"/> Do not	

Child's Name (please print)

Signature of Parent/Guardian

Date

Sex Offender Registry

The Page County School division recognizes the danger Sex Offenders pose to student safety. There is information in the Sex Offender and Crimes Against Minors Registry available to parents. The Internet website address is <http://sex-offender.VSP.stae.va.us/coll-ICE/>

Sexual Harassment Policy

I. Policy Statement

The Page County School Division is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, Page County School Division prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity.

It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student's or employee's race, national origin, disability or religion by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The School Division shall: (1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly take appropriate action to stop any harassment and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Sexual Harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

(i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or

(ii) submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

(iii) that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

- **unwelcome sexual physical contact**
- **unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.**
- **sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.**
- **graphic comments about an individual's body.**
- **sexual jokes, notes, stories, drawings, gestures or pictures.**
- **spreading sexual rumors.**
- **touching an individual's body or clothes in a sexual way.**
- **displaying sexual objects, pictures, cartoons or posters.**
- **impeding or blocking movement in a sexually intimidating manner.**

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

(xii) creates an intimidating, hostile or offensive working or educational environment; or

(xiii) substantially or unreasonably interferes with an individual's work or education; or

(xiv) otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- **graffiti containing racially offensive language.**
- **name calling, jokes or rumors.**
- **physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion.**
- **hostile acts which are based on another's race, national origin, religion or disability.**
- **written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.**

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG.

The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or designee determines that prohibited harassment occurred, the Page County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receive counseling.

4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Page County School Board has designated Dr. Paul D. Johnson, Director of Human Resources/Administration, 735 West Main Street, Luray, VA 22835, (540) 743-6533 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer Mrs. Donna Whitley-Smith, Assistant Superintendent for Instruction, 735 West Main Street, Luray, VA 22835, (540) 743-6533. The Compliance Officer shall:

- receive reports or complaints of harassment;**
- oversee the investigation of any alleged harassment;**
- assess the training needs of the school division in connection with this policy;**
- arrange necessary training to achieve compliance with this policy;**
- insure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity, including the authority to protect the alleged victim and others during the investigation.**

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Report of Harassment

Name of Complainant:

For Students, School Attending:

For Employees, Position:

Address and Phone Number:

Date(s) of Alleged Incident(s) of Harassment:

Name of person(s) you believe harassed you or others.

If the alleged harassment was toward another, please identify that person:

Please describe in detail the incidents(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

Signature of Complainant

Date

Complaint Received By: _____

STUDENT SURVEYS

The protection of Pupil Rights Amendment (PPRA) affords parents and students over 18 years of age 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**
 1. **Political affiliations or beliefs of the student or student’s parent;**
 2. **Mental or psychological problems of the student or student’s family;**
 3. **Sex behavior or attitudes;**
 4. **Illegal, anti-social, self-incriminating, or demeaning behavior;**
 5. **Critical appraisals of others with whom respondents have close family relationships;**
 6. **Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;**
 7. **Religious practices, affiliations, or beliefs of the student or parents; or**
 8. **Income, other than as required by law to determine program eligibility.**

- **Receive notice and an opportunity to opt a student out of**
 1. **Any other protected information survey, including the PRIDE Survey, regardless of funding;**
 2. **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**
 3. **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**
 1. **Protected information surveys of students;**
 2. **Instruments used to collect personal information from students for any of the above marketing, sales, or other distributions purposes; and**
 3. **Instructional material used as part of the educational curriculum.**

Page County Public Schools will directly notify parents and eligible students of these policies at least annually. Individual schools will also directly notify parents and eligible students, such as through newsletters, U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- **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 the Education Department.**
- **Any non-emergency, invasive physical examination or screening as described above.**

Before distributing to students, the school will contact the parent/guardian as outlined 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, S.W.
Washington, D.C. 20202-4604**

Administering the Pride Survey to Students

- The primary purpose of administering the Pride Survey to students is to help local schools measure student alcohol, tobacco, and other drug use;
- Pride Surveys also measure behavior on many critical issues that can affect learning: family, discipline, safety, activities, gangs, and more.
- With today's emphasis on evaluation and accountability, Pride Surveys have assisted single schools, school districts, state or federal agencies and other organizations such as community coalitions.

I do not give permission for my child to participate in the Pride Survey.

Student Name (Please Print)

Signature of Parent or Guardian _____

Date _____

Supplemental Notifications

The following required notifications are disseminated annually by the Page County Public Schools. If you cannot locate this information on the noted website, please call the Director of Human Resources & Administration at 540-743-6533.

AYP (Annual Yearly Progress) - Report cards for schools, school divisions, and the commonwealth provide information about student achievement, accountability ratings, attendance, program completion, school safety, teacher quality, and other topics. Data specific to the Page County Public Schools can be found at <https://p1pe.doe.virginia.gov/reportcard/>.

Cost Per Pupil – The estimated average cost per pupil for public education in Page County is distributed annually by the Division Superintendent. This information can also be found online at <http://www.boarddocs.com/vsba/pcss/Board.nsf/Public>. Once in the Board Docs program, search for “Cost per pupil”.

Graduation requirements, advanced course information, and student academics – The Program of Studies for both Middle School & High School outlines course offerings and graduation requirements. These documents are located on the Page County Public Schools website under the Program of Studies tab.

PPRA (Protection of Pupil Rights Amendment) – Policy KFB on the Page County Public Schools website outlines the policy controlling the administration of surveys on certain sensitive topics including political or religious beliefs and behavior involving sex or illegal conduct. This information can be found online at <http://www.boarddocs.com/vsba/pcss/Board.nsf/Public>. Once in the Board Docs program, click on the policies tab and search for KFB.

Promotion, Retention, & Remediation Policies - Policy KFB on the Page County Public Schools website outlines the division’s promotion, retention, and remediation policies. This information can be found online at <http://www.boarddocs.com/vsba/pcss/Board.nsf/Public>. Once in the Board Docs program, click on the policies tab and search for IFAC.

Standards of Learning (SOLs) – Page County Public Schools adheres to the Virginia Department of Education guidelines in the implementation of state testing. Information regarding grade level and content tests is offered in detail at http://www.doe.virginia.gov/testing/sol/standards_docs/english/index.shtml.



We are committed to maximizing every student's potential - whatever it takes.
Randall W. Thomas, Division Superintendent

735 West Main Street • Luray, Virginia 22835
phone: (540) 743-6533 • fax: (540) 743-7784
e-mail: pcps@pagecounty.k12.va.us

Morgan S. Phenix, Chairman -At-Large
Sharon K. Lucas, Vice Chairman, District 3
Larry W. Foltz, District 4

Randy J. Bailey, District 1
Melissa S. Deibert, District 2
Jackie Sullivan-Smoot, District 5

Dear Parent:

On January 8, 2002, the No Child Left Behind Act of 2001 (NCLB) was signed into law. Section 1111(h)(6) (A) states that as a parent of a student in a Page County Elementary or Middle School, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects that he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact John Van Wyck, Director of Student Services at 540-743-6533.

Sincerely,

John R. Van Wyck, M.S.
Director of Student Services/Title I

An Equal Opportunity Employer

The Page County School Board does not discriminate on the basis of race, color, national origin, age, religion, marital status, disability or sex in its education programs or employment.

Page County Public Schools
Parental Notification Signature Form

Student Name: _____

Date: _____

School: _____

Grade: _____

The signatures below acknowledge that you have online access to the Parental Notification Handbook or that you have requested a written copy of the handbook. This handbook contains parental notifications required by law;

- **Acceptable Computer System Use Policy**
- **Animal dissection**
- **Asbestos**
- **Availability of Policy Manual**
- **Directory Information**
- **Equal Employment Opportunity / Non-discrimination - Title IX**
- **Family Life Education Opt-Out Form**
- **Family Education Rights and Privacy Act - Students Records**
- **Guidance and Counseling Policy**
- **Homeless Children**
- **Limited English Proficient (LEP) Students**
- **Parental Responsibilities and Involvement**
- **Policy for Web Publication**
- **Release of Directory Information to Recruiters and Institutions of Higher Learning**
- **Release of Photographs for Public Media Use**
- **Sex Offender Registry**
- **Sexual Harassment Policy**
- **Student Surveys**

- **Supplementary Notifications (Accreditation, Cost Per Pupil, Academics, PPRA, Promotion/Retention, & SOL tests)**
- **Teacher Qualifications**

Signature of Parent/Guardian: _____

Signature of Student, if 18 years of age: _____

Date: _____

**PAGE COUNTY SCHOOLS STUDENT CODE OF CONDUCT & ATTENDANCE
PARENT SIGNATURE FORM**

In order to ensure that all students attending Page County Public Schools receive the full benefit of their education, the emphasis of this *Student Code of Conduct & Attendance* is placed upon the right of all responsible student to accept the challenge to learn. The *Student Code of Conduct & Attendance* specifically outlines the major categories of behavior and states subsequent consequences which may occur as the result of misconduct:

Attendance, Behavior, Integrity, Chemical Abuse, Dangerous Objects, Firearms, Explosives, Arson, Bomb Threats, Dress Code, Fighting, Pupil Transportation, School Bus Safety and Discipline, Teacher Removal of Students from Class, Bus Discipline, Teacher Responsibilities, Tobacco Products, Trespassing, Vandalism, Internet/Computer System Acceptable Use Policy, Appeals Process for All Disciplinary Actions, and, Virginia Statutes.

We strive for Page County to continue to be one of the finest school divisions in the Commonwealth of Virginia. In order for that to take place, we will need the involvement and support of parents and guardians. The role of the home and parents is strongly emphasized in this *Student Code of Conduct and Attendance*. Cooperation between the home and school will help reduce misunderstandings and differences which can undermine the education process.

We ask that parents assist us by reading and discussing this *Student Code of Conduct & Attendance* with your child. Make sure that your child fully understands its contents. The Page County Public Schools *Student Code of Conduct & Attendance* can be found online at <http://eclipse.pagecounty.k12.va.us> under Handbooks/Policies. If you have any questions concerning this *Student Code of Conduct & Attendance*, please do not hesitate to contact your child's principal. The principal will explain the rules to students during the first few days of school. If you desire to have a hard copy of this document, please ask your school principal and he/she will gladly provide you with one.

I understand that I, as parent or guardian of _____, am responsible
(Please Print Student's Name)
for understanding and then reviewing the *PCPS Student Code of Conduct and Attendance* with my child. If
I would like to have a hard copy of this document, I will ask my child's principal for a copy and I will
immediately be provided with one.

Signature of Parent or Guardian

Date

PLEASE NOTE: STATE LAW REQUIRES THAT PARENTS OR GUARDIANS SIGN THIS FORM ACKNOWLEDGING THAT THEY HAVE REVIEWED A COPY OF THE *STUDENT CODE OF CONDUCT AND ATTENDANCE*. PLEASE RETURN SIGNED FORM TO THE SCHOOL OFFICE.

THIS FORM WILL BE FILED IN STUDENT'S SCHOLASTIC RECORD