

PRINCIPAL'S MESSAGE

I would like to welcome each parent and student to the 2011-2012 school year. It is our sincere desire that every Luray High School student grow socially, academically, and emotionally during this school year. I would encourage each family and student to work cooperatively with our staff to fulfill our quest of insuring that each graduate of this fine school is thoroughly prepared for the next step in his/her chosen career path.

This Handbook is designed for student and parent use. It is our attempt to communicate to you expectations that allow us to provide an environment that provides the maximum educational opportunities for Luray High School students.

Luray High School has a long and proud educational heritage. We take pride in the accomplishments of past students and classes. We are also proud of our present faculty, staff, students, and community. The opportunity to serve our students is an opportunity to continue the successful aspects of these traditions.

I wish to encourage each student to get involved in school activities, attend school daily, and work to excel academically. School is a preparation for life - and like life, success in school is directly proportional to the energy and efforts put forth by the individual.

The faculty and staff are professional people - educated, trained, and dedicated to working with young people. With the efforts and support of parents and community, we are making every effort to prepare all our students for adult life, while providing a healthy and safe positive learning environment.

**David Ponn
Principal**

“An Equal Opportunity Employer “

“As required by federal laws and regulations, the Page County School Board does not discriminate on the basis of sex, race, color, religion, handicapping conditions, or national origin in employment or in its educational programs and activities.”

**LURAY HIGH SCHOOL
2011-12 FACULTY AND STAFF**

<u>Principal:</u>	Mr. David Ponn	<u>Guidance:</u>	Mrs. Warren (Gr. 11, 12) Ms. Grogg-Mathews (Gr. 9, 10)
<u>Assistant Principal:</u>	Mrs. Karin Blay	<u>School Nurse:</u>	Mrs. Good
<u>Athletic Director/I.C.T.:</u>	Mr. Don Ehlers	<u>Librarian:</u>	Mrs. Heidi Campbell
<u>Art:</u>	Mrs. Markowitz	<u>Special Education:</u>	Mr. Coleman Ms. Comer Mr. Hamilton Mrs. Knight
<u>Tech. Ed.:</u>	Mr. Vickers	<u>Vo-Ag:</u>	Ms. Heiser Mr. Judd
<u>Business:</u>	Mrs. Funkhouser Mr. Johnson	<u>Clerical:</u>	Mrs. Lukasavage Mrs. Miller Mrs. Painter
<u>English:</u>	Mrs. Andrews Mrs. Coleman Mrs. Ehlers Ms. Jenkins Mrs. McCauley Mr. McDonald	<u>Instructional Assistants:</u>	Mrs. Breeden Mrs. Huber Mrs. Landes Mrs. McDaniel Mrs. Miller Mrs. Packard
<u>Foreign Language:</u>	Mrs. Bauserman Mrs. Chroniger Mr. Emmons	<u>Cafeteria:</u>	Mrs. Bowen Mrs. Louderback Mrs. S. Sours Mrs. Shenk Mrs. McAlister Mrs. L. Sours
<u>Family Consumer Science:</u>	Ms. Foltz	<u>Custodians:</u>	Mr. Bowman Mrs. Cabbage Mr. Freeze Ms. Judd
<u>Math:</u>	Mrs. Racer Mr. Sanders Mrs. Turgati Ms. Vaughn Mrs. Turgati Mrs. Walker		
<u>Music:</u>	Mr. Sheridan		
<u>Physical Education:</u>	Mr. Jeffries Mr. Osborne Mr. Smith Ms. Walker		
<u>Science:</u>	Mr. Carini Mrs. Wycoff Ms. Richards Ms. Weikle		
<u>Social Studies:</u>	Mrs. Baldwin Mr. Pitts Ms. Markanich Mrs. Meadows Mr. Logan		

LURAY HIGH SCHOOL TRADITIONS AND HISTORY

ALMA MATER

Hail to thee, our Alma Mater
Hail to thee, O Luray High
With glory, laud, and honor
The Maroon and White fly high
If thy noble sons and daughters,
All with joy and rapture may,
From our hearts and souls forever,
We say Hail to Thee, Luray!

SCHOOL COLORS

Maroon & White

SCHOOL EMBLEM

Bulldog

HISTORY OF LURAY HIGH SCHOOL

Luray High School began operations in 1903. The school was located on Court Street until the present facility was constructed in 1930. Luray High School's first Principal was Mr. Thomas G. Hamilton. Until 1950 the Luray School housed eleven grades. Grade 12 was added in 1950.

Until construction of a new elementary school in 1961, the Luray High School facility housed all school grades. Since the construction of Luray Elementary School the facility has housed grades 8-12. The gym complex and vocational complex were added in 1961. This allowed for a significant expansion of the curriculum.

In 1981-82 extensive renovations took place. An updated heating and ventilation system was installed a new office complex, library, cafeteria, and music department was created to alleviate space needs. Additional space for instruction was created by the conversion of the Bradley house to the Art Department. A new Art Building was created in 2001-02 when the previous building caught on fire and was deemed unusable. In 2003 we celebrated the 100th Birthday of Luray High School. In 2008-09 a third modular unit was added to allow the Music Department to be moved from the cafeteria.

In 2009-10 the new Luray High was opened with a grade configuration of 9-12. The “old Luray High” was turned into Luray Middle and houses grades 6-8. Luray High was constructed on Leakesville Road with all brand new equipment.

Luray High School is proud of its traditions including a reputation for positive school spirit and being a community school. School spirit means loyalty to all school functions. A loyal student supports his/her school and keeps his/her scholastic and activity standards at the highest level.

Luray High School graduates and alumni have been instrumental in producing leadership and quality citizens in this and other communities.

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ACADEMICS

GRADING SCALE

A	100-90
B	89-80
C	79-70
D	69-60
F	69-0

RECOGNITION FOR ACADEMICS/LEADERSHIP & SCHOOL PARTICIPATION

Several Honor Rolls and the National Honor Society recognize student academic achievement.

HONOR ROLL REQUIREMENTS

1. Honor lists shall be compiled and released at the end of each six-week report and shall be based on grades earned during that specific period.
2. Students may be eligible for the following Honor Rolls:
 - 4.00 Honor Roll- averages 4.00 and above
 - 3.80 Honor Roll- averages 3.80 to 3.99
 - 3.60 Honor Roll- averages 3.60 to 3.79
 - 3.40 Honor Roll- averages 3.40 to 3.59
 - 3.20 Honor Roll- averages 3.20 to 3.39
 - 3.00 Honor Roll- averages 3.00 to 3.19
3. Weighted grade point values of academic courses, Advanced Placement and Dual Enrollment course grades will be utilized at the secondary level in determining eligibility for honor roll (for specific information regarding “weighted” grades refer to Policy IFAA in the School Board Policy Manual or contact the guidance office.)
4. All averages will be rounded to the nearest ten thousandth.

5. To be placed on the Honor Roll, a student shall have no grade below a C or D for any Advanced Placement and Dual Enrollment weighted class.
6. The standard Grade Point system is as follows:
A=4; B=3; C=2; D=1; F or I=0
7. Every subject grade recorded on the report card shall be included and considered. Pluses and minuses are to be disregarded. Any incomplete I mark(s) would have to be removed and replaced with the grade earned before honor roll eligibility could be considered for that/those student(s). Incompletes under normal circumstances are removed within seven days of the end of a six weeks, semester, or year. (Principal decides normal circumstances)

Graduation Honors and Other Recognition:

1. Graduating seniors with a 3.80 Cumulative GPA will be named Honor Graduates.
2. Graduating seniors with a 3.30-3.79 GPA will be named Honor Students.
3. Valedictorian and Salutatorian positions will be officially determined at the calculation of final GPA.
4. Students with a 3.50 yearly average will be awarded an honor letter or bar.

GUIDANCE

Guidance services are designed to help the individual student achieve educational, vocational, social, and personal goals that are consistent with interests, needs, and abilities. The program is built upon the belief that each student is unique and capable of making a meaningful contribution to our society and deserves every opportunity to attain self-fulfillment.

During 2011-12 school year, Mrs. Grogg-Mathews and Mrs. Warren invite student to visit the Career and Counseling Office to take advantage of information and programs including; How to improve study skills, Better time management, Career planning, Researching colleges, Finding scholarships, Applying for college or for employment, and How to prepare for an interview.

The counselors attempt to work closely with students, parents, and teachers. Conferences may be arranged at any time upon request. Counselors will schedule at least one beginning school conference and one individual conference with each student during the year. Other conferences are encouraged and may be initiated by the pupil, teacher, parent, administration or support services personnel. Counselors will also provide conflict resolution for school related problems.

GRADE REPORTING/REPORT CARDS

Student grades are reported home every nine weeks. The grades recorded for each nine week period are averaged to determine the student's grade. Only final grades are recorded on the Student's Permanent Record.

The Honor Roll list is compiled by the Guidance Department after report cards are issued at the end of each nine weeks. The list is posted in the guidance office.

Honor Roll students are encouraged to check this list for accuracy and notify the Guidance Department if they think their name was omitted.

GRADUATION REQUIREMENTS

Students will be issued a handbook from the Guidance Department, which lists and explains the local and state requirements for graduation. Parents and students are encouraged to work closely with the guidance counselors in planning an individual program of studies that will meet the appropriate graduation requirements. Due to new State requirements that are being phased in, there will be some differences depending on grade level.

PROMOTION POLICY

1. Students in grades 9-12, the following number of Carnegie Units will be required for grade classification and homeroom assignments:

<u>Grade</u>	<u>Carnegie Units Required</u>
9	0
10	5
11	10
12	15

(Must be a candidate for graduation with at least the Standard Diploma)

S.O.L. INCENTIVES

Students in grades 9-12 need verified credits for graduation. The following are S.O.L. Incentive for Students in Grades 9-12:

1. If a student passes an S.O.L. Test, but fails that subject
 - a. If the student's grade in the subject falls under 50, the student would pass the subject if the student also successfully completes the 3-week summer session in that course.

CLASS RANK AND GPA

Class rank and Grade Point Average are calculated on the basis of all 9th-12th-grade courses taken. This calculation also includes grades received for courses taken in grade 8 that were taken for high school credit. The grades used to calculate GPA and Class Rank are all year end grades for one credit courses. Unless needed for further education, Special Education students enrolled in self-contained classes are not included in class rank. Students working toward and I.E.P. Diploma are not considered for graduation honors.

Quality Points are numerical values assigned to final grades for the purpose of determining a numerical average. Quality points are assigned to grades earned in all courses for which credit is received, as follows:

A=4.0, B=3.0, C=2.0, D=1.0, F=0.0

The GPA is reported to four decimal places. Students with the same GPA are numbered identically for ranking purposes.

SUMMER SCHOOL

Summer school classes are normally offered through the Novel Program requiring either 75 or 150 hours of instruction for a student to receive a Carnegie credit. Contact your Guidance Counselor and teachers for more information during the latter part of May. Summer school will be held at Luray High School.

SCHOLASTIC INFORMATION

BULLETINS AND ANNOUNCEMENTS

Morning/AM and afternoon/PM announcements will be made across the office P.A. Announcements should be clearly written or typed and include the days to be announced and must be approved by sponsor and Mr. Ponn. The students will also be able to read these important announcements on the television during the day. The morning bulletin will only cover attendance issues. (S.C.A. is in charge of this procedure.)

CHANGE OF ADDRESS

The guidance office should be informed of any change of address or telephone number. If a student moves from one parent or legal guardian to another the guidance office needs immediate notification. Accurate telephone numbers and addresses are important for proper school-parent communication and are required by law.

ILLNESS/INJURY

Students that are too sick to report to class must report to the clinic immediately. They are not to remain in a restroom during class time. This will be treated as an unauthorized absence from class. **The school nurse will properly assist the student and contact parents as necessary. Students are not to use the pay phone to call home when ill. The school nurse will call for the student. Failure to follow this school policy will result in a minimum of one days I.S.S. An Emergency Release Form must be completed and turned in before the nurse can call for a student.**

Student injuries are to be reported to the supervising instructor (if the instructor is not aware of the injury). Students injured will have an accident report completed by the teacher or appropriate school personnel.

During the school year there are times that students may need emergency treatment for injuries or other reasons. **To receive medical treatment by a doctor, especially when parents are not easily available, it is very important that students have an Emergency Release Form. This form must be completed and signed by a parent. These forms will be distributed the first day of school and should be completed and returned immediately.**

All prescription or over the counter drugs needed by the student for medical reasons must be taken to the clinic accompanied with a note by a physician.

LIBRARY

The Luray High School Library is open Monday - Friday from 8:00 am to 3:45 pm. Special extended hours will be upon student or teacher request. Students are encouraged to use the library before and after school or during their lunch hour for research; use of computers and technology; and for the reading of books, newspapers, and magazines.

Students may also use the library to complete class assignments. Students may visit the library from individual classes upon permission from his or her teacher. If an entire class visits or uses the library, students need to be accompanied by the individual teacher.

All materials may be checked out for a period of two weeks and may be renewed for an additional two week period on or before the due date.

A fee equivalent to the current replacement cost will be charged for all lost library materials.

Any student abusing library privileges will have these privileges suspended.

LOCKS/LOCKERS

All Luray High School students are assigned by the administration and located on the student's schedule. **Locker assignments are not to be traded or switched without prior administrative approval.** The locker is for student use and the student shall properly maintain and care for the locker they are assigned. It is strongly recommended that students "DO NOT allow others to share" their assigned locker or lock. **Every student needs to have a school lock on his/her locker. It is extremely difficult to recover stolen items from a locker without a school lock on it. It is the student's responsibility to keep a lock on his/her locker.**

Lockers are not to be decorated. Stickers are forbidden and no writing or marks are to be placed on the locker. LHS personnel will periodically inspect lockers. Students defacing lockers will be asked to clean up the lockers or a fine will be assessed.

Locks are available for lockers in the main office. Locks cost \$5.00 and only a school lock can be placed on a locker. Locks are to be kept throughout the students' school years and are the students' property.

State law requires that school officials be able to unlock all areas of the building. LHS administration reserves the right to open lockers at any time deemed necessary. Locks not acquired from the school cannot be placed on the school lockers. **Non-school locks will be cut and removed. (This is your warning.)**

SECURITY AND FEES

Students are provided a locker for use during PE class. Students also will be issued a lock to secure belongings during class. There is no cost for the lock, but it must be returned at the end of the year. Failure to return an issued lock will result in the student being assessed a \$5.00 fee. **Students must use PE locks in the gym. Most thefts during P.E. are a result of a student not using his/her lock or not giving valuables to his/her P.E. teacher. It is almost impossible to recover these items. It is the student's responsibility to use his/her PE locks and see the teacher prior to any problems. All security concerns need to be immediately reported to the instructor.**

GYMNASIUM REGULATIONS

1. Foods or drinks are NOT to be in the gym area.
2. Unless otherwise instructed, non-participating students are to remain outside the gym during scheduled athletic practices.
3. **No student is to be in the gym, commons or locker room areas without teacher supervision and knowledge.**
4. Students in street shoes in the gym for activities (games, pep rallies, etc.) should avoid walking on the center floor. **Students are not to be in the commons during class time.**

RESTROOMS

Students that "hang out", smoke or loiter in the restrooms affect the availability of restrooms for others. **Teachers will periodically inspect restrooms and those loitering there will be reported and restrictions will be placed on these individuals. Students may be placed on a No Pass status.**

Restrooms in the gym/locker room areas are available for students having classes in those areas and for team members during and after practice time.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, Page County Schools may be closed or the starting time of school delayed.

The same conditions may necessitate early school dismissal. School closing, delayed starting times or early dismissals will be announced over radio stations WSVB, WQPO, WKCY, WBTV, WFTR, WZLX, WMXH, WMRA, WRAA, WSIG, WSVB TV (Channel 3), Schools-Out.com, and at <http://pagecounty.k12.va.us/~supt/wxclosing.htm>. Reports in the mornings will be between 6am and 9am. If there is no announcement, assume school will be open.

SCHOOL SECURITY

Any student or visitor should not enter the school building when no school officials are present. This is trespassing - there is an alarm system that when activated will signal the police.

Students needing to return to the building during non-school time should check with a school official or custodian to get permission to enter for legitimate business.

LUNCH MINI-CLASSES

Students will attend an assigned mini-class each day during half of the lunch block. Students will eat lunch on the shift of the instructor of their mini-class. A student's lunch shift could change each day. **Students must report to their assigned mini-class each day.**

Mini-Class Schedule

Monday-1st Block

Tuesday-2nd Block

Wednesday- 1st Block/2nd Block/3rd Block/4th Block

Thursday -3rd Block

Friday-4th Block

Staff Lunch Assignments(Time their classes eat)

1st Lunch (A)

Judd
B. Ehlers
Funkhouser
Johnson
Jenkins
McCauley
Emmons
Bauserman
Sanders
Vaughn
Walker
Sheridan
Jeffries
Osborne
R. Smith
Carini
Wycoff
Baldwin
Logan
Meadows
S. Coleman

2nd Lunch (B)

Heizer
Markowitz
Vickers
Secrist
J. Coleman
Ehlers
McDonald
Chroniger
A. Smith
Racer
Turgati
King
C. Richards
Weikle
Markanich
Pitts
Andrews
Comer
Hamilton
Knight

Students will work on make-up work, remediation, and etc. during the mini-class if they have below an 80% average for the class. If the average is above 80% the student may be allowed to go to the following areas with a pass and signing in and out of each area:

Gym: First 60 people will be allowed
Library: First 50 people will be allowed
A127: First 25 people allowed
To another instructor for assistance

TELEPHONES

The School telephones are business telephones. Students will not leave class to use office telephone. Long Distance school related calls require a code entered by Mrs. Painter and/or Mrs. Miller and must be done in the office and logged by staff.

Parents should call the school to report student absences, contact teachers, administrators, and guidance personnel. We do ask that calls to deliver messages occur only if there is an unusual situation. Messages and deliveries to students from home should be left in the main office. These messages will be given to students at the end of the school day. Students are called out of class for messages only in emergency situations.

FIRE DRILLS

Fire drills are held for students to practice what to do in case of an emergency that requires the building to be evacuated. **An emergency evacuation plan should be posted in each classroom and teachers are instructed to review building evacuation plans with each class.**

When an emergency alarm sounds students should immediately leave their room and the building in by the prescribed route. There is to be no excessive talking, running, line breaking or other disruptive behavior.

After the building has been evacuated students should remain with their class a safe distance from the school until teachers call roll and the signal is given to return to the building.

Fire drills are required by law and will occur weekly the first month of school and monthly thereafter. Students should be aware that it is against the law to falsely set off the fire alarm. In addition to school disciplinary actions the students will be referred to the police for such an offense.

A Tornado drill and Intruder drill will be held at least once a year.

Student visits by students from other schools is prohibited. Also students are not to meet non-school friends and guests on or off of school grounds during the school day without permission of the administration. Visitors are to park in the designated areas.

SCHOOL SERVICES

FOOD SERVICES

The Luray High School Cafeteria program for this school year includes the regular lunch program that serves Class A lunches, a fast food type program, and has other snack foods, and a Breakfast program. .

Cafeteria/Food Consumption Expectations:

1. Students will be able to purchase breakfast between 7:45 am and 8:00 am each school day.
2. Students eating on Lunch A report directly to the commons when dismissed. Students eating on Lunch B report to their mini-class. At the end of Lunch A students will report to their mini-class and lunch B will go to the commons for lunch.
3. Students bringing their own lunch to school must consume the food in the cafeteria. Students cannot order food to be brought in during the lunch periods. This is in conflict

with the Federal School Lunch Program Regulations. Likewise, receipts from any food sold in the school during the lunch period are to be deposited in the cafeteria fund.

4. Students are allowed to only eat in the commons area.
5. Students are expected to pick up and dispose of their own trash: Students are also expected to return trays and silver ware to the dish wash area and not leave these items on the tables. **Students not meeting these expectations will receive cleaning duty in the cafeteria.**
6. Students with a valid reason to leave the cafeteria are to secure a pass from Mr. Ponn, Mrs. Blay, or Deputy Clark.
7. **Students are expected to act appropriately and use good table manners. Students not meeting these expectations will receive 1 day of I.S.S. during the next lunch and cleaning duty in the cafeteria.**
9. During lunch students are not to go into parking areas, bus loading and unloading areas.
10. Students should walk to the cafeteria and not run.

LHS Cafeteria Prices for 2011-2012:

Regular Student Lunch	\$1.80
Reduced Price	.40
Breakfast	1.00
Reduced Price -Student Breakfast	.30
Individual or Extra Milk	.40
Ice Creams	\$.30 to \$1.00

TEXTBOOKS

Page County Schools issues textbooks to students without a rental fee. Students are, however, expected to care for the books and not to lose the books. Teachers note the condition and age of the textbooks when issued. A number identifies each book issued and the student must turn in the book issued to his/her teacher. Lost, stolen, or damaged books are the responsibility of the student who was issued the book and the student will be held financially responsible. The cost of lost books will be the replacement cost of the text. Repairable damaged books will be assessed a fine to cover repair. **Failure to pay replacement fees or fines will result in the student being placed on Poor School Standing until the amount is paid.**

SCHOOL INSURANCE

The school does provide a student insurance program through an independent insurance company. **The division program is a supplementary insurance, rather than a primary coverage plan. The program is optional and is merely a service offered to parents in need of a medical plan.**

Student participating in school extracurricular programs must be insured. Personal family plans do provide adequate coverage. The school plan provides additional coverage to families with a primary insurer but can function as a primary insurer if the family has no other health/accident coverage on the student. Insurance for participation in football may also be obtained at a higher cost.

Information concerning the school insurance plans available will be given to students in homeroom during the first ten days of school. Parents interested in the coverage should complete and sign the forms and have the student return the forms to the secretary in the main school office. **Any changes in insurance status of athletes must be reported to the Athletic Director.**

HOMEBOUND INSTRUCTION

Homebound Instruction is available upon doctors' request to students with unusual health problems or injuries. Normally a student needs to be out over 2-3 weeks to receive Homebound Instruction. The LHS Guidance department should be contacted if you have questions concerning Homebound Instruction. Long term homebound requires special attention and may not be appropriate for all subjects. Long term homebound teaching can earn students credits in advanced as well as regular classes, but county policy does not allow the weighing of grades for classes taught by a Homebound Teacher for over 6 weeks.

ARRIVAL AND DEPARTURE FROM SCHOOL

BEFORE AND AFTER SCHOOL

Students riding the bus should enter and exit the building through "A" and "B" wing. Students driving only park in students areas and should enter through the main door. **Students and parents are reminded there will be a parking application and a \$25.00 fee each semester.** A student's parking tag must be exhibited at all times they are parked on school grounds.

Students should not be in the gym area unless under the supervision of a teacher or coach. **Students must not block the hall lockers.**

Students are not to loiter in the following areas before and after school:

1. Rest Rooms - students "hanging out" do not allow other students access
2. **Around parking areas or in cars. Student drivers are to leave their car and report to a supervised area immediately upon arriving at school and must request permission to return to their car during the school day. Failure to do so will result in a loss of parking privileges.**
3. **Students arriving at school are not to leave school grounds without proper sign-out. This includes students that drive to school, walk to school, are delivered to school by another driver, and students that arrived by bus. This will be handled as an unauthorized absence from school property.**

Students do have access to the following areas after 7:45 a.m. in the morning:

1. Classrooms supervised by a teacher.
2. The commons area. A breakfast program is available for students desiring to eat between 7:45 a.m. to 8:05 a.m. Students are encouraged to be in the commons area if here before 8:05 a.m. **All food and drink is to be consumed in the commons. Food and drink is not to be bought from home.**
3. The bus drop area-They must immediately enter Wing A and Wing B

Parents are reminded that official building supervision begins at approximately 7:45 a.m. Please do not deliver students and expect them to be in the main building before this time unless the student has arranged to be under the direct supervision of a teacher.

STUDENTS WALKING TO SCHOOL OR BEING DROPPED BY A PARENT AT SCHOOL

Students delivered by auto should be dropped in the West parking lot near the office and enter the building by this door.

Students trespassing on private property or hassling younger students will be subject to school disciplinary actions and possible law enforcement intervention.

BUS RULES AND REGULATIONS

Bus Loading – **Only students waiting for buses may wait in the designated areas supervised.** These are outside Wing A and Wing B. **Failure to follow this policy will result in minimum 2 days I.S.S.**

The bus driver has the responsibility for the safety of all students assigned to his/her bus. The driver can perform this responsibility only with the cooperation and courtesy of all students. It is the aim to insure that the health, safety, welfare, and educational opportunity of each transported student is thoroughly protected. Students should keep their possessions with them at all times. The Page County Schools is not responsible for any items lost or stolen while a student is being transported on a bus, whether traveling to and from school or on a field trip.

School Bus Safety and Discipline

Each principal is responsible for carrying out a school bus safety program and has jurisdiction over the conduct of students while they are being transported. Students must be made aware of the following school bus safety procedures:

A. Meeting the Bus:

1. Students should be at their bus stop prior to the arrival of the bus.
2. Students should take the safest route to their assigned bus stop.
3. Students should wait in a safe place off the main road or street.
4. Students should wear bright clothes if there is snow, rain, or fog.
5. Students should stand back from the road or street and give the bus driver room to stop.
6. Students should not trespass on private property or litter.
7. Students should not play in the roadway or street.
8. Students should not sit on the curb.
9. Students should not run in a bus loading/unloading area.

B. Boarding the Bus:

1. If students must cross the highway to board their bus, they should cross at least ten feet in front of the bus, never behind it.
2. When entering the bus, students must enter in an orderly fashion and in accordance with instructions from the bus driver.
3. Younger students should be allowed to enter the bus first.
4. Students should go directly to an assigned seat and remain seated while the bus is in motion.

C. Standards of Conduct:

Students shall not behave in a disruptive manner or otherwise violate the following Code of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

1. Students should show respect for the bus driver.
2. Students are to remain seated until the bus reaches its destination and comes to a complete stop.
3. Students are to speak in a normal voice and refrain from using unacceptable language.
4. The bus aisle is to be kept clear of feet, arms, and other objects.
5. Books, coats, and all other objects should be held on students' laps.
6. Students should not deface the bus. **Vandalism either willful or careless to the bus will be paid for by those responsible, and the school board's regulation regarding parent liability will be enforced.**
7. Students are to be silent at railroad crossings so the bus driver can hear railroad warning signals.
8. State regulations prohibit smoking on the bus at any time.
9. Students should ride the same bus mornings and afternoons. No change in buses may be made without written request from the parent. Additional bus stop locations may be established for special permission transportation.
10. Students should not tamper with the bus or any of its equipment, including emergency equipment.
11. Students should not fight, scuffle, or throw objects inside the bus.
12. Students should not extend arms, legs, or heads out of the bus, or throw objects outside the bus windows.
13. Except in an emergency, students should not talk to the bus driver while the bus is in motion.
14. No glass containers, water pistols, pea shooters, or weapons of any type are to be brought on the bus. No soda containers may be carried in hand on the bus.
15. Paper or other litter should not be thrown on the bus floor.
16. Students should not chew gum, eat, or drink on the bus.
17. No pets or animals are allowed on the bus. Animals brought on the bus create disturbances, which may result in unsafe driving situations.

D. Leaving the Bus:

1. Students must remain seated until the bus comes to a full stop.
2. Students are to leave the bus in an orderly manner. The students in the front seats will depart first.
3. Students must not loiter around the bus.
4. Students must leave the bus at their regular stop.
5. If students must cross a highway, they are to do so only at the front of the bus and at a distance of at least ten feet in front of the bus. They must not cross until the bus driver has signaled that it is safe to do so.

E. Penalties

Riding a school bus is a privilege. Bus drivers are instructed to report to the school principal any infraction of the regulations for riding. Should a student be reported to the school principal, the administration will be responsible for the disciplinary action, including loss of the privilege of school transportation by bus.

Procedures for Handling Bus Misconduct

1. The Bus Operator is responsible for notifying the parents of misconduct on the bus. If the misconduct continues the Bus Operator is responsible for notifying the principal of details pertaining to a disciplinary problem with a student on the school bus. If action taken by the school does not resolve the problem, the operator contacts the Supervisor of Transportation.
2. The principal is responsible for determining the necessary action, completing a disciplinary referral form indicating the action taken, and forwarding copies to the Supervisor of Transportation. The principal will then make sure that any denial of riding privileges follows proper procedures.
3. Denial of Riding Privileges
 - a. Students who violate the behavior and safety rules may have bus-riding privileges denied temporarily or permanently by the school principal in accordance with the following:
 - 1) The principal will warn the student of the possibility of the denial of riding privileges. If the problem continues, the principal confers with the parent/guardian and the student prior to the suspension of riding privileges or, depending on the severity and nature of the behavior problem, suspends riding privileges immediately.
 - 2) The principal notifies the parent/guardian in writing of complaints received and the suspension of the student's riding privileges, with a copy to the bus operator, Supervisor of Transportation and Director of Support Services.
 - b. The student's riding privileges may be restored by the principal after a conference with the principal/school board office staff and parent/guardian. The principal notifies the bus operator in writing of the reinstatement of the student's riding privileges.

RECOMMENDED DISPOSITIONS

Recommended dispositions may consist of one or more of the following:

- I. Warning
- II. Conference with parent
- III. Conference with parent and driver
- IV. Bus suspension
- V. After school detention
- VI. After School Detention
- VII. Suspension of Extra-curricular Activities
- VIII. Out-of-School Suspension

- IX. Expulsion
- X. Restitution before student can be restored to good school standing.
- XI. Court referral

Of foremost importance is the realization that riding the school bus, for whatever purpose, is a privilege. Should that privilege be abused, it may be revoked for a specified period of time or permanently.

The safety and well-being of the driver and passengers cannot be jeopardized for any reason. Those few who do not subscribe to the rules governing behavior on the school bus will not ride the bus.

Note: Pupils should not enter the roadway to get on a bus until the bus has come to a complete stop and the driver motions to the pupils to proceed.

All disciplinary occurrences will be communicated to the parent and administration on the standard Bus Discipline Referral form .

TRANSPORTATION/PARKING

Driving to school and parking on school property is a privilege and there can be NO tolerance for student violations of Driving-/Parking Contracts. Parking permits will be pulled if the driving student violates parking/driving expectations. The privilege will also be lost if there are attendance/tardy problems or school behavior issues. Parking registration forms may be picked up in the main office during orientation then later the first week of each semester.

All students wishing to park on school grounds must complete the Driving-/Parking Contract, pay the \$25.00 **per semester parking fee**, and display their parking permit from the rear view mirror of their vehicle at all times. Vehicles without parking permits displayed are not allowed to park on the L.H.S. grounds.

ATHLETIC/ACTIVITIES

ATTENDANCE & PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students participating in or attending extra- curricular activities (this includes field trips) must be in attendance at school a minimum of the last four hours of their assigned school day. This is to encourage students to place academics over other activities even when they are sick. For unusual incidents not related to being sick only the school administration can waive this policy.

ATHLETICS

Luray High School offers an extensive Group A athletic program. Interscholastic sports offered include: Football, Cross-Country, Golf, and Girls Volleyball in the fall; Boys & Girls Basketball in the winter; and Track (Boys & Girls), Baseball, Softball, and Soccer in the spring. Also offered is Cheerleading in the fall and winter. Each athlete will be given an Athletic Handbook

and each team will have a Parent's Meeting prior to the season. Individuals are not allowed to leave athletic events and then re-enter.

A Luray High School student/athlete is considered to first be a student, and secondly, an athlete. Failure to meet academic and behavioral expectations reflects on the school - such a student will not be allowed to represent the school in interscholastic competitions. Participation in LHS athletics means more than competition between individuals on teams representing different schools. Many people closely observe the conduct of the LHS athlete. The athlete represents the school and the community and becomes a representative that influences the perception of school spirit, sportsmanship, discipline and behaviors.

To be eligible to a student/athlete must meet the requirements of the Virginia High School League which governs high school athletes in the state. **IF IN DOUBT REGARDING YOUR ELIGIBILITY, CONTACT YOUR ATHLETIC DIRECTOR FOR EXCEPTIONS, INTERPRETATIONS, AND NOTES.**

CLUBS

All school clubs function as a part of and under the jurisdiction of the Student Council Association.

CAMPAIGNERS –The Campaigners exists to provide leadership for the areas that comprise it. We want to give kids hope for the future by sharing the good news of Jesus Christ.

FUTURE BUSINESS LEADERS OF AMERICA - FBLA is the local chapter of a national co-curricular organization with chapters located in high schools all over the country. Its purposes are to develop leadership ability, insure continuation of interest and ability in business, render service, and provide social activities. Membership is recommended for all students enrolled in business classes.

FUTURE FARMERS OF AMERICA - The FFA is a national organization open to students who are enrolled in agricultural education classes, and who desire to apply what they learn in the classroom. Through active participation, FFA members learn by taking part in meetings, public speaking, participating in various contests, earning awards and recognition, and becoming involved in cooperative efforts and community improvement.

The Luray FFA Chapter is active in Massanutten Federation, State Association, and National Organization Events, contests, and activities. The FFA offers the opportunity for achieving a personal goal of becoming productive citizens in our democracy.

FAMILY, CAREER & COMMUNITY LEADERS OF AMERICA - FCCLA is open to all students who are enrolled in, or who have taken a course in home economics. FCCLA Chapters emphasize preparation for community and family life, while recognizing that family members fill dual roles as wage earners. FCCLA offers opportunities to use the community as a resource and to participate in local, state, and national activities. The purpose of FCCLA is expressed in its motto, "Toward New Horizons" which means learning to live better today and tomorrow.

FOREIGN LANGUAGE HONOR SOCIETY – The Foreign Language Honor Society is an organization designed to compliment the study of foreign languages at LHS. Students enrolled in French, Latin, and Spanish will be invited to join the FLHS if they have an average of 90 or

better in the first year of study of their respective language. Students must also have an overall average of 86 or better in all courses.

There will be an induction ceremony in October and club activities will include programs planned and carried out by the students

INTERACT/PRIDE - A community service club sponsored by the Rotary Club.

The club is open to students interested in having fellowship and fun without the need for drugs, alcohol, and tobacco. Pride is interested in youth and in developing self-confidence and Pride in self. This club promotes itself by developing a program that can be instructional in elementary schools and by sponsoring programs and activities at the high school.

SCIENCE CLUB- The Science Club functions to help students learn about science, science careers, and the opportunities, responsibilities, and important roles science plays in our democracy; opportunity to explore members interests and abilities in relation to various fields of science; and, to learn how and where scientists receive their training, its costs, science scholarships available, the amount of education required, and the prerequisites and standards for scientists. Membership is open to any student in grades 9-12.

NATIONAL HONOR SOCIETY - The NHS is an organization to give recognition to those students who are outstanding in scholarship, leadership, and character.

The club provides opportunities for its members to give service to the school. It is open by invitation only to those juniors and seniors who have met the qualification standards.

NHS MEMBERSHIP QUALIFICATIONS

(Edited Spring 2009)

To be eligible for membership in the NHS, a student must demonstrate excellence in *four* areas: scholarship, leadership, service, and character. The NHS co-sponsors will determine each student's eligibility under each category as follows:

I. Scholarship

1. Cumulative grade point average in Carnegie Credit classes for previous years at LHS must be at least a 3.6 (rounded to the nearest hundredth) for any sophomore, junior, or senior being considered for membership.
2. A student must be a full-time student (receiving 5 credits).
3. A student must have received a credit in one year of a foreign language and be enrolled in/or have a received a credit in one course from each of the following categories:
 - a) Geometry or Algebra II
 - b) Honors Biology, Chemistry or Physics
 - c) Honors English
4. Once a student becomes a member, he/she is required to maintain a 3.6 cumulative average. Any student found deficient will be warned and given one semester to correct the deficiency. If the deficiency has not been corrected at that time, the student will be dismissed. *A deficiency cannot be corrected by dropping a class that is causing the deficiency.* A student may have a maximum of two warning periods during his/her entire NHS membership. If a student has been given two warnings and has corrected the deficiency and then becomes deficient for the third time, he/she will be dismissed. *Once a student is dismissed from membership for any reason, he/she is never again eligible for*

membership or its benefits. Also, he/she must return his/her membership card. All record of this past membership will be removed from the student's permanent records.

5. A candidate must have attended LHS for the equivalent of one semester unless he/she has been an NHS member at another school. Membership in NJHS does not guarantee membership into NHS.

II. Leadership and Service

Each student must have participated in a minimum of 6 activities from a minimum of 3 of the following groups:

1. Club membership
2. Athletics, school plays, or academic contests
3. Church or youth groups (4-H, Girl or Boy Scouts, etc.)
4. Part-time jobs or volunteer work (including work done on yearbook or other school publications after school hours)
5. Band or choir
6. Officer of a class or club

Note that one activity cannot count for more than 2 years. For example, four years of band can only count for two years. During each year that a student is a member, he/she will be required to devote a minimum of 6 hours of time to an approved *volunteer* project such as before or after-school tutoring, typing for teachers, or recording textbooks on tapes. Also, each member is required to attend 90% of all NHS meetings and participate in ALL NHS activities, including fundraisers and blood drives. Any student who does not fulfill these obligations will be reviewed by the sponsors and may be dismissed if a reasonable explanation for non-participation can be given.

III. Character

Each student's disciplinary record and report cards will be reviewed. The sponsors will take into consideration any disciplinary procedures, such as in-school suspension, out-of-school suspension, detention, etc. If an applicant has any disciplinary marks on his/her record, but he/she is still accepted into the NHS, he/she will be put on automatic probation status for the first semester of membership. If no other infractions are recorded during that first semester, the probationary status will be lifted.

After becoming a member, if a student receives a U in conduct or engages in any other unacceptable behavior, he/she will be given a written warning by the sponsor(s). After the first warning, if the member receives another U in conduct or engages in any other unacceptable behavior, he/she must plead his/her case before the principal. After reviewing the situation, the sponsors and principal will then determine if the student should lose membership or receive some other type of reprimand.

After becoming a member, each student will be reviewed annually by the sponsors to determine if he/she still meets the qualifications for membership. Anyone who has fallen below these standards will lose his/her membership. All membership qualifications are subject to review by the sponsors and/or principal

We will also offer T.S.A. and Ecology/Green Club opportunities.

SPECIAL ACTIVITY OPPORTUNITIES

THE HIGHLAND - The Luray High School yearbook is published annually by the yearbook staff. Its function is to record the school year at Luray High School in words and pictures. Emphasis is on layout design, feature writing, and printing terminology. There are extensive out-of-class assignments. Prerequisite: Satisfactory or better ability in English 9A.

ACADEMIC COMPETITION TEAM - The VHSL and Shenandoah District will conduct academic competition among schools. This competition is set up on a pop quiz format. Try outs will be held in the fall. Mrs. Coleman will coach this team.

FUND RAISING

All school fund raising activities including dances were approved last spring by the administration. Projects, which involve the selling of merchandise to residents of our community, should be limited to one per year per organization. Money collected from students and from sales should be properly receipted. **Any student not turning in fund raising monies or items may be placed on Poor School Standing. Sponsors are to make club members sign for any merchandise they pledge to sell for fundraising and receipt any monies received.**

The Activities/Fundraiser Calendar can be found at

http://oneschoolstreet.com/calendar.php?school_id=202&yearID=2011&monthID=07

DANCES

The schedule for LHS Dances and club/organization sponsors is available on the school web site. The following rules apply to all dances held at Luray High School. This includes Homecoming and Prom.

1. Only Luray High School students and their guests are permitted to attend school dances and socials.
2. Any person, student, graduate, or guest will be expected to act appropriately. Unbecoming behavior subjects any of these groups of people to be dismissed from a dance and banned from future attendance.
3. Dance sponsors will set the deadline for out of school dates being signed up on a date list. This deadline will be announced on the P.A. and listed on the bulletin. It is the responsibility of the student to meet these guidelines. The deadline will usually be at least 72 hours prior to the dance. Elementary and Middle School students are not allowed to attend LHS dances.
4. There shall be no drinking at a dance or social. The person working at the door will refuse admission to anyone who appears to have been drinking. Any student using alcohol or drugs will be asked to leave the school premises and will be subject to the School Division's substance abuse policies.
5. The persons in charge of the dance can refuse admittance or expel anyone present that exhibits unbecoming behaviors.
6. Anyone loitering at or around the school building or grounds during a dance will be asked to leave.

7. All school dances are from 8 pm to 11 pm, except for the 9th Grade Dance which runs from 6:00 p.m. to 8:00 p.m. and the Junior/Senior Prom which runs from 8pm until 12 midnight. Students attending a dance will sign in on the sheet provided. Anyone leaving before 10:30 pm will sign out noting the time of departure.
8. Only traditional dancing is allowed and students will be warned once and then asked to leave the dance.
9. Anyone attending a school dance or social that leaves the school building during the evening cannot return to the dance or to the building or school grounds.
10. STAG refers to one person: DRAG refers to a couple, which will be recognized as two people of the opposite sex.
11. During dances held in the commons all students are required to remain in the assigned areas.
12. No one may enter a dance or social after 9pm.
13. Any student accumulating five or more office referrals and on Poor School Standing will not be allowed to attend dances.
14. Only individuals under the age of 21 years old will be admitted to any dance. **Exceptions may occur only for Prom after an extensive interview with the administration. This must occur at least 48 hours prior to the dance.**

ATTENDANCE

Attendance Policy - General

The Commonwealth of Virginia requires that all persons attend school until they reach the age of eighteen. A good attendance record is an indication that an individual is willing to accept responsibility, exert self-discipline, and develop good work habits necessary for success in school, at work, and in life and regular attendance is the first step to academic success. Students who are frequently absent miss instruction in key concepts and skills. We ask that parents set the tone for their child by encouraging good attendance and by communicating that school is their child's job and therefore, his or her responsibility every day.

Excused absences:

Examples of **excused** absences include; medical/dental reasons, a death in the family, legal appointments, religious holidays, and prearranged situations arranged with the school principal or other emergencies discussed with the principal.

Unexcused absences:

Examples of **unexcused** absences include; personal business, not having a note, oversleeping, haircuts, shopping, failure to catch the school bus, failure of private transportation, etc. An unexcused absence is an act of truancy and is a violation of school rules requiring school disciplinary action. Court action may be taken if unexcused absences become excessive.

Once a student has accumulated 10 absences the student and parent/guardian may be required to meet with the PCHS Attendance Coordinator for an Improvement Plan meeting. During this meeting, the parent/guardian will be required to sign a Release of Information Form which will permit the PCPS Director of Services and the PCPS Attendance Coordinator to communicate with the student's physician in order to create a coordinated plan to seek to reduce absences from school. Failure to sign the form and/or additional absences may result in court interventions being initiated by the school system.

The Commonwealth of Virginia requires that all persons attend school until they reach the age of eighteen. A good attendance record is an indication that an individual is willing to accept responsibility, exert self-discipline, and develop good work habits necessary for success in school, at work, and in life.

High Schools record all student absences. This record is a part of each student's permanent school record. Absences are recorded for students absent for the entire school day as well as for students who are absent for any specific class period. In this regard, if a student must be absent from school, a parent or guardian needs to send a note within three days to the high school and state the reason for the child's absence. If word has not been received from the home concerning the absence, the school will make every attempt to contact the parent or guardian of each student by phone at their home and/or their place of employment. **Whether or not contact with a parent or guardian is able to be made by the school in order to verify the absence, the student must present a note to the school secretary upon his or her return to school.** Failure to provide a note, even for an excused absence communicated over the phone from the parent or guardian, within 3 days of an absence will result in the absence being **coded as "unexcused."** **If this occurs, the student will receive at minimum, 2 day of in-school suspension.**

Make up work needed due to absences

Any student absent from class is required to make up all work missed whether excused or unexcused. Students should obtain all homework assignments prior to leaving the building on the day before a known or preplanned absence will occur. It is the responsibility of the student to see his or her teachers to obtain the work and to agree upon a due date with each teacher. The basic rule of thumb is one day of make-up time per day missed. However, some teachers require students to turn in school work prior to an absence from class so check with your teachers about their specific requirements. In addition, grades for school work made up due to unexcused absences may be reduced depending on the teacher's requirements. A student's failure to request make up work and to schedule make up work timeframes with his or her teacher for excused and unexcused absences can result in the student receiving a zero grade for the assignments not completed.

On school grounds during an absence

Students absent from school are not to be on school grounds without permission from the school principal or assistant principal. This includes picking up other students from school. If a student

who is absent from school comes onto school property without the appropriate permission, this act will be treated **as a failure to follow school policy and that student will receive at minimum, 1 day of in-school suspension.**

Extracurricular activities on the day of the absence

Students must be in attendance, at minimum, for the last four hours of the school day in order to participate in any extra-curricular activity. For over the weekend school activities, students must be in attendance for the last four hours of the school day on Friday.

Attendance requirements by class

Page County Tech Center, dual enrollment, and/or honors courses may have more stringent attendance requirements than state law and local policy.

These more stringent attendance requirements will be stated in each specific course syllabus and students are expected to meet these requirements. For example, classes that lead to a nursing diploma or a certificate of completion in a technical area have attendance requirements that are set by teacher and school principal. In this regard, in many of these classes there are a specific number of seat time hours required in addition to the completion of the actual class and homework. If these attendance hours are not met, students will not receive a passing grade or credit for the class.

Consequences for noncompliance with state attendance laws and local attendance policies

Teachers, Attendance Officers, and other school personnel will refer students who are experiencing severe attendance problems to school administration. In addition to all day attendance concerns, students who are 1) selectively absent from a class (both excused and unexcused); 2) arriving late to avoid a class; 3) leaving school to avoid a class; and/or 4) using guidance services, the school nurse, or other classes to avoid specific classes will also be referred. The following procedures shall then be implemented:

- Students who accumulate 5 absences will be referred to the administration, who may make recommendations to parents and teachers regarding schedule and/or class adjustments.
- Students who accumulate 8 absences will be referred to the administration to contact the parent in order to communicate to them the number of absences their child has received, as well as possible consequences that might occur if their child continues to have additional absences (referral to the PCPS Attendance Coordinator, court action, etc.).
- Once a student has accumulated 10 absences the student and parent/guardian may be required to meet with the PCPS Attendance Coordinator for an Improvement Plan meeting. During this meeting, the parent/guardian will be required to sign a Release of Information Form which will permit the PCPS Director of Services and the PCPS

Attendance Coordinator to communicate with the student's physician in order to create a coordinated plan to seek to reduce absences from school. Failure to sign the form and/or additional absences may result in court interventions being initiated by the school system.

Each case will be reviewed by Academic Placement Committee who will make recommendations regarding possible schedule adjustments.

Students who accumulate 10 absences per semester will be placed on "Poor School Standing" and will be referred to the Page County Public Schools Attendance Officer to develop a plan for improved school attendance and/or possible court action. After the meeting with the attendance officer, if the student's attendance has significantly improved for three to six weeks, the student may be placed back in "good school standing."

"Poor school standing" will result in:

- Suspension of driving/riding privileges
- Suspension of privileges to go on field trips and attend assemblies
- Suspension of participation in all extra-curricular activities
- Student may not attend, as a spectator, any extra-curricular activities

Students arriving tardy to school or to specific classes

Any student tardy to school must report to the Attendance Office with a written note explaining the tardy signed by a parent or guardian or provide school personnel with a dentist/doctor appointment card. If a note at the time is not possible and the student does not have an appointment card, the tardy will be coded as unexcused. However, if the above information is presented to the office the following day, the absence will be changed to "excused" in the school's database. The following steps will be taken in response to student tardiness. These actions will be reviewed at the end of each semester:

- 3 tardies – letter to parent
- 5 tardies- student will be referred to the Administration who will follow this hierarchy of dispositions:
 - 5th tardy- Warning
 - 6th tardy- 3 Days After-School Detention
 - 7th tardy-2 days In-School-Suspension
 - 8th tardy-3 days In-School-Suspension
 - 9th tardy- 4 days In-School-Suspension-Poor School Standing
 - 10th tardy- Referral to P.C.P.S. Attendance Coordinator
 - 5 days I.S.S. for every 3 tardies thereafter

Students leaving school early (Early Dismissal)

Students are not permitted to leave school before their school day is completed unless they are approved in the office and properly signed out. Students who expect to leave early must bring a note or signed statement from their parent giving a reason for the early dismissal, the time for dismissal, the telephone number where the parent can be contacted, and a doctor or dentist appointment card. If transportation is by someone other than the parent this should be noted. This statement should be taken to the attendance office between 7:45 and 8:05 am. The student's note will be collected and the student's name will be put on the Daily Morning Bulletin with the time of departure. **A parent will then need to be contacted and come in school before a student can be released in any other situation.**

Students in approved Work Study Programs may qualify for Early Dismissal.

Other students receiving special permission for justifiable reasons approved by the Superintendent's Office may be also be scheduled for Early Release. Early Released students must exit the school premises at the time designated.

Remaining at school or on school grounds is not permitted and any exceptions need to be approved by the administration. School Administration and the Work Study Coordinator must approve Work Study students for early release. These students must have a Work Study Agreement on file and they must adhere to the terms of their contract.

SKIPPING CLASSES

Students are required to attend all assigned classes and activities every day.

The principal or assistant principal must approve any request by parent, teacher, or staff member for each student's absence. Students in grades 9-12 who do not provide written notes within three school days of an absence will be unexcused and investigated for skipping.

1ST Offense - 2 days I.S.S; 2nd Offense 3 days I.S.S. and schedule a parent conference ; 3rd Offense – 3 days I.S.S. ; 4th Offense- 4 days I.S.S./Poor School Standing; 5th Offense-5 days I.S.S./Poor School Standing and referral to P.C.P.S. Coordinator

LEAVING SCHOOL PROPERTY WITHOUT PERMISSION

Once a student arrives on school property, he/she may not leave (without administrative permission) prior to the end of the regularly scheduled school day.

1ST Offense - 2 days I.S.S; 2nd Offense 3 days I.S.S. and schedule a parent conference/ revoke driving privileges 3RD Offense - referral to Attendance Officer and 3 days I.S.S.; 4TH Offense- 4 days I.S.S./Referral to Attendance Coordinator

TRUANCY

The parent or guardian for each student absence must submit written justification for nonattendance.

Each school must continue to make a reasonable effort to contact a parent or guardian daily if a student is not in attendance.

In addition, the Code of Virginia (HB 1826) provides for the suspension of the driver's license of any student who has 10 or more unexcused absences from school on consecutive days.

STUDENT DISCIPLINE

STUDENT EXPECTATIONS

Luray High School believes that an effective school discipline program is designed to help teach students develop self-discipline. At the High School level we expect to help students in developing self-control, orderliness, efficiency, and good character. Disciplinary rules and expectations, as well as the punishments, are aimed at encouraging all students to exhibit proper and appropriate conduct, concern and awareness of others, self respect, and positive attitudes. The school rules and regulations are also designed to insure that all students can feel safe at school. Rules are also necessary to keep the building neat and in good repair. The LHS discipline program will combine penalties with instruction for corrective actions when possible. Courtesy to fellow students, teachers, school employees, and visitors is a tradition at LHS. Each of us should strive to be considerate of each other. It is imperative the staff and administration are informed of any improper behavior or inappropriate conduct as soon as possible, by doing so we work together to insure Luray High School is a safe place to learn and grow.

Listed below are some expectations involving courtesy that will make our school a more pleasant place to be:

1. Pass through the hall quietly. Be considerate of classes in session.
2. Discard trash in the containers provided for this purpose. Keep the school neat and attractive by picking up paper and trash from the floors.
3. Avoid unacceptable language and name calling.
4. Do not "pick" on fellow students.
5. Try not to embarrass your fellow students.
6. Respond to teachers request for hall passes and questions in a positive manner.
7. Do not block hallways, classroom entrances, and other door areas.

ACADEMIC INTEGRITY

Page County Public Schools recognizes that academic integrity and the concept of intellectual property are critical to the values of our schools and our community. Therefore, we strive to cultivate an environment that supports the safeguard of honesty as it relates to the use of ideas, as well as the demonstration of understanding.

Academic Integrity is defined as the practice of students performing their work and completing their assignments within the guidelines set down by teachers. It includes avoiding the representation of someone else's ideas as original and responsibly documenting the ideas of others in all formats. Teachers will accept the responsibility of providing clear guidelines for what is acceptable help from others, as well as clear requirements for the submission of research-

based work and acceptable documentation practices, including research guidelines and format for Works Cited and Works Consulted.

Cheating/Plagiarism (attempts towards completion of either act)-Whether a student gives or receives information during a test, exam, or assignment to be completed by an individual, it is a form of cheating. Also copying from others works and not giving proper credit is a form of cheating. **1st Offense: Zero on assignment, parent contact, and forfeiture of academic honors/awards for 30 school days. 2nd Offense: Zero on assignment, in-person parent conference, forfeiture of academic honors/awards for 180 school days, and placement on Poor School Standing. Poor School Standing may be substituted on the 1st offense when forfeiture of academic honors is not an appropriate disposition. (I.E.-student does not receive academic honors)**

PERSONAL INTEGRITY (Attempts toward completion of any act described below would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.)

Falsification – the verbal or written statement of any untruth (**minimum consequence - 2 day In-School Suspension**)

Stealing-Students caught stealing will be subject to severe disciplinary actions. Breaking and entering student lockers without permission, areas of the school that the student is not supposed to be in, drink and snack machines, teachers' desks, and other such areas are viewed as stealing and is unacceptable. In addition to the school disciplinary actions, Stealing will often be referred to the police for legal action. **Consequence - minimum 3 days out of school suspension.**

CHEMICAL ABUSE

No person may possess, use, manufacture, sell or distribute "alcohol, drugs, and other substances," nor use or possess paraphernalia for the purposes of illicit/inappropriate drug use, at any time, on school property, building and grounds, in school-sponsored vehicles or at school sponsored events at other sites. The terms "alcohol, drugs, and other substances" shall be construed to refer to all substances in all forms, including, but not limited to: alcohol and alcohol-containing beverages, all forms of tobacco, inhalable substances (including gases, solvents and solvent-based products, butane, propane, adhesives and similar products), marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids, herbal stimulants, herbal/"natural" euphoriant, all *look-alike products*, and any substances commonly referred to as "designer drugs." The inappropriate and/or illegal use of prescription or over-the-counter preparations is prohibited.

All prescription or over-the-counter drugs needed by the student for medical reasons must be taken to the main office by the parent accompanied by a note from a physician or parent (VA Code 22.1-277.08).

Possession, Distribution or Attempted Distribution of Drugs (whether sale or gift),
Transporting or Carrying Illicit Drugs onto School Property, and Bringing Such
Substances to School-Sponsored activities (22.1-277.08):

If a student engages in any of the activities indicated above, the following disciplinary consequences will be initiated:

- ❖ Poor school standing.
- ❖ 10 days suspension from school and suspension of extra-curricular activities (**Principals may use discretion when assigning the number of days of suspension and when providing other disciplinary actions for violations of policy on possession of legally prescribed medications inadvertently brought to school**).
- ❖ Referral to a community based Drug Awareness, Intervention, and/or Counseling Program. Student must complete this program in order to return from expulsion or to return to “good school standing.”
- ❖ Referral to the Superintendent for a Disciplinary Hearing in order to review all possible disciplinary consequences including long term suspension, expulsion, and Alternative Education.
- ❖ Students who are in their 12th grade year will not be permitted to participate in their high school’s June Graduation ceremony. Students who are in their 9th, 10th and/or 11th grade year may receive the same disciplinary consequence. However, the decision about graduation participation for these students will be made by the Page County Schools Superintendent and the Page County School Board on an individual basis.
- ❖ Report to Law Enforcement Agency for appropriate legal action

TOBACCO

The use and/or possession of tobacco products by all students on school premises is prohibited. Penalties (listed in the Code of Student Behavior) require **3 day In-School-Suspension and parent contact for the first offense; 2 days out of school suspension and Poor School Standing for the second offense, and school board referral and 5 days Out-of-School Suspension for any subsequent offenses.**

***If under 18 years of age, referred to SRO or Juvenile Probation Officer**

DANGEROUS OBJECTS AND FIREARMS

Each student has the right to learn in an environment which respects the safety and well-being of all students. The following categories are considered extremely serious violations which threaten a suitable and safe learning environment:

- A. Dangerous Objects – This means the possession or use of items commonly understood to be inappropriate to typical school activities, such as; machetes, brass knuckles, switchblades, knives, Chinese stars, ammunition, etc. Also included would be the misuse of acceptable objects in a manner which endangers a person’s safety or health. This may include toy or “look alike” weapons.

- B. Firearms – Whether loaded or unloaded (which may include an unloaded firearm in a closed container), operative or inoperative, the possession or use of a firearm on any school property or during any school activity is prohibited unless specifically authorized by school officials.
- C. Pneumatic guns which include, paint ball guns, pellet guns, BB guns, and CO2 air pistols are not considered to be firearms. Possession or use of a pneumatic gun is prohibited unless specifically authorized by school officials. Possession includes storage in a vehicle, locker, or other receptacle. The improper use of a starter or look-alike pistol is specifically prohibited.
- D. Explosives – The possession or use of any item or material considered to have the capacity to create an explosion is prohibited unless specifically authorized by school officials.
- E. Arson – The use or the intent to use any material which may result in a fire on school property is prohibited unless specifically authorized by school officials.
- F. Chemicals – The possession or use of chemicals that impact the health and/or safety of others is strictly prohibited.
- G. Bomb Threats – The Page County Public School System takes bomb threats very seriously and we always keep the safety and security of our students and staff as our primary objective. Students and their parents should be aware that if bomb threats occur (verbal or written), PCPS will seek the most severe dispositions possible. These actions include, but are not limited to: expulsion from all public schools in the State of Virginia, prosecution in a court of law, juvenile detention, and complete financial restitution to the school system and to Page County as a whole.

Penalty for these violations can include immediate school suspension, expulsion, and the violator charged with a Class 6 Felony. Minimum consequence - 10 days out of school suspension and report to the superintendent and the Law Enforcement Agency

DISRUPTIVE BEHAVIOR/ITEMS PROHIBITED

This involves any physical or verbal disturbance that occurs and interrupts the learning environment or interferes with teaching. This includes but is not restricted to inappropriate literature and illustrations or pictures, use or possession of mechanical/electronic devices (seen or heard), including IPODS "Beepers" and lighters. Students are also not to have skateboards, skates, roller blades, etc. on school property during the school day. **Consequences: Confiscate, After School Detention, In-School Suspension, Out of School Suspension. Any item confiscated will be returned at the end of the school day.**

Cell phones are allowed on school property but must be turned off during the school day and may not be used. Students may use cell phones during lunch block. Confiscated cell phones will be returned at the end of the school day.

Harassment-Any form of harassment, including but not limited to racial, ethnic, religious and sexual is prohibited. **Consequence- Out -of-School-Suspension**

Bullying- Negative behaviors that specific individuals are strictly prohibited and perpetrators will receive appropriate consequences. Prohibited behaviors include, but are not limited to, threats, written or verbal abusive statements/remarks, physical abuse, ethnic or gender slurs.

When there is evidence that two or more individuals are directing bullying/harassing behaviors at each other, perpetrators will receive appropriate consequences. **Consequences will be determined by number of offenses and seriousness of offense. They may include-Conflict Resolution, After School Detention, In-School Suspension, Out of School Suspension.**

In addition, this policy covers not only verbal and written threats, but also any bullying, harassment, and intimidation conveyed by electronic means such as texting, “sexting”, phone messages, and using the internet (instant messaging, MySpace, emails, Facebook, etc.).

Extortion

Threatening other students or extorting money or property from them will not be tolerated. Students who are victim to such acts should report them to the administration as soon as possible.

Consequence - out of school suspension.

Obscenity or Vulgarity- Using written or verbal profanity; or obscene gestures; possession of obscene signs; pictures or publications; (**Minimum consequence –in-school suspension**)

Disrupting/Disrespectful on Campus- Any behavior (deemed by the classroom teacher or other school staff) to disrupt the learning environment. **No student has the right to keep teachers from teaching and other students from learning or be disrespectful to other students. THIS IS YOUR WARNING.** *1ST Offense - 1 days I.S.S;* *2nd Offense- 2 days I.S.S.* *3RD Offense - 3 days I.S.S.;* *4TH Offense- 4 days I.S.S.;* *5th Offense- 5 days I.S.S.;* - begins out of school suspension/Poor School Standing

Insubordination-Insubordination is defined as refusing to display proper respect, defying authority of, or refusing to obey any reasonable request of faculty or staff members. **Minimum Consequence – in-school suspension/out of school suspension depending on the situation**

Treatment of Substitute Teachers

LHS is fortunate to have caring people to substitute for teachers when necessary. These people are important school visitors providing an important service to our schools. Students should impress these people by staying on the teacher assigned tasks, being polite, helpful, and considerate.

Minimum Consequence-I.S.S.

Verbal Abuse-Students who curse or threaten directly or indirectly at adult staff will be **suspended out of school for a minimum of 5 days. Repeat offenses are 10 day suspensions**

Gambling-Gambling is prohibited in school. This involves playing cards for money, flipping or matching coins, rolling dice, and any other form of gambling. **Minimum consequence- I.S.S.**

Boy-Girl Relationships

The administration and staff acknowledges that boy-girl relationships are a normal/healthy development process. But there is a proper time, manner, and place - and school is not the time, manner, or place to display public affection. Teachers and staff members will remind students of

this as necessary - and take more aggressive disciplinary actions if the improper activities are not student addressed.

The Page County Code of Student Conduct states that public display of affection that is unacceptable at school includes "physical contact such as holding hands, kissing, and embracing on school grounds." **Consequence - 1st offense, warning; 2nd offense, parent contact with administrator; 3rd offense, 3 days - In-School-Suspension.**

HAZING - Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the Local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See VA Code 18.2-56.

Teachers and Coaches will accept the responsibility for recognizing and reporting hazing. All forms of hazing are prohibited including any perceived tradition of initiation. Teachers and coaches are to be diligent in carrying this message to all participants. These behaviors by students or failure to report by staff will have immediate consequences.

Minimum Consequences: 5 days out of school suspension

In addition, this policy covers not only verbal and written threats, but also any bullying, harassment, and intimidation conveyed by electronic means such as texting, phone messages, and using the internet (instant messaging, MySpace, emails, Facebook, etc.).

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Conduct Outside of School

A school board may adopt regulations authorizing the principal or his designee, following oral notice and an opportunity for a hearing to be conducted by the principal or designee, to impose a short-term suspension, as defined in § 22.1-276.01, upon a student who has been charged with an offense involving intentional injury to another student of the school division pending a decision by the division superintendent or his designee as to whether to require that such student attend an alternative education program.

(1990, c. 835; 1995, cc. 724, 755, 801; 1998, c. 355; 1999, c. 457; 2000, c. 577, § 22.1-277.1; 2001, cc. 688, 820; 2003, c. 119)

STUDENT DRESS

Students are expected to dress in a manner consistent with recognition that they have the responsibility to help foster a learning environment promoting health and safety, respect, pride, cohesiveness, as well as of positive regard for discipline and authority. The dress of students reflects the general climate of a school.

Students, with the help and approval of parents, know what acceptable attire for school is and school activities; moderation in type and style should be the basic standard.

In the judgment of the administration, all students' attire must be consistent with accepted school and community standards.

Students are expected to dress appropriately to attend Luray High School. Unacceptable dress includes, but is not limited to:

1. clothing that is offensive, lewd, vulgar, obscene, or profane
2. body piercing (except, customary ear piercing)
3. other dress attire which may undermine or compromise the learning environment or distract others from focus on the learning process, or present a safety hazard
4. Wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, that represent gang activity and/or membership; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities.
5. Wearing of shirts or towels on shoulders or around the neck. (This excludes gym or athletic contests.)
6. Any clothing displaying drug, alcohol or tobacco products, or advertisements for such products.
7. Any clothing with references to sex (this includes Big Johnson shirts and similar type clothing).
8. students (male and female) are not permitted to wear any covering on their heads (hats, caps, bandannas, scarves, nets) Caps, hats, and bandannas should not be brought to school
9. Bandanas may not be worn anywhere on one's person.
10. gloves in the building
11. shirts must cover shoulders
12. Any backless top or shirt that exposes any part of the midriff or back.
13. clothing that has revealing necklines and sleeve openings will not be permitted.(tank tops, spaghetti straps, straps less than an inch for females)
14. Dresses, shorts, skirts, etc. that are so short as to exceed the limits of good taste for a school setting.
15. Slits and/or cutout areas on skirts, shorts, or pants that are short as to exceed the limits of good taste for a school setting.
16. apparel must cover all under garments
17. sunglasses
18. Intentionally cut or torn garments, including all cut-offs and pants with holes.
19. chains, studded collars, bracelets, and wallet chains
20. mesh type or see-through or scanty apparel

*Students will be asked to make appropriate changes if they are found in violation of the dress code. Students unable to make the changes will be placed in ISS the remainder of the school day and students that refuse to make the changes will be suspended out of school for a minimum of 3 days. Repeated offenses will result in 5 and then 10 days O.S.S. if the student refuses to make the changes.

FIGHTING (See County Code of Conduct)

Fighting will normally result in the student being suspended from school for a minimum of 3 days.

Repeat offenses will result in the student being suspended for 5 or 10 days and very serious offenses will result in the notification of the SRO and possible legal action.

This Code of Conduct recognizes the fundamental right of every student to reasonable actions as may prove necessary to defend one's self from an attack by another.

Reasonable actions should include walking away and seeking supervision. Physical intervention must be a last resort.

While self defense might be presented or considered as a possible circumstance of an altercation, safety and order in schools require little or no tolerance for fighting.

The following conditions should be met for self-defense:

- Be without fault in provoking or bringing on the fight or incident
- Have reasonably feared, under the circumstances as they appeared to him/her, that he was in danger or harm
- Have used no more force than was reasonably necessary to protect himself from the threatened harm.

The Page County Code of Student Conduct has defined Fighting as any of the following: Physical Abuse, Incitement/Instigation of Fighting, Fighting, Assault on a student or school board Employee, Threats, and Extortion.

TRESPASSING (See County Code of Conduct Policy).

1. Any student on school property during a suspension from school shall be considered trespassing, unless an exception is approved by the principal/assistant principal.
2. Students who loiter at school after the close of the school day without specific need or school supervision are considered trespassing.
3. Any student directed to leave the school premises by an administrator must do so immediately or be guilty of trespassing.
4. This policy applies to any visitor on school grounds that do not have permission of the school administration.

VANDALISM (See County Code of Conduct)

Vandalism is the willful marring, defacing, or destruction of school property held in trust by the Page County School System. It will be dealt with severely.

Students may be legally charged and will need to pay cost of damage; as well as be subject to other appropriate school disciplinary actions.

COLLECTION OF DEBTS/RESTITUTION

All students are expected to pay school debts and fines. Refusal to pay fines or debts incurred by a student will subject that student to having records held until the debt is cleared. It is the responsibility of each student to be aware of and take care of these debts and fines. **Students not paying school debts or arranging payments will be placed on Poor-School-Standing.**

FOOD OUTSIDE COMMONS

During the school day students are not to consume food or beverage in the halls. There are not to be any open food or beverage containers in the halls.

During the school day, only food and beverage items purchased from Luray High School vending machines may be consumed.

OTHER GENERAL VIOLATIONS THAT ARE NOT ACCEPTABLE IN THE BUILDING OR NEAR SCHOOL GROUNDS

1. Failure to be prepared for class (not having pens, pencils, textbooks, paper and not dressing out for P.E.) the following procedures will be accumulated on a semester basis. (Minimum consequence - 3rd offense, office referral and warning; 4th offense, 2 days After-School-Detention; 7th offense, 2 days In-School-Suspension.)
2. Running in the halls or building areas other than the gym. (Minimum Consequence-Warning/After School Detention)
3. Loitering in the restrooms.(Minimum Consequence-No Pass Status)
4. Throwing snowballs, bottles, cans or rocks on school grounds.(Minimum consequence- I.S.S. and cleaning grounds)
5. Failure to follow instructions- minimum consequence 2 days I.S.S.

SCHOOL SEARCHES

The following items are subject to search as deemed necessary by the L.H.S. administration:

- any boxes, containers, bags, or the like brought on L.H.S. property
- cars parked on school property
- lockers (including P.E. lockers)
- personal items and clothing

**Canine detective initiatives will be used on school grounds

PENALTIES FOR UNACCEPTABLE BEHAVIORS

The penalties for unacceptable behaviors vary with the severity of the infractions, Division requirements, past disciplinary violations by the student, and the concern for helping the student learn to make more appropriate decisions. The following are disciplinary and corrective actions used in the school disciplinary program:

1. Student Conference by teacher.
2. Parent contact and conference with the teacher.
3. Student conference with guidance and or the administration
4. Parent conference with guidance and/or the administration and/or teachers.
5. After School Detention.
6. In-School Suspension.
7. Suspension from participation of Extra-curricular Activities (Poor School Standing).
8. Out of School Suspension.

9. Juvenile Probation Officer referral; Law enforcement agency referral and/or filing of charges; Court referral; confiscation; School Agency referrals.
10. Review student schedule/placements; and Recommendation for School Expulsion.
11. School removal and keeping of properties (hats, radios, and skateboards) brought to school.

AFTER SCHOOL DETENTION

There is an after school detention program administered by teachers from 3:15 to 3:55 p.m. 4 times a week. The student is to work on homework or other school academic work. This program can also be used to allow students with unexcused absences the opportunity to make up work missed.

School-wide After School Detention will be used as a punishment for Disciplinary Violations such as class or school truancy, repeated tardies to class or school, refusal to dress out in PE and students in unauthorized areas, etc. Students not showing up for detention hall will be assigned in-school suspension.

IN-SCHOOL SUSPENSION PROGRAM

ISS is an ALTERNATIVE to Out-of-School Suspension. In-School Suspension is a placement where the student is isolated from his/her fellow students for the day.

The student is not considered absent from school, and after successful completion of an assignment related to the reason for assignment to ISS, the student works on class assignments provided by the teacher. These assignments are related to the material taught in class and will be evaluated by each teacher as a part of the student grade.

Unexcused absences to ISS will result in additional time assigned or more severe disciplinary actions being assigned. A student will normally be assigned to ISS for the same offense no more than three times. Continued violation of the school rule will lead to out-of-school suspension, parent conference, and other disciplinary actions.

Additionally, the student is not allowed to have food or drink while in In-School Suspension. Students may serve individual blocks in I.S.S. (including PE) as designated by the administration. Pulling students from I.S.S. will be determined by the ISS Coordinator and classroom teacher(s).

Any student refusing to serve I.S.S. will be suspended out of school.

POOR SCHOOL STANDING

Student may not participate or be a spectator at any school-sponsored event regardless of where the activity takes place. Students may not go on field trips unless required by an Individualized Education Plan (I.E.P.). Student may not drive a vehicle onto or park on school property. Students may be placed on "Poor School Standing for an extended period of time. Students who are suspended from school are automatically on Poor School Standing.

Any student that is referred to the office (5) times will be put on Poor School Standing until they have six weeks without a referral.

OUT-OF-SCHOOL SUSPENSIONS

Suspension out of school is an unexcused absence from school. Make up work can then only occur if the student makes the request and is to be scheduled in the School-Wide-After-School Detention program. Out-of-School suspensions are viewed as serious. Parents of suspended students will be notified and may be asked to return to school with their son/daughter when the student is allowed to return to school. Students suspended Out-of-School will also be referred to the School Division Attendance Officer.

Absences during the suspension are unexcused. A suspended student is automatically on Poor School Standing during the suspension and is not allowed on any Page County Public School grounds or at school activities for the duration of the suspension. **The student will return to “good standing” after the suspension if the suspension was the only reason for “Poor School Standing”.**

Students may also be suspended or expelled for actions begun or planned on school property but are completed off school property.

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities

DISCIPLINARY REFERRALS

Students referred for disciplinary reasons are given a Disciplinary Referral Form noting the school offense and school punishment. The Referral is to be immediately brought to the office by the student. Any student not reporting to the office with the referral will receive a minimum of 3 days O.S.S... This Referral is to be presented to the parent and is to be parent signed and returned to the school. Teachers may also use a network referral to send directly to the administrator instead of sending it with the student. If the penalty involves ISS there is also information noting the assignment date and a contract to be signed by the student and parent. Parents of students suspended Out-of-School will be notified as soon as possible, and a letter noting the suspension will confirm the punishment. A letter will be sent home for each discipline incident.

Parents are encouraged to confer immediately with the teacher on all discipline issues. After this conference if the parents feel further action is needed they may next contact the disciplinary administrator. If students exhibiting unacceptable school behaviors are to successfully improve the school/parent communication is important.

