



**PAGE COUNTY PUBLIC SCHOOLS**

**PARENTAL NOTIFICATION  
HANDBOOK  
2021-2022**

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August 2021

Dear Page County Parent/Guardian:

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

***Parents are requested to review all the information in the handbook and return the Parent Notification Signature Form and the Code of Conduct Signature Form by Friday, August 27, 2021.***

Thank you for taking the time to provide us with this necessary information and we wish you and your child all the best for the coming school year.

If you have any questions, please contact your child's school.

Sincerely,

Antonia M. Fox, Ed.D.

**An Equal Opportunity Employer**

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

PCPS School Board:

Jason Breeden, Chair • Jackie Sullivan-Smoot, Vice-Chair • Rolf Gubler • Tommy Lansberry • Amy Painter • Duane Painter

## Parental Responsibility and Involvement Requirement

Parental involvement is an essential element in effective education. Studies show that two factors are necessary to improve learning: 1) a sound instructional program and 2) consistent involvement of parents and other influential adults. It is, therefore, the policy of Page County Public Schools to seek avenues that allow families and the community to be involved in the education of our children. We recognize that the term “parent” refers to any adult—mother, father, older sibling, aunt, uncle, grandparents, guardian, or mentor—who plays a significant role in the care of a student or students enrolled in our schools. Although parental involvement is the specific focus of this policy, it is recognized that all those concerned with the education of students must work together cooperatively to meet the needs of students. Schools have the responsibility to involve parents and parents have the responsibility to become involved in the school.

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

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

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

## Students Computer Usage and Internet Acceptable Use Policy

Technology is an integral part of Page County Public Schools daily educational instruction. This division utilizes filters, appliances, and policies to guard the safety/security and privacy of all users. The safeguards are in place to protect the user from inappropriate or harmful material. Any technology system (no matter how secure) has the potential to allow inappropriate material to reach the user. It is a necessity that all users of technology in this school division adhere to usage terms and conditions put in place to protect the user and the technology system. Inappropriate use of technology by any user has the potential to bring harm. Page County School Board, Division Superintendent, Division Administration, and School Administration are committed to enforcing the division's Acceptable Use Policy to the fullest. In making this commitment, the division sets forth an expectation of high quality technology usage to enhance teaching and student learning.

The guidelines established for the acceptable use of technology applies to division owned devices and mobile devices brought into the school setting by students. Unacceptable usage of technology provided by privately purchased mobile devices being utilized on school property is under the same guidelines and policies as school purchased devices. The usage of privately purchased student mobile devices during classroom instruction is at the discretion of the classroom teacher. Use of such devices and technology must be related to the content being taught and cannot be used as a distraction from classroom instruction. Students are solely responsible for the care of mobile devices they choose to bring to school.

### **Technology Usage Terms and Conditions**

#### **1. Rights and Responsibilities of Acceptable Use:**

- The use of school supported/owned technologies is a privilege and not an automatic right.
- Student use of technologies is to be limited to activities that reinforce/enhance the learning objectives as stated in the Virginia Standards of Learning, Profile of a Virginia Graduate and/or objectives of classroom instruction.
- The primary use of the Internet is for research and inquiry that enhances student learning. Usage of web-based resources that increases student engagement in the learning of instructional content is acceptable.
- Collaboration/communication tools such as blogs, student emails, wikis, forums, and other forms of social media can only be utilized to enhance teacher driven or monitored learning activities.
- Students are expected to adhere to all school policies when accessing the Internet.
- Students are expected to treat network files of others as private property.
- Students are expected to safeguard any usernames or passwords which allow access to any account.
- Students in grades K-8 are not allowed to change their password of any account. If a password change is necessary, students are to report this to their homeroom teacher.
- Students in grades 9-12 are responsible for setting and changing passwords on accounts.
- Students are expected to comply with all school, local, state, and federal laws including those regarding the transmission of copyrighted, threatening, or obscene material.
- Students are expected to adhere to copyrights and give appropriate credit.
- Students are expected to report to the building administration the use of technologies by any person including faculty/staff and other students for the purpose of intimidating, harassing, bullying, or coercing.

- Students are expected to keep food, drinks, gum, etc. away from all equipment and to ensure equipment is not exposed to extreme temperatures or other conditions that may damage equipment.

## **2. Unacceptable Use:**

- Our school division utilizes an Internet content filtering system for the safety and security of the end user and equipment. Acts or attempted acts to bypass the security/filtering system will not be tolerated. The use of proxy or proxy-like applications by students that allow unfiltered access to Internet materials is in direct violation of state and division policies.
- Students may not use the Internet for commercial activities, product promotion, political lobbying, or illegal activities.
- Students may not engage in any activity that promotes/displays act of violence.
- Students may not utilize any technologies to intimidate, harass, bully, or coerce others.
- Students may not use the technology system to agree to meet with someone they have met online.
- Students may not disclose personal information about themselves or others through the online environment. Never post your own or anyone else's personal data (e.g. full name, address, phone number, social security number, personal photograph).
- Students may not engage in any activity that results in the loss of another person's privacy.
- Students may not subject any technologies to vandalism. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data, including but not limited to: uploading, creating, or transmitting computer viruses, tampering with computer programs, and changing or deleting files other than your own.
- Student may not delete, alter, or modify software, programs, and applications on school equipment to include, but not limited to desktop controls, backgrounds, menu settings, and/or student network settings.
- Students may not create or transmit inappropriate or illegal material or information that violates PCPS policies or any local, state or federal laws, such as material that is copyrighted, threatening, bullying, gang-related, obscene, or pornographic.

## **3. Email Service (Google for Education):**

- Email service is provided to middle and high school students. An anti-spam filter separates potentially harmful transactions from non-harmful emails according to protection set forth by Google. All email transactions are archived before being delivered to the recipient. Any student archived emails may be accessed if deemed necessary according to division policies, state and federal laws.
- Students may not use division issued email accounts to establish other accounts.
- Students email accounts may be used by the division or teacher to establish other academic accounts that adhere to the security of student data.
- Students may not run executable files received through emails

## **4. Liability:**

- The school division shall not be responsible for any damages to the user from using technologies. This includes loss of data, non-delivery or missed delivery of information, or interruptions in service. The school division is not responsible for the accuracy or quality of information obtained through the use of various technologies.

## **5. Web Publication:**

- Google Sites may be utilized by students to create/maintain e-portfolios and to give voice to student creativity.
- The following policy must be followed when creating a web site or pages:
  - all web pages must be created in a professional manner and cannot contain negative connotations;
  - students may not post images or statements that may degrade the character of others;
  - students must adhere to copyright and plagiarism policies.

## **6. Notification of Acceptable Use Policy:**

- Page County Public Schools requires parents and students to read, review and sign the Students Computer Usage and Internet Acceptable Use Policy at the beginning of each school year. Any person failing to sign the policy, therefore establishing non-commitment to abide by the policy, is denied use of any technologies and Internet access.

## **Animal Dissection**

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

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

## **Asbestos**

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

## **Availability of the Page County Schools Policy Manual**

A current copy of the Page County Public Schools Policy Manual is available in the library of each school, the public libraries in Luray, Stanley, Shenandoah, and is also available on the Internet at the following location: [https://www. https://www.pagecounty.k12.va.us/](https://www.pagecounty.k12.va.us/), then click on the School Board Link and use the "Board Docs" button.

## Directory Information

The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Page County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Page County Public Schools may disclose appropriately designed "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the Page County Public Schools to include this type of information from your child's education records in certain school publications. Examples include but are not limited to:

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

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

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

- Student's Name
- Address
- Telephone Listing
- Grade Level
- Parent/Guardian's Name

## Non-Discrimination – Title IX

### I. Policy Statement

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

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



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

## **II. Notice of Policy/Prevention**

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

## **III. Complaint Procedure**

### **I. File Report**

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

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

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

### **II. Investigation**

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

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

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

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

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

### **III. Action by Superintendent**

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

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

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

### **IV. Appeal**

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

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

**V. Compliance Officer and Alternate Compliance Office**

The Page County School Board has designated as the Assistant Superintendent for Human Resources and Business Operations, 735 West Main Street, Luray, VA 22835, (540) 743-6533, as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited discrimination.

The Compliance Officer shall:

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

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

**VI. Retaliation**

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

**VII. Right to Alternative Complaint Procedure**

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

**VIII. False Charges**

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

## Report of Discrimination

Name of Complainant:

For Employees, Position:

For Applicants, Position Applied for:

Address and Phone Number:

Date(s) of Alleged Discrimination:

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

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

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

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

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Person Complaint Received by (print)

\_\_\_\_\_  
Date

**Page County Public Schools**

## **PCPS Family Life Education Opt-Out**

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

Parents/guardians will be notified if any of the curriculum they object to is required by the state statute. If you have any questions, please feel free to contact the school principal.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them to their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The rights to file a complaint with the U. S. Department of Education concerning alleged failures by the school to comply with requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

## PCPS School Counseling Program

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

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

- a) Academic guidance, which assists students and their parents in acquiring knowledge of the curricula choices available to students, in planning a program of studies, in arranging and interpreting academic testing, and in seeking post-secondary academic opportunities;
- b) Career guidance, which helps students to acquire information and to plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
- c) Personal/social guidance and counseling, which assists students in developing an understanding of themselves, as well as, the rights and needs of others. Personal/social guidance and counseling also assists students in resolving conflict and in defining individual goals that reflect their interests, abilities and aptitudes. Personal/social guidance and counseling may be provided either in classroom guidance sessions or through structured individual or small group counseling which focuses on the specific concerns of the participant(s).
- d) Consultation and referral services, which assist administrators, teachers, students, and parents in helping students with academic or personal needs.

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

- a) Counselors are prohibited from using counseling techniques which are beyond the scope of their professional certification or training as school counselors. This includes psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.
- b) All information and records of personal/social counseling are to be kept confidential and separate from a student's educational records and are not to be disclosed to third parties without prior parental consent or as otherwise provided by law.
- c) Parents may elect in writing (county form) to have their child not participate in various aspects of the guidance and counseling program. This "opt-out" policy is applicable to the current year only, and parents must request that their child not participate on an annual basis.
- d) Parents may review any material related to guidance services by contacting the counselor at their local school.
- e) *No student shall be required to participate in any counseling program to which the student's parents object.*

## Homeless Children

The Page County School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of service to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

## English Learners

School divisions receiving federal funds to provide a language instruction educational program must, not later than 30 days after the beginning of the school year, inform the parents of English learners of the following:

- the reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program
- the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement
- the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
- how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child
- how such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation
- the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if federal funds are used for children in high schools
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child
- information pertaining to parental rights that includes written guidance detailing:
  - the parents' right to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available
  - information pertaining to parental rights that includes written guidance assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the division 20 U.S.C. § 6312(e)(3).

For those children who have not been identified as English learners prior to the beginning of the school year, the division must give the notifications listed above to parents within the first two weeks of the child being placed in a language instruction educational program.

In addition, parents of students in LEP programs English learners will be notified regarding parental involvement opportunities in the same manner as notice is given regarding other Title I programs.

## Parent and Family Engagement Policy

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

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

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

Title 1 parents’ involvement begins with information about the program which is shared at the Parent Meeting early in the year. The Parent Compact spells out both responsibility of the school and the parent in forming the partnership that is critical to student success.

Frequent feedback concerning the status of academic goals, the opportunity for parent/teacher conferences, and parent workshops connect parents to what is going on in the classroom. Parent newsletters in both English and Spanish provide parents with concrete tips on how to support the education efforts that start in school.



## Page County Public Schools – Field Trip Permission Escuelas Públicas de la Condado de Page – Permiso De Excursión

|  |   |
|--|---|
| <p>My child has permission to take educational and recreational field trips as a part of the school program during the current school year. These field trips will be taken with school faculty and other adult supervision. I understand that all school rules of conduct apply on field trips.</p> <p>Notice of pending field trips will be sent home prior to taking each field trip.</p> | <p><i>Mi niño/tiene permiso para realizar excursiones educativas y recreativas como parte del programa escolar durante el año lectivo en curso. Estas excursiones serán realizados con docentes escolares y otros supervisores adultos. Entiendo que en estas excursiones se aplican todas las normas escolares de conducta.</i></p> <p><i>Antes de la realización de cada excursión, se enviarán a casa las notificaciones por excursiones pendientes.</i></p> |
|--|---|

**\*\*\*Teachers will send notification of each trip prior to taking the field trip.**

Participating as a chaperone is a privilege and only a limited amount of chaperones are allowed to participate on field trips. I would like to be considered as a chaperone for a field trip.

**By checking the permission box on the form at the end of this packet, I understand that this form can be used as permission for any school field trip in 2021-2022.**

### Page County Public Schools Policy for Web Publication

|                               |   |
|-------------------------------|---|
| Page County Public Schools    | <a href="https://www.pagek12.org/">https://www.pagek12.org/</a>                                 |
| Page County Web Resources     | <a href="https://www.pagek12.org/o/pcps">https://www.pagek12.org/o/pcps</a>                     |
| Luray Elementary School       | <a href="https://www.pagek12.org/o/luray-es">https://www.pagek12.org/o/luray-es</a>             |
| Luray High School             | <a href="https://www.pagek12.org/o/luray-hs">https://www.pagek12.org/o/luray-hs</a>             |
| Luray Middle School           | <a href="https://www.pagek12.org/o/luray-ms">https://www.pagek12.org/o/luray-ms</a>             |
| Page County High School       | <a href="https://www.pagek12.org/o/pchs">https://www.pagek12.org/o/pchs</a>                     |
| Page County Middle School     | <a href="https://www.pagek12.org/o/pcms">https://www.pagek12.org/o/pcms</a>                     |
| Page County Technical Center  | <a href="https://www.pagek12.org/o/pctc">https://www.pagek12.org/o/pctc</a>                     |
| Shenandoah Elementary School  | <a href="https://www.pagek12.org/o/shenandoah-es">https://www.pagek12.org/o/shenandoah-es</a>   |
| Springfield Elementary School | <a href="https://www.pagek12.org/o/springfield-es">https://www.pagek12.org/o/springfield-es</a> |
| Stanley Elementary School     | <a href="https://www.pagek12.org/o/stanley-es">https://www.pagek12.org/o/stanley-es</a>         |

Web pages offer another tool to increase communication between home and school. Teachers are encouraged to create web pages for use with their classes. Teacher web pages containing any school related information can only be posted on one of the following websites: Quia, Teacher Web, other division supported web sites, Page County Public School web server, Google Sites

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

1. Any web page must be created in a professional manner and cannot contain any negative connotations.

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

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

The No Child Left Behind Act adopted by the Federal government in 2002 and updated as Every Student Succeeds Act of 2015 requires school divisions to release directory information (name, address, telephone numbers) to military recruiters or institutions of higher learning. In order to withhold your child's information, parents must notify the school that such information should not be released. Please check the appropriate box below indicating your desire.

### **Release of Photographs for Public Media Use**

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

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

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

## Sex Offender Registry

The Page County School division recognizes the danger Sex Offenders pose to student safety. There is information in the Sex Offender and Crimes Against Minors Registry available to parents. The Internet website address is <http://sex-offender.vsp.virginia.gov/sor/>

## Sexual Harassment Policy

### I. Policy Statement

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

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

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

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

### II. Definitions

#### A. Sexual Harassment.

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

- i. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- ii. submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- iii. that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

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

- unwelcome sexual physical contact.
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.

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

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

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

- i. creates an intimidating, hostile or offensive working or educational environment; or
- ii. substantially or unreasonably interferes with an individual's work or education; or
- iii. otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

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

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

## **III. Complaint Procedure**

### **A. Formal Procedure**

#### **1. File Report**

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

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

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

## **2. Investigation**

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

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

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

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

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

### **3. Action by Superintendent**

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

### **4. Appeal**

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

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

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

### **5. Compliance Officer and Alternate Compliance Officer**

The Page County School Board has designated the Assistant Superintendent of Human Resources and Business Operations, 735 West Main Street, Luray, VA 22835, (540) 743-6533 as the Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. The Compliance Officer shall:

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

### **B. Informal Procedure**

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

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein.

The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

#### **IV. Retaliation**

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

#### **V. Right to Alternative Complaint Procedure**

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

#### **VI. Prevention and Notice of Policy**

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

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

#### **VII. False Charges**

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

## Report of Harassment

Name of Complainant:

For Students, School Attending:

For Employees, Position:

Address and Phone Number:

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Complaint Received By: \_\_\_\_\_



## Student Surveys

The protection of Pupil Rights Amendment (PPRA) affords parents and students over 18 years of age certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

Before distributing to students, the school will contact the parent/guardian as outlined above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4604

## **Youth Health Risk Behavior Survey Passive Parental Permission Form**

Pride Surveys were created in 1982 by professors at Georgia State University in Atlanta and Western Kentucky University in Bowling Green, KY. Their purpose was to help local schools measure student alcohol, tobacco, and other drug use through the use of student surveys. Pride Surveys now measure behavior on many crucial issues that can affect learning: discipline, safety, activities, gangs, and more.

With today's emphasis on evaluation and accountability, Pride Surveys have assisted single schools, school districts, state and federal agencies, and other organizations such as community coalitions. In 1998 a federal law designated Pride Surveys as an official measurement of adolescent drug use in America.

Students responding to Pride Surveys are assured anonymity. There is no interviewer, no place on the questionnaire to provide a name, and no other means to identify a respondent.

The Safe and Drug-Free Schools and Communities Act (SDFSCA) of 2001 supports states and local education agencies in creating safe, disciplined and drug-free learning environments. Pride Surveys make it easier for school personnel to collect information that is required under this Act. The Act specifically requires that indicators be measured, including "the incidence and prevalence, age of onset, perception of social disapproval of drug use and violence by youth in schools and communities.

For more information about the Pride Survey visit their website: <http://www.pridesurveys.com>

### **Supplementary Notifications**

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

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

Graduation requirements, advanced course information, and student academics – The Program of Studies for both Middle School & High School outlines course offerings and graduation requirements. These documents are located on the Page County Public Schools website under the Academic Information tab. Included in this Program of Studies is information on Dual Enrollment courses, Governor School programs and college partnerships.

PPRA (Protection of Pupil Rights Amendment) – Policy KFB on the Page County Public Schools website outlines the policy controlling the administration of surveys on certain sensitive topics including political or religious beliefs and behavior involving sex or illegal conduct. This

information can be found online at <http://www.boarddocs.com/vsba/pcss/Board.nsf/Public> Once in the Board Docs program, click on the policies tab and search for KFB.

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

School Quality Reports - Report cards for schools, school divisions, and the commonwealth provide information about student achievement, accountability ratings, attendance, program completion, school safety, teacher quality, and other topics. Data specific to the Page County Public Schools can be found at <https://schoolquality.virginia.gov/>

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

Fees - Information regarding student fees and fee schedules can be gained at the school level. Furthermore, policy JN outlines the school division policy regarding student fees, fines, and charges.

## Teacher Qualifications in Title I Schools

August 2021

Dear Parent(s) or Guardian(s):

On December 10, 2015, the *Every Student Succeeds Act (ESSA)* was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in Page County, receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it.

Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status because of special circumstances.
- Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

Currently, the Title I schools in Page County are: Luray Elementary School, Shenandoah Elementary School, Springfield Elementary School, and Stanley Elementary School.

If you would like to receive any of this information, please contact me at (540) 743-6533.

Sincerely,

Chris Hopkins  
Director of Elementary Instruction

## Scoliosis

August 2021

Dear Parents/Guardians:

According to state school health guidelines, the school division would like to forward to you valuable information with regards to scoliosis.

Scoliosis, or curvature of the spine, can have adverse effects on students including poor range of motion, back pain, rib cage distortion, impaired lung and heart function, unpleasant cosmetic appearance, and social and psychological problems of poor self-image and social isolation. Early detection can prevent the progression of scoliosis and can identify these students in need of treatment.

The prevalence of scoliosis begins to increase at about age 10 to 11 years as adolescents begin to go through puberty and growth spurts. For every 1000 children, 3 to 5 can develop curvatures large enough to require treatment. Progressive spinal curvatures occur more often in girls than boys. Scoliosis tends to run in families and if diagnosed in an older sibling, younger siblings should be observed closely.

Common signs of scoliosis can include, but are not limited to, an abnormal head alignment, an un-level shoulder, a prominent shoulder blade, a visible backbone curvature, an un-level hip area, an un-level rib hump when bent over, or rounded back appearance.

Should you observe any of the above listed signs or suspect that your child may have scoliosis please consult with your medical provider for a complete scoliosis evaluation. If you have any questions, please contact the School Nurse at your child's school.

Sincerely,

Antonia M. Fox, Ed.D.  
Division Superintendent  
(540) 743-6533

## Seat Damage Agreement

In the past few years the seats on our school buses have had a great deal of damage and graffiti caused by the students riding on the buses. It is important that we maintain our buses because they are far too expensive to replace. We have devised a plan to repair the seats and hopefully stop the vandalism.

Bus drivers will have assigned seats for all students riding the bus and a copy will go to the principal, the Transportation Coordinator, Diana Griffith, and one will stay on the bus. The bus driver will inspect the bus after every run and if there is any damage to the seat, whoever is assigned to that seat will be responsible for cleaning the seat or paying for repairs to the seat.

### Cost of repairs:

- Graffiti will be cleaned by the student responsible for the damage. The cleaning will be done at the school.
- A seat that can be repaired and not replaced - \$15.00 for labor
- A seat that needs to be replaced will cost as follows:
  - Seat back cover - \$12.00
  - Back pad - \$20.00
  - Seat bottom cover - \$7.00
  - Bottom pad - \$20.00
  - All replacements add \$15.00 for labor

Questions about this can be directed to the Assistant Superintendent for Human Resources and Business Operations at (540) 743-6533.

## Parental Notification Handbook Signature Form

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

The signatures below acknowledge that you have online access to the Parental Notification Handbook. If you do not have access online, you may request a paper copy of the handbook. The handbook can be found under the Students and Families tab on the division webpage: <https://www.pagecounty.k12.va.us/>

This handbook contains the following parental notifications as required by law. By checking the box beside each one, you and your child are stating that you have read and understood the document. Additionally, you and your student will abide by the guidelines as set forth. *Return this form to your child's school by Friday, August 27, 2021.*

- |   |                                     |                                      |
|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Acceptable Computer System Use Policy (ACSUP)<br><input type="checkbox"/> Animal dissection<br><input type="checkbox"/> Asbestos<br><input type="checkbox"/> Availability of Policy Manual<br><input type="checkbox"/> Directory Information <input type="checkbox"/> <b>Release</b> <input type="checkbox"/> <b>Do Not Release</b><br><input type="checkbox"/> Equal Employment Opportunity / Non-discrimination – Title IX<br><input type="checkbox"/> Family Life Education Opt-Out Form <input type="checkbox"/> <b>Opt out</b> <input type="checkbox"/> <b>May participate</b><br><input type="checkbox"/> Family Education Rights and Privacy Act – Student Records<br><input type="checkbox"/> Guidance and Counseling Policy: May participate in (check Yes or No for all three options below):<br><b>Individual Counseling</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Small Group Counseling</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Classroom Guidance</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Homeless Children<br><input type="checkbox"/> English Learners<br><input type="checkbox"/> Parent and Family Engagement Policy<br><input type="checkbox"/> Field Trip Permission<br><input type="checkbox"/> Policy for Web Publications<br><input type="checkbox"/> Release of Directory Information to Recruiters and Institutions of Higher Learning<br><input type="checkbox"/> <b>Yes, Release directory information</b> <input type="checkbox"/> <b>No, Do Not release directory information</b><br><input type="checkbox"/> Release of Photographs for Public Use (newspaper and/or school website and social media)<br><b>Release for publication in local newspapers:</b> <input type="checkbox"/> <b>Yes, Release</b> <input type="checkbox"/> <b>No, Do Not release</b><br><b>Release for publication school website/social media:</b> <input type="checkbox"/> <b>Yes, release</b> <input type="checkbox"/> <b>No, Do Not release</b><br><input type="checkbox"/> Scoliosis<br><input type="checkbox"/> Seat Damage Agreement<br><input type="checkbox"/> Sex Offender Registry<br><input type="checkbox"/> Sexual Harassment Policy<br><input type="checkbox"/> Student Surveys as given by the division <input type="checkbox"/> <b>Yes, may participate</b> <input type="checkbox"/> <b>No, may not participate</b><br><input type="checkbox"/> Military Connected Student Survey: <b>Student is NOT military connected</b> <input type="checkbox"/><br>Student is a dependent of a member of <b>Active Duty Forces</b> <input type="checkbox"/><br>Student is a dependent of a member of the <b>Reserve Forces</b> <input type="checkbox"/><br><input type="checkbox"/> Supplemental Notifications<br><input type="checkbox"/> Teacher Qualifications for Title I Schools | _____<br>Parent Signature for ACSUP | _____<br>Student Signature for ACSUP |
|---|-------------------------------------|--------------------------------------|

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature, if 18 years of age

## Page County Schools Student Code of Conduct & Attendance Parent Signature Form

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

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

Regarding school attendance, the following is an excerpt from VA CODE § 22.1-254: Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1.

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

We ask that parents assist us by reading and discussing this *Student Code of Conduct & Attendance* with your child.

Make sure that your child fully understands its contents. The Page County Public Schools *Student Code of Conduct & Attendance* can be found online at INSERT WEB LINK If you have any questions concerning this *Student Code of Conduct & Attendance*, please do not hesitate to contact your child's principal. The principal will explain the rules to students during the first few days of school. If you desire to have a hard copy of this document, please ask your school principal and he/she will gladly provide you with one.

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**I understand that I, as parent or guardian of \_\_\_\_\_ (please print student's name), am responsible for understanding and then reviewing the *PCPS Student Code of Conduct and Attendance* with my child.**

**If I would like to have a hard copy of this document, I will ask my child's principal for a copy and I will immediately be provided with one.**

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**Signature of Parent or Guardian**

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**Date**

***PLEASE NOTE: THIS FORM WILL BE FILED IN STUDENT'S SCHOLASTIC RECORD. State law requires that a parent or guardian sign this form acknowledging that they have reviewed a copy of the Student Code of Conduct and Attendance. Please return signed form to your child's school by Friday, August 27, 2021.***