

Massanutten Regional Governor's School for Integrated Environmental Science and Technology



Student Accountability Handbook 2016 – 2017

**6375 South Main Street
Mount Jackson, Virginia 22842
540.477.3226**

**<http://shenandoahmrgs.sharpschool.net/>
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Both Massanutten Governor's School and Shenandoah County Public Schools policies and procedures may be revised during the school year. Please consult the SCPS website at <http://www.shenandoah.k12.va.us/> for the most current policy updates.

Massanutten Regional Governor's School for Integrated Environmental Science and Technology

Welcome to Massanutten Regional Governor's School!

Massanutten is one of 19 Academic-Year Governor's School in the state of Virginia. Therefore, Massanutten is a special place for special people. You are here because you chose to be here and because your school division chose you to be here. You are here as a representative of your school division and your home high school.

Massanutten has high expectations for members of this learning community and as a member you are expected to uphold these expectations.

- Members of the learning community are expected to demonstrate **respect** for themselves, school personnel, peers, and personal and school property.
- Members of the learning community are expected to make good choices and to accept **responsibility** for their actions. Your actions are a reflection of you, your family, your home school, and Massanutten.
- Members of the learning community are expected to demonstrate a strong and ethical **character** at all times. Persons of good character do the right thing when they are surrounded by their peers and when no one is watching.

Be considerate. Be fair. Be helpful. Be honest. Be kind. Be reasonable.

Be the change
you wish
to see in the world. *-Gandhi*

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Contact Information

Building Staff

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Michelle Crotteau	Instructor, AP/DE English 11 and 12	mmcrotteau@shenandoah.k12.va.us
Katherine Klus	Instructor, AP/DE Calculus 12 & AP/DE Statistics 11	kgklus@shenandoah.k12.va.us
Russ Kohrs	Instructor, AP/DE Environmental Science 12, DE Environmental Science 11	rhkohrs@shenandoah.k12.va.us

Board of Directors

Name	Division	Email
Dr. Scott Kizner	Harrisonburg, Superintendent	dskizner@harrisonburg.k12.va.us
Andy Kohen	Harrisonburg, School Board Representative	akohen@harrisonburg.k12.va.us
Donna Whitley-Smith	Page County, Superintendent	dwsmith@pagecounty.k12.va.us
Randy Bailey	Page County, School Board Representative	rbailey@pagecounty.k12.va.us
Dr. Carol Fenn	Rockingham County, Superintendent	cfenn@rockingham.k12.va.us
Charlette McQuilkin	Rockingham County, School Board Representative	cmcquilkin@rockingham.k12.va.us
Dr. Mark Johnston	Shenandoah County, Interim Superintendent	majohnston@shenandoah.k12.va.us
Karen Whetzel	Shenandoah County, School Board Representative	kswetzel@shenandoah.k12.va.us

Academic Steering Committee

Name	Division	E-mail
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Eric Benson	Page County, Director of Instruction	ebenson@pagecounty.k12.va.us
Eric Fitzgerald	Rockingham County, Director Career & Technical	efitzgerald@rockingham.k12.va.us
Ebbie Linaburg	Shenandoah County, Assistant Superintendent	eklinaburg@shenandoah.k12.va.us

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Fax Number: 540.477.3523
Website: <http://shenandoahmrgs.sharpschool.net/>
Social Media: Follow us on Facebook and Twitter

MRGS At-a-Glance

Vision Statement	The vision of Massanutten Regional Governor's School is to promote a sense of personal responsibility for our environment and to prepare our students to pursue leadership roles in a constantly changing world.
Mission Statement	Our mission at Massanutten Regional Governor's School is to provide an integrated and enriched research-based curriculum to highly motivated and intellectually gifted students based on environmental science and technology. At MRGS we believe that our students are our program and that the education we provide has the potential to benefit not only our students as individuals but society as a whole.
Program Objectives	The learning environment of Massanutten Regional Governor's School is designed to accelerate, enrich, and enhance the educational opportunities of students. We will: <ol style="list-style-type: none"> 1. Deliver a rigorous academic program that challenges students to pursue their interests in mathematics, science, and technology to their fullest potential. 2. Provide opportunities for students to learn the fundamentals of scientific method, action research, and oral and written communication. 3. Foster an environment that promotes independent learning and personal responsibility. 4. Extend to students the opportunity to engage in real-world applications. 5. Incorporate technology so students can improve their technical skills and become confident in its usage. 6. Provide an integrated and collaborative learning environment among the faculty and students. 7. Ensure positive public relations.
Daily Schedule	<ul style="list-style-type: none"> ▪ 2 ½ hours of daily instruction ▪ 7:45 – 10:20 student on-site
Yearly Schedule	<ul style="list-style-type: none"> ▪ At least 190 days
Student Enrollment	<ul style="list-style-type: none"> ▪ 78 students ▪ 10 Harrisonburg City, 11 Page County, 25 Shenandoah County, 32 Rockingham County ▪ 11th and 12th grade students
Site Description	<ul style="list-style-type: none"> ▪ Located in Mount Jackson at Triplett Technical School ▪ School is contained in the front wing of the building
Curriculum Focus	<ul style="list-style-type: none"> ▪ Environmental Science, Mathematics, English, Research ▪ Technology integration into all subject areas ▪ Emphasis on interdisciplinary connections ▪ Problem-based learning ▪ Collaborative learning environment between instructors and students
Course Offerings	<ul style="list-style-type: none"> ▪ Junior Year <ul style="list-style-type: none"> ○ AP/DE English Language (6 DE credits)* ○ AP/DE Statistics (6 DE credits)* ○ DE Environmental Science I (4 DE credits)* ○ DE Agro-Ecology I (3 DE credits)* ○ Research ▪ Senior Year <ul style="list-style-type: none"> ○ AP/DE English Literature (6 DE credits)* ○ AP/DE Calculus (10 DE credits)* ○ DE Environmental Science II (4 DE credits)* ○ DE Agro-Ecology II (3 DE credits)* ○ Research ▪ NOTE: Students may elect to dual enroll (*) courses; students are not required to dual enroll any courses. Students are expected to pay DE costs per their home school division's policy. Dual enrollment courses are subject to change.
Grading	<ul style="list-style-type: none"> ▪ Numerical grades are submitted to the home school's counseling office at the end of each semester ▪ Letter grades are based on individual school division policy ▪ Weighted credit offered is based on individual school division policy
Diploma/Transcripts	<ul style="list-style-type: none"> ▪ School division diploma with Virginia Academic-Year Governor's School Seal ▪ School division transcript ▪ Lord Fairfax transcript
Counseling Services	<ul style="list-style-type: none"> ▪ Counseling services provided by the home school ▪ Emergency counseling is available
Program Director	<ul style="list-style-type: none"> ▪ Program administrator ▪ Establishment of regulatory procedures are created in collaboration with the Regional Governing Board
Community Support	<ul style="list-style-type: none"> ▪ Lord Fairfax Community College ▪ Partnerships with local corporations, associations, and private citizens
Fiscal Agent	<ul style="list-style-type: none"> ▪ Personnel and purchasing through Shenandoah County Public Schools
Application/Selection	<ul style="list-style-type: none"> ▪ Application packet using a multi-criterion format ▪ Each school division selects their Governor's School students
Transportation	<ul style="list-style-type: none"> ▪ Each school division provides transportation from home schools to Governor's School
Student Code of Conduct	<ul style="list-style-type: none"> ▪ School policies are in accordance with Shenandoah County Public Schools ▪ Disciplinary action will be managed collaboratively between the Governor's School and the home school

General School Information

Instructional Calendar

2016 – 2017

August 2016

15 - 19 Professional Days
22 First Day of School

September 2016

5 School Closed
26 Interims for 1st Quarter (25 days)

October 2016

28 End of 1st Quarter (49 days)

November 2016

7 Parent-Teacher Conferences 10:30 - 6:00
8 School Closed
23 Online Work Day - Buses will not run
24, 25 School Closed

December 2016

6 Interims for 2nd Quarter (24 days)
23 Online Work Day - Buses will not run
26 - 30 School Closed

January 2017

16 School Closed
18 End of 2nd Quarter (49 days) / End of 1st Semester (98 days)

February 2017

20 Schools Closed / Possible Make-Up Day
22 Interims for 3rd Quarter (24 days)

March 2017

29 End of 3rd Quarter (49 days)

April 2017

14, 17 School Closed

May 2017

4 Interims for 4th Quarter (24 days)
29 School Closed

June 2017

9 End of 4th Quarter (49 days) / End of 2nd Semester (98 days)
12 - 14 Possible Make-Up Days / Professional Days

2017 – 2018

August 2017

1 - 11 Professional Days
14 First Day of School

September 2017

4 School Closed
14 Interims for 1st Quarter (23 days)

October 2017

13 End of 1st Quarter (44 days)
26 Parent - Teacher Conferences

November 2017

16 Interims for 2nd Quarter (24 days)
22 Online Work Day - Buses will not run
23, 24 School Closed

December 2017

22 End of 2nd Quarter (48 days) / End of 1st Semester (92 days)
25 - 29 School Closed

January 2018

1 School Closed
2 Online Work Day - Buses will not run
15 School Closed

February 2018

5 Interims for 3rd Quarter (24 days)
19 Schools Closed

March 2018

9 End of 3rd Quarter (47 days)
26 - 30 School Closed

April 2018

2 Online Work Day - Buses will not run
19 Interims for 4th Quarter (24 days)

May 2018

28 School Closed
30 End of 4th Quarter (52 days) / End of 2nd Semester (99 days)

School Delays /Closings

Closing:

If your home school division is closed do NOT report to MRGS.

If Shenandoah County is closed, MRGS is closed.

If Shenandoah County is closed, but your home school division is open, report to your home school.

1 Hour Delay:

If your home school division is on a 1 hour delay and Shenandoah is opening on time or on a 1 hour delay, report to MRGS 1 hour late. Classes will begin at 8:50. Dismissal will be at 10:20.

2 Hour Delay:

If your home school division or Shenandoah is on a 2 hour delay, do NOT report to MRGS. You should report to your home school.

Preplanned Early Release:

If your home school division (Page, Rockingham, or Shenandoah) is on an early release schedule, the bus will be dismissed at approximately 9:20. When there is early release for Harrisonburg do NOT report to MRGS.

If Going To Home School and Not Attending MRGS:

Check in at the main office at the appropriate start time for your school that day, then report to the library to work. You are expected to use this time to work on MRGS assignments, class projects, and/or research projects.

Due dates will NOT be altered due to inclement weather.

Transportation Schedule

	Departure Time from Home School	Return Time to Home School
Page County		
Page County High School	7:10	11:00
Park & Ride on mountain	7:20	10:45
Rockingham County/Harrisonburg City		
Turner Ashby High School	6:45	11:18
Harrisonburg High School	6:55	11:05
Broadway High School	7:20	10:45
East Rockingham	6:45	11:30
Spotswood High School	7:00	11:15
Shenandoah County		
Strasburg High School	6:55	11:15
Central High School	7:20	10:55
Stonewall Jackson High School	---	10:32

Be aware that it is **VERY** important that you arrive on time to get on the bus.

You are expected to be on the bus at least 5 minutes **PRIOR** to departure.

The driver will **NOT** wait for students that are late.

Do **NOT** call another student on the bus and to ask the driver to wait for you.

Daily Schedule

	MON & WED	TUES & THURS	FRIDAY
CROTTEAU	7:50 – 9:00 S2 9:10 – 10:20 S1	7:50 – 9:00 J2 9:10 – 10:20 J1	7:50 – 10:20 Research
KLUS	7:50 – 9:00 S1 9:10 – 10:20 S2	7:50 – 9:00 J1 9:10 – 10:20 J2	7:50 – 10:20 Research
BATES	7:50 – 9:00 J1 9:10 – 10:20 J2	7:50 – 9:00 S1 9:10 – 10:20 S2	7:50 – 10:20 Research
KOHR	7:50 – 9:00 J2 9:10 – 10:20 J1	7:50 – 9:00 S2 9:10 – 10:20 S1	7:50 – 10:20 Research
9:00 – 9:10 BREAK			

Courses

MRGS Course	Graduation Credit	Dual Enrollment Option	AP Exam Option
Junior Courses			
Agro-Ecology I	Science	X	
English Language and Composition	English	X	X
Environmental Science I	Science	X	
Statistics	Mathematics	X	X
Research	Elective		
Senior Courses			
Agro-Ecology II	Science	X	
Calculus	Mathematics	X	X
English Literature	English	X	X
Environmental Science II	Science	X	X
Research	Elective		

Course Descriptions

Environmental Science I* (11th grade): This course will examine the dynamics of the earth and its relation to the solar system. Students will learn principles related to geology, oceanography, meteorology, and astronomy in a multi-disciplinary science environment. The course will stress the effects of geologic processes on the environment.

Environmental Science II* (12th grade): This course will explore the interaction between humans and their physical environment. This course will provide students with the scientific principles, concepts, and methodologies required to understand the interrelationship between humans and the natural world in order to explore and evaluate the relative risks associated with various geologic hazards and environmental problems and to examine alternative solutions for resolving and preventing these issues.

Agro-Ecology I* (11th grade): Virginia's Shenandoah Valley is one of the nation's richest areas of diversified agriculture. The fertile river bottom soils and abundance of rivers and streams create an ideal environment for the production of food and water that we use daily. In this course students will be exploring the issues surrounding agriculture, as well as the conservation and management of soil, water, plants, forests, and wildlife.

Agro-Ecology II* (12th grade): Today every American farmer is responsible for feeding nearly 150 people here and abroad. With the population growing and arable land shrinking, how can we sustain life on earth? Using the basics of natural resources, ecology, and agriculture, this course will examine the issues facing sustainability today. Disease, growth, erosion, pollution, economics, and biotechnology are areas that will be studied in order to determine how life on earth can continue.

Statistics* (11th grade): This course will provide students with a foundation in the area of descriptive statistics and statistical inference. Students will explore data, anticipate patterns and learn sampling and experimental methods. Students will learn to extrapolate summary statistics to populations through estimation, confidence intervals, hypothesis testing and much more in-depth inferential analysis and interpretations within context. Students will make connections between all phases of the statistical process, including design, analysis, and contextual conclusions. Students will learn to communicate methods, results, and interpretations using appropriate statistical vocabulary. Students will use graphing calculators, computers, and computer output in order to explore further data analysis, model assessment, and perform simulations.

Calculus* (12 grade): This course presents analytic geometry and calculus of algebraic and transcendental functions. Topics will include the study of limits, derivatives, differentials, rectangular, polar, and parametric graphing, indefinite and definite integrals, and methods of integration along with their applications.

English Language and Composition* (11th grade): Throughout the first semester, this course introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. The writing in this course is non-fiction. During second semester, students continue to develop college-level writing with increased emphasis on critical essays, argumentation and research, and develops these competencies through the examination of a range of texts about the human experience. This course requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage.

English Literature* (12th grade): In this course, students will read a variety of literary works from the earliest existing works through those to the present day. Students will be expected to demonstrate the ability to read, analyze, and interpret literary texts from multiple perspectives, including artistic, cultural, and historical, and share that understanding in both oral and written form. In addition, students will be expected to demonstrate the ability to conduct literary research by exploring a literary work independently and writing about it through clear, cogent prose. Representative works from the following time periods will be presented in this course: the Anglo-Saxon period, the Middle Ages, the Renaissance, the Restoration, the Romantic Period, the Victorian Age, and the Twentieth Century.

Research (11th and 12th grade): Students acquire skills and concepts inherent in the research process which, for all disciplines, is based upon the scientific method of inquiry. Students are encouraged to link their problem investigations and solutions to science. At the beginning of the year, students formulate a testable hypothesis and explore it through primary research and data interpretation. At the end of the academic year, students give a public presentation of their findings and conclusions, as well as completing a deliverable product suited to their field of research. A component of this course is a mentorship, which is designed to allow the student to pair up with a community-based mentor for either a short or long-term relationship geared towards enhancing the in-school curriculum. The number of hours completed and documented will determine the amount of credit the student earns. Students earn a half credit for 70 mentorship hours or a whole credit for 140 hours.

*denotes a dual enrollment course

Grading Procedures

- There will be a sufficient number of assignments to ensure that one low grade will not lower the final grade for a reporting period more than one letter grade.
- Students turning in late work will receive partial credit or no credit for the work as stated in the teacher's syllabus, which is distributed at the beginning of the school year.
- Students receiving an incomplete grade at the end of a reporting period have one week, unless other arrangements have been made, after report cards are issued to complete any additional work or the missing grades will reflect the actual average generated by the missing assignment(s).
- Students shall not be penalized academically for any personal action unless that action is academically related as determined by the Director. A student's grade should be based solely on academic achievement.
- Students under suspension, when the suspension is not related to academic matters, will not be penalized academically. Students that have been suspended will be permitted to make up work missed during such suspension provided that they seek make-up assignments from their instructors and complete such make-up work per the instructions provided by the instructor. In general, students shall have one school day for each day suspended to complete their make-up work.
- Students under suspension, when the suspension is related to an academic matter (i.e. cheating, plagiarism, excessive classroom misbehavior) as deemed by the Director, will not have the opportunity to make up work; therefore, zeros will be assigned for all assignments and other missed work during the period of suspension. (Virginia Code § 7-11.3 6.2)
- Exams, when applicable, will be counted as 1/5 of a student's final grade.
- The research deliverable will be counted as 1/2 of the student's final grade.

Reporting of Grades

Massanutten students will be on a nine week grading period. Interims and report cards will be issued for Massanutten courses on a schedule approved by the Board of Directors. Numeric grades will be reported to the home school at the end of each semester and upon request from individual schools. Grades will be weighted and assigned a letter grade based upon the practices within the home school division. Massanutten teachers will report grades to Lord Fairfax when appropriate.

Scheduling of Exams and Presentations

Students are encouraged to take Advanced Placement tests for AP designated courses. If a course has a semester and a final exam, students are expected to take the exam on the scheduled date. If a course has a semester or final project, students are expected to turn in the project on the scheduled date and when applicable make the corresponding presentation on the assigned date. All exceptions to the scheduled date must be pre-approved by the Director. If a student does not report for an exam or make a presentation due to an emergency, the Director or secretary must be notified on the schedule date by the student's parent/guardian.

AP and SOL Testing

Students are encouraged to take Advanced Placement tests for AP designated courses. Testing will occur at the student's home high school. Students should consult their school's Counseling Office for fees and deadlines.

Juniors will take the English 11 EOC SOL which will be administered at the home high school.

Dual Enrollment Credit

Students may elect to dual enroll multiple courses while at Massanutten. By dual enrolling a course, a student is able to earn college credits while in a high school setting. Students can elect to dual enroll six courses through Lord Fairfax Community College each year. It is not required that students dual enroll any courses.

Dual enrollment courses are offered at a reduced cost; therefore, these courses are cheaper than taking classes on a college campus. Dual enrollment fees are the responsibility of each student according to the guidelines within the student's home school division. Dual enrollment fees are collected by the student's home school division, except for Shenandoah County students whose fees will be collected by Massanutten.

In order to earn college credit, the student must request an official transcript from the dual enrollment institution (i.e. Lord Fairfax Community College) upon graduation be sent to the student's four-year institution. It is the responsibility of each student to an official transcript. Furthermore, it is at the discretion of each four-year institution whether or not to accept dual enrollment credits. Students are encouraged to check transfer agreements with the four-year institutions which they are most interested in prior to making a decision regarding whether or not to dual enroll courses.

High School Credit

Students at Massanutten earn 4.5 to 5 high school credits each year depending on the number of hours spent in research. Massanutten operates on a semester schedule. Classes are held five days a week in the mornings with each individual class, excluding research, being held twice a week for 1 hour and 10 minutes. Research is held on Fridays for 2 hours and 20 minutes.

Massanutten Student Code of Conduct

Academic Integrity

All Massanutten students are expected to submit their own work on all assigned work unless the instructor has specifically given instructions allowing for a group effort. Suspected violations will be reported to the Director immediately for an investigation.

All work submitted for a grade will indicate the student's honor pledge, regardless of whether it is written on the assignment, as follows: *I have neither given nor received any unauthorized assistance on this assignment.*

Because Massanutten dual enrolls courses through Lord Fairfax Community College, our instructors are bound to adhere to the same guidelines as on-campus personnel, students are expected to adhere to LFCC's Honesty Pledge. The LFCC's Academy Honesty Pledge states:

The collegiate experience depends on the absolute integrity of the work completed by each student and it is imperative that students maintain a high standard of honor in their course work. Academic honesty is essential to develop students' full intellectual potential and self-esteem. Academic dishonesty involves, but is not limited to, one of the following: giving or receiving, offering or soliciting unauthorized assistance on any exam or assignment; plagiarism or collusion.

<http://www.lfcc.edu/current-students/student-life/policies/academic-honesty-pledge/>

Acceptable Use of the Internet

Massanutten Regional Governor's School has purchased laptop computers for each student to be assigned a laptop. These computers have been purchased in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The computers are essential educational tools.

These computers may be used while at Massanutten and may be checked out for use at home. However, all computers should be left on the cart on Monday evenings for network and system updates.

All use of these computers must be in support of education and/or research. Use of the computer and its applications are a privilege, not a right. Any communication or material used on the computer system, including electronic mail and deleted files, may be monitored or read by school officials. Massanutten personnel maintain the right at any time to exclude a student from access to a Massanutten designated laptop or computer system because of inappropriate or negligent use.

Students at Massanutten who receive approval and have filed appropriate paperwork as designated by Massanutten will be allowed to take their assigned laptop computer home overnight. In the event that a laptop computer and accessories are not returned appropriate school financial, disciplinary, and/or legal action may be taken.

A student and parent/guardian must sign the *Acceptable Computer Use Agreement and Laptop Guide* before the student will be able to access the student's assigned laptop or any computer systems. The failure of any student to follow the terms of the Agreement may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

Neither Massanutten nor the participating counties are responsible for any information that may be lost, damaged, or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, Massanutten and participating counties will not be responsible for any unauthorized charges or fees resulting from access to the computer system, for theft, loss, or purposeful damage to the laptop computer.

See Shenandoah County's complete *Acceptable Computer Use Policy* on page 30.

Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or nonprescription drug not possessed in accordance with SCPS Policy JHCD.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

Restricted substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

This regulation incorporates SCPS School Board Policies: JFCD, JFCF, and JHCH.

Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to the person of another.

Attendance

All students should make attendance and punctuality a priority for the school year. Students and their parent/guardian must realize that some learning activities (i.e. field experiences, lab activities, classroom discussions) cannot be replicated through make-up work. Repeatedly missing school can adversely impact a student's grades. In case of absences, it is the student's responsibility to get missing assignments from the instructors and make arrangements for the completion of the work.

Progress in school and success in daily learning activities are directly related to a student's presence in class. The major responsibility for attendance rests with the students and his/her parent/guardian. Massanutten recognizes its responsibility to provide quality instruction on a daily basis and understands that one of the primary motivators for good attendance is the presentation of meaningful and relevant learning activities.

- All absences will be verified by the parent/guardian in accordance with the following guidelines:
 - The parent/guardian will contact the school prior to the absences.
 - Contact should be made to the school office by a note, email, or phone call.
 - If prior notice has not been made, the secretary will attempt to contact the parent/guardian.
 - When a student is absent, the secretary will report the absence to the home school.
- The following procedures govern make-up work:
 - Students should pre-arrange absences when possible and have work completed upon return.
 - Students are responsible for obtaining work from their instructors upon return to school and make arrangements for its completion.
 - General policy: one day for completion per one day missed.
 - Instructors will construct make-up work in relation to the learning activities that are missed. However, it is not always feasible to replicate classroom learning experiences through make-up work.
 - The Director may, under conditions of suspension, deny a student the opportunity to make-up work.
- No student is to leave the building during without permission from the Director or other school personnel.
- Students that need to leave early should have a parent/guardian contact the school office. Students are required to sign out in the office prior to leaving.
- Students that become ill during the day will be permitted to go home after parent/guardian gives verbal permission to the Director or the secretary.

- Students who leave Massanutten and do not plan to return to their home school should sign out in the office before leaving. Permission for the student's parent/guardian will be required for a student to sign him/herself out. Failure to sign out may result in disciplinary action.
- If a student needs to miss classes at Massanutten due to a home school activity, the student should inform the school office prior to the activity. The student should have either his/her home school principal, the activity's sponsor, or school attendance officer contact the school office about the absence. It is the responsibility of the student to get missed assignments from the instructors.
- If a student needs to miss classes at his/her home school due to a Massanutten activity, the Director will contact the home school principal as soon as the activity is planned and the secretary will contact the attendance officer at the home school the day of the absence. It is the responsibility of the student to get missed assignments from the instructors as outlined by the home school.
- If a student is tardy, he/she must sign into the office upon arrival and obtain a tardy slip for class.
 - Students arriving after 8:00 will be reported tardy to the home school.
 - When a student receives his/her third tardy, the Director will have a conference with the student.
 - Excessive tardies may result in disciplinary measures as deemed appropriate by the Director.
- If absences become excessive, or are not reported properly, Massanutten may seek help for the student's home school division's truancy officer and/or the court system.

Behavior on School Bus

Students shall not behave in a disruptive manner or otherwise violate the *Student Accountability Handbook* while waiting for a school bus, while on a school bus, or after being discharged from the school bus. This regulation incorporates SCPS School Board Policy JFCC.

Cell Telephones, Personal Digital Assistants (PDAs), or Similar Devices

Students may possess a cell phone, i-Pod, Personal Digital Assistant (PDA), or other communications and music devices on school property, including school buses, provided that the device must remain off during instructional time or at the discretion of the teacher. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

Bullying

A student, either individually or as a part of a group, shall not harass or bully others.

Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics of the targeted person.

Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.

Discipline

Students are expected to adhere to the expectations of being a student at Massanutten. Failure to demonstrate acceptable conduct will result in a referral to the Director's office where the Director and the student will discuss his/her behavior, allowing the student the opportunity to identify the inappropriate behavior and develop a plan to resolve the problem. A parent/guardian will be contacted if discipline measures are necessary.

Disruptive Conduct

Students shall not engage in conduct that is, or is intended to be, disruptive of any student activity, function, or process of the school or is dangerous to the health or safety of students or others.

Emergency Procedures

Fire drills will be held weekly for the first month of school, then monthly for the remainder of the year. Other emergency drills will be practiced periodically throughout the year. Evacuation plans and procedures are posted in each classroom. During drills, and in the event of a real emergency, it is imperative that students conduct themselves in an orderly manner.

Field Experiences

A field experience is a school sponsored and school chaperoned activity, which provides an effective means of accomplishing the stated goals of the instructional program. Field experiences are an important part of the Massanutten experience. Students will adhere to their school division's code of conduct and Massanutten *Student Accountability Handbook*.

Food and Drink

Drink and snack machines are available for student use before class and during break. Be responsible by cleaning up any spills that may occur. Being at the snack machine is not an excuse for being tardy to class.

Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

Gang Activity

A student shall not engage in gang activities as defined in SCPS Policy JFCE, incorporated by reference. Students shall be subject to disciplinary action in accordance with SCPS Policy JFC for participating in gang activity.

Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang;
- using any speech or committing any act or omission in furtherance of the interests of any gang, including:
 - soliciting, hazing and initiating others for membership in any gang,
 - requesting any person to pay protection or otherwise intimidating or threatening any person,
 - committing any other illegal act or other violation of school policy, and
 - inciting other students to act with physical violence;
- inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

Hallways

Students are expected to be in class and not in the hallways, except before and after class and during break, unless there is a specific reason to be out of class. Hall passes are not required to go to the restroom; however, if students miss too much instructional time by being in the hallways, this right may be revoked by the Director.

Harassment

A student shall not harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions in violation of Policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion, see page 33.

Hazing

Students shall not engage in 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(s) 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(s) so endangered or injured participated voluntarily in the relevant activity.

Illness or Injury While at School

Massanutten does not have a school clinic. If a student becomes ill or is injured, he/she should report immediately to his/her instructor whom will contact the school office. Parents will be contacted if medical attention is needed or if a student must leave school due to an illness.

Insurance

Massanutten and Triplett Tech are not responsible for accidents occurring to students in connection with class, laboratory experiences, field work, student activities, travel, or other activities. Students should carry an accident policy and insurance information can be provided through a student's home school.

Lockers

Lockers are considered the property of the school and are issued to students for their use. Valuables and money should not be kept in lockers and neither Massanutten, nor Triplett Tech, is responsible for lost or stolen items. Any student abusing a locker will be charged for any damage that is incurred. Lockers and their contents may be searched by school officials at any time. Any items left in the locker after the last day of school will be discarded.

Lost and Found

Individuals who have lost an item while at school are advised to check with the school office in case the item has been recovered. An individual that finds an item appearing lost is asked to take it to the school office.

Medication

Massanutten personnel may give prescription medication to students only with a physician's written order and a signed request from the student's parent/guardian. Prescription medicine must be taken to the secretary immediately upon entering the school. Possession of a prescription drug on school property can lead to expulsion. Nonprescription medication may be administered to students with written permission from the parent/guardian. Students may carry one dose of nonprescription medication with the consent of the parent/guardian. See SCPS' *Medication Policy* JHCD on page 28.

Moment of Silence and Pledge of Allegiance

Each day, Massanutten will begin with a Moment of Silence and the Pledge of Allegiance. Students are expected to remain quiet and respectful during the Moment of Silence. During the Pledge of Allegiance students are expected to stand and be respectful.

Non-Discrimination Notice

In accordance with the requirements of the Civil Rights Act, Shenandoah County Public School system hereby announces that it does not discriminate on the basis of race, color, age, sex, religion, national origin, or handicapping condition.

Offsite Research

A required component of the curriculum at Massanutten Regional Governor's School is a year-long research project. The purpose of this project is for students to engage in scientific research to develop the skills and habits of mind of a researcher within their chosen field of study. Depending on the scope of the research project the student has selected, it may be necessary for the student to conduct research offsite on Friday mornings during research time. When a student is engaged in offsite research, supervision is not provided by school personnel. When a student is engaged in offsite research, there may be circumstances, depending on the scope of the student's research project that the student is working collaboratively with other Massanutten students and/or with an offsite mentor. When a student is engaged in offsite research, students are expected to abide by all school rules as identified in the *Student Accountability Handbook* and should an infraction occur, students will be held accountable for their actions.

Profane, Obscene, or Abusive Language

Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

Reports of Conviction or Adjudication of Delinquency Pursuant

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, § 16.1-305.1, may be suspended or expelled.

School Resource Officer (SRO)

Massanutten and Triplet Tech have a school resource officer to assist the administration in providing a safe school environment. The SRO is also available to students who need assistance. The SRO serves as a liaison between the Sheriff's Department, school administration, faculty, and students.

Science Labs/Activities

Massanutten students will be expected to perform only the laboratory exercises outlined by the instructor. The instructor will inform the students of any dangers or safety precautions that need to be considered for a given experiment.

Students are responsible for maintaining the equipment issued to them. Students who break glassware, thermometers, graphing calculators, test kits, or other laboratory equipment will be responsible for the replacement cost of the item. If a student does not know how to use certain equipment, it is his responsibility to secure proper instructions before proceeding with the task. Also, students must practice good lab skills by cleaning up all materials at the end of an activity.

Student Dress

School attire should be appropriate for classroom instruction as determined by the Director. Clothing and grooming must be such that the result does not distract from the teaching and learning environment. Students will not be permitted to wear clothing to school which depicts, suggests, or endorses violations of policy and/or immoral or illegal actions including, but not limited to, drugs, alcohol, violence, pornography, and gang activity. Students are not permitted to wear hats or head coverings unless authorized by the Director. Clothing that is determined by the Director to be excessively revealing for an educational setting or degrades any person's gender, culture, religion, or occupation will not be permitted. Accessories or clothing deemed unsafe will not be permitted. Students are expected to dress appropriately for field experiences and fieldtrips. Failure to dress appropriately for these events may result in a student not being allowed to participate. The Director's decisions will be final, and students who violate this policy will be directed to secure appropriate clothing immediately.

Student Driving

Students are permitted to drive to Massanutten. Students driving are cautioned to be especially careful while on school ground. Violations of traffic regulations may result in the loss of driving privileges. Driving regulations are as follows:

- Parking lost speed limit is 15 mph.
- Parking is allowed only in the designated areas.
- Parking off school grounds is not permitted.

- No one is allowed to go to his/her car at any time without permission from the Director or a teacher.
- Reports of improper driving to and from Massanutten will be grounds for loss of driving privileges.
- Student drivers must park their cars immediately upon arrival and enter the school. Loitering in the parking lot is not permitted.
- Students are only permitted to leave school ground with those students that their parent/guardian has granted permission to either ride with or drive.

Technology/Labs

Massanutten has purchased sophisticated equipment for students to learn the basic procedures for operation and to conduct research projects. Since much of the equipment is expensive, it is imperative that each student operate the instrument(s) under the supervision of a faculty member. The student will receive instructions from the faculty members on proper usage and will set specific lab rules for their laboratories. Individual research projects must be approved by the instructors.

Textbooks and Calculators

Students will be furnished textbooks, calculators, and laptops without charge. It is the responsibility of the student to keep any items issued to the student or borrowed by the student in good condition. If any items are lost or damaged, it is the responsibility of the student to pay the replacement cost.

Theft

A student shall not intentionally take the personal property of another person without consent, under duress, threat or otherwise.

Threats or Intimidation

Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

Trespass

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

Visitors

While most visitors are welcome to the school, there must be a valid reason for a visit. All visitors must report to Triplett Tech's office and receive approval from Massanutten office personnel to visit Massanutten. Visitors are not permitted to be in classrooms without the Director's approval. All visitors will be required to wear a visitor's pass.

Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates SCPS' Policy JFCD.

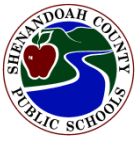
Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a firearm to school or to a school sponsored activity is expulsion for at least one year in accordance with Policy JGD/JGE. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in section 22.1-277.07(E), of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers, any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, explosives, and
- destructive devices as defined in section 22.1-277.07(E), of the Code of Virginia, or other dangerous articles.

Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.



SCPS Student Code of Conduct

Shenandoah County Public Schools

The expectation of Shenandoah County Public Schools (SCPS) is for all students to show respect for themselves and others and to demonstrate the qualities of positive citizenship. Any inappropriate behavior while at school or school-sponsored events may result in consequences. Consequences may vary depending on age, disability status, developmentally appropriate behavior, severity of action and/or discipline history. Repetition and/or severity of an offense may result in disciplinary actions from the other levels. This document does not include all inappropriate behaviors but is intended to serve as a reference to students and parents. School Board policies referenced in this document may be found on the SCPS website or at any school site.

Level One Offenses

These offenses may result in disciplinary actions ranging from a Conference with the building administrator up to two-day Out of School Suspension (OSS)

- Attendance: Skipping, tardies, leaving school without permission
- Beepers, Cell Phone, Electronic Devices: Devices on or in sight during instructional time (refer to SB Policy JFC-R)
- Disrespect: refers to actions that include discourteous or impolite speech or actions to others, as well as not conducting oneself in a mannerly way
- Defiance: uncooperative behavior such as the intentional refusal or unwillingness to act, work, associate, or participate with others
- Disruptive Demonstration: conduct that is intended to be an interruption of any school activity, function or process of the school including activities that are perceived as minor gang related offenses
- Possession or distribution of obscene literature: having and or sharing offensive/pornographic materials
- Over-the-Counter (OTC) Medicine Use, OTC Possession, or OTC Distribution: refer to SB Policy JHCD or JFC-R
- Classroom Disruption: Behavior that substantially interrupts the learning environment
- Obscene Language and Gestures: Display or use of profane, vulgar or unacceptable words, gestures or clothing (refer to SB Policy JFC-R)
- Minor Insubordination: failure to comply with a reasonable request through a verbal response, gestures and/or actions: this will include dress code violations
- Minor Physical Altercation: aggressive physical contact that does not reach the level of a fight/assault
- Gambling: Making, placing or receiving any bet or wager of money or other valuable item or knowingly playing or participating in an event involving such a bet (refer to SB Policy JFC-R)
- Inappropriate Personal Property: possessions that fail to be addressed elsewhere
- Touch Against Staff: Inappropriate physical contact not of an aggressive nature against a staff member
- Touch Against Student: Inappropriate physical contact not of an aggressive nature against a student
- Misrepresenting: a violation of school honor code (lying, cheating, plagiarism, etc.)
- Other Not Covered: all other activities or behaviors that are not addressed elsewhere
- Unauthorized Use of Technology, Technology AUP Violation, Internet Use Violation: See school Acceptable Use Policy (AUP)

- Damage to Computers/ Hardware or Software: deliberately rendering equipment/programs unusable
- Tobacco Paraphernalia: possession of lighters, rolling papers, etc.

Level Two Offenses

These offenses may result in disciplinary actions ranging from three to five days of Out of School Suspension (OSS). Any infraction denoted with * requires administration to report to appropriate authorities.

- Assault: Intentionally causing bodily harm (this could include spitting or biting) where there is a victim *
- Bullying: Examples include - Using repeated negative behaviors intended to intimidate, frighten or harm. Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person. Falsifying statements about other persons. Use of technology such as e-mail, text messages, or web sites to defame or harm others. This may include but is not limited to verbal or written threats. *
- Fight w/ no serious injury: Mutual participation in a fight involving physical violence, where there are no major injuries.
- Gang Activity: Any ongoing individual, organizational, or group behavior, whether formal or informal, which has as an objective the commission of gang or gang-like activities that create a disruptive or unsafe learning environment. This definition encompasses acts committed by groups or individuals that may include gang-like symbols or clothing that represents or attempts to represent association, rituals, or activities. Students may not encourage gang activity, recruitment, or participation in such activity by the display of symbols, graffiti or other gang identifiers. (See SB Policy JFCE)*
- Hazing: activities that may harm students related to entrance into a group (refer to SB Policy JFC-R)*
- Harassment: Repeatedly annoying or attacking a student or a group of students or other personnel which creates an intimidating or hostile educational or work environment*
- Sexual Harassment (Refer to SB Policy JFHA/GBA)*
- Tobacco: Possessing, using, distributing, or selling tobacco products, including smokeless tobacco, on school grounds, at school sponsored events, and/or on school transportation. (Refer to SB Policy JFC-R)*
- Theft: Taking, carrying, leading or riding away property from the possession of another person
- Trespassing: Entering or remaining on a public school campus without authorization
- Vandalism: Willfully defacing or damaging any building or property
- Possession of Ammunition: having “live” ammunition

Level Three Offenses

These offenses may result in disciplinary actions ranging from six to ten days of Out of School Suspension (OSS) Any infraction denoted with * requires administration to report to appropriate authorities.

- Alcohol: Violating laws or ordinances prohibiting the manufacture, distribution, sale, purchase, transportation, possession or consumption of intoxicating beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included (Refer to SB Policy JFC-R)*
- Arson: damaging or attempting to damage by fire or incendiary device
- Breaking and Entering: entering or attempting to enter with the intent to commit a crime

- Use of Over the Counter Medications: See SB Policy JHCD or JFC-R
- Sale/Distribution of Over the Counter Medicine: See SB Policy JHCD JRC-R
- Drugs/ Inhalants, Prescription Theft, Other: See SB Policy JFC-R *
- Inciting a Riot: Three or more people using force or violence to jeopardize safety*
- Stalking: Conduct directed at another person with the intent to create fear*
- Threats/Intimidation/Extortion: Verbal or physical threats of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reasons*
- Weapon: Fireworks/ Explosives: possession of firecrackers, fireworks or stink bombs*
- Weapon: Look Alike: any gun that appears to be a real gun such as a water pistol or toy gun etc. (refer to SB Policy JFCD)
- Weapon: Razor/Box Cutter: possession of a box cutter, Exacto knives, razors or razor blades*
- Weapon: Fireworks/ Explosives: possession of firecrackers, fireworks or stink bombs*
- Weapons: Air powered or other weapons*
- Weapons: Other: any object that is designed to or may readily be converted to inflict harm (i.e. knife with a blade of less than three inches)*

Level Four Offenses

These offenses will result in a 10-day Out of School Suspension (OSS) with recommendation for long-term suspension or expulsion. Any infraction in this category will result in immediate notification to law enforcement.

- Assault Against Staff with or without Weapon
- Assault Against Student with Weapon
- Assault - Malicious Wounding: No Weapon
- Bomb Threat
- Drug: Possession/use
- Drug: Sale/Distribution
- Firearm Against Staff/Student
- Weapon Against Staff/Student
- Kidnapping
- Robbery
- Sexual Battery Against Staff/Student
- Sexual Touch Against Staff/Student
- Attempted Rape Against Staff/Student
- Aggravated Sexual Battery (Rape)
- Weapon: Handgun, Rifle/Shotgun/Other firearms, Knife with a blade greater than three inches, Possession/Use of Bomb, Stun gun, Tasers or others



Administering Medication to Students

Shenandoah County Public Schools

Prescription Medications

Shenandoah County Public School personnel may give prescription medication to students only pursuant to the written order of a physician or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student. The superintendent shall develop guidelines for administration of medicines to students and for the secure storage of such medicines.

Nonprescription Medications

Shenandoah County Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student.

Self-Administration of Medication

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eighth. Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine if:

- 1) written parental permission for self-administration of specific non-prescription medication is on file with the school;
- 2) the non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions;
- 3) the student's name is affixed to the container; and
- 4) the student possesses only the amount of non-prescription medicine needed for one school day/activity.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. In order for a student to possess and self-administer asthma medication, or auto-injectable epinephrine, or both, the following conditions must be met:

- 1) written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, must be on file with the school;
- 2) written notice from the student's health care provider must be on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication;
- 3) an individualized health care plan must be prepared, including emergency procedures for any life-threatening conditions; and

- 4) information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

Regulation

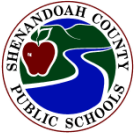
The Superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Revised: August 14, 1997

Revised: December 10, 1998

Revised: August 17, 2000

Legal Ref.: Code of Virginia, as amended, section 22.1-78, 22.1-274.2, 54.1-2957.02.



Internet Acceptable Use Policy Shenandoah County Public Schools

The purpose of the Internet in our schools is to support research and educational activities. Shenandoah County Public Schools' web site and e-mail systems are closed forums. Use of the Internet, e-mail and the Shenandoah County Public Schools web site must be consistent with the educational objectives of Shenandoah County Public Schools.

The social, ethical and moral standards which we follow in our daily school life apply equally to our use of the Internet. These include, but are not limited to, the following:

- a. Be polite, use appropriate language. Do not swear, use vulgarities or other objectionable language.
- b. Use the Internet for school related activities ONLY.
- c. Illegal activities are strictly forbidden.
- d. Do not reveal your personal address or phone number or the personal addresses or phone numbers of others.
- e. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- f. Teachers, Staff, and Students will use only materials that meet the schools' standards for decency and appropriateness for the classroom.
- g. No material(s) will be distributed, (uploaded or downloaded), without permission of the appropriate school authority.

Each student/staff member accessing the Internet will be trained on the proper uses of the Internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges and/or disciplinary action by school officials.

Shenandoah County Public Schools provides access to the Internet for all students, faculty, and staff. Students must have permission from at least one of their parents or guardians to access the Internet at school.

Policy GAB-R/IIBEA-R

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Shenandoah County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.

- wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:
- be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
9. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. Enforcement. Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer

system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

11. Internet Conduct. Users will abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Use appropriate language. Use of vulgar language does not conform to established code of student conduct and may result in disciplinary action.
 - Illegal activities and use of the Internet in furtherance of illegal activities are strictly forbidden.
 - Use of the Internet for financial gain via district owned equipment is also strictly forbidden.
12. Internet Safety. Internet exploration opens a world of possibilities for students, expanding their horizons and exposing them to various cultures and different ways of life. The service however, can be a source of dangers if it is used inappropriately. There are individuals who attempt to sexually exploit children through the use of on-line services and the Internet. Some of these individuals gradually seduce their targets through the use of attention, affection, kindness, and even gifts. These individuals are often willing to devote considerable amounts of time, money, and energy in this process.

Shenandoah County Public Schools operates a private network for students, teachers, and staff with a secure connection to the Internet. Network security is maintained through the use of an Internet Filtering Appliance, a firewall, staff guidelines and a student acceptable use policy. The following information demonstrates that Shenandoah County Public Schools is in compliance with the Children's Internet Protection (CIPA) and 22.1-70.2 of the Code of Virginia.

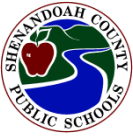
Shenandoah County Public Schools has had a firewall in place since August 1998. The firewall prevents unauthorized intrusion and access to school system resources by producing a physical barrier between the Shenandoah County Public Schools' private network and the Internet. The firewall permits outbound traffic from the Shenandoah County Public Schools private network to the Internet.

The Internet filtering appliance was deployed in July 2001. This filter prevents access to harmful and illegal materials by users of the Shenandoah County Public Schools' network. The server is updated automatically each day and new definitions are applied by the product provider to ensure that it continues to stay current on materials that must be blocked to protect minors. The filtering appliance enables the staff of Shenandoah County Public Schools to track and monitor online student activities. The software also filters and controls other potentially harmful forms of electronic communication.

Internet Safety training will be required annually for all Shenandoah County Public Schools' students. Training opportunities will also be offered to teachers, parents, and members of the Shenandoah County community. This training will follow the guidelines established by the Virginia Department of Education as directed by HB58 adopted March 2006.

Guidelines for the use of Instructional Technology by staff and students were adopted by the Shenandoah County School Board in 2001. These guidelines establish procedures that protect the staff and students from harmful materials and practices that may result from the use of technology in the work place.

Reviewed: May 12, 2016



Sexual Harassment/ Harassment Based on Race, National Origin, Disability, and Religion

Shenandoah County Public Schools

Policy Statement

The Shenandoah 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, Shenandoah 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.

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, and/or
- 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, and/or
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

Complaint Procedure

A. 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.

B. 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 fourteen (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 fourteen (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.

C. Action by Superintendent

Within five (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 Shenandoah 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 receives counseling.

D. 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.

E. Compliance Officer and Alternate Compliance Officer

The Shenandoah County School Board has designated the Assistant Superintendent of Schools (or designees), at 600 North Main Street, Woodstock, Virginia 22664, telephone 540-459-6222 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.

F. 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.

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.

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.

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 thirty (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.

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.

Adopted: April 13, 2000
Revised: August 15, 2002