

MADISON COUNTY PUBLIC SCHOOLS



2016-2017
PARENT/STUDENT
HANDBOOK

MADISON COUNTY PUBLIC SCHOOLS 2016-2017 Directory

District Office

60 School Board Court
Madison, VA 22727
Phone: 540-948-3780
Fax: 540-948-5143

Transportation Office

270 Mountaineer Lane
Madison, VA 22727
Phone: 540-948-3787
Fax: 540-948-5065

Administrative Staff

Superintendent of Schools: Dr. Matthew J. Eberhardt
Assistant Superintendent: Mr. Griff Carmichael
Director of Teaching & Learning: Ms. Tina Weaver
Director of Technology: Mr. Sam Utz
Director of Finance: Ms. Tina Cropp
Alternative Education Coordinator: Ms. Angela Thiemann
School Psychologist: Ms. Kaitlyn Schmitt
Supervisor of Transportation: Ms. Mary Eppard
Supervisor of Facilities Management: Mr. Earl Keys
Supervisor of School Nutrition Program: Ms. Patty Seale
Clerk of the Board: Ms. Liz Patterson
Supervisor of Student Services: Ms. Heidi Lohr

School Board Members

Chairman of the Board: Mr. Barry Penn Hollar
Vice Chairman of the Board: Ms. Doreen G. Jenkins
Board Member: Mrs. Karen M. Allen
Board Member: Dr. Robert T. Chappell
Board Member: Mr. Joseph E. Parker

Madison County High School

68 Mountaineer Lane
Phone: 540-948-3785
Fax: 540-948-4425
Guidance Office: 540-948-5783
Principal: Mr. Gary Wintersgill
Assistant Principal: Mr. Jason Allison
Dean of Students: Ms. Jeanette Alexander

William Wetzel Middle School

186 Mountaineer Lane
Madison, VA 22727
Phone: 540-948-3783
Fax: 540-948-4809
Principal:
Assistant Principal: Mrs. Tori Gelbert

Waverly Yowell Elementary School

1809 North Main Street
Madison, VA 22727
Phone: 540-948-4511
Fax: 540-948-3969
Principal: Mr. Joe Kubricki
Assistant Principal: Mr. Donald Dodson

Madison Primary School

158 Primary School Drive
Madison, VA 22727
Phone: 540-948-3781
Fax: 540-948-3365
Principal: Mr. Mike Coiner
Assistant Principal: Mrs. Jackie Ovalle

Alternative Education

1779 N. Main Street
Madison, VA 22727
Phone: 540-948-3794
Coordinator: Ms. Angela Thiemann

For information about our schools, visit our website @

www2.madisonschools.k12.va.us

Madison County School Board

60 School Board Court
Madison, VA 22727

Telephone: 540-948-3780
Fax: 540-948-5143



Dear Parents and Guardians,

With another exciting school year upon us, we want to take this opportunity to welcome you into our schools, to reaffirm our partnership toward good student behavior and decisions, and to provide you important information that the law requires us to do.

Madison is a special place with so many great and noticeable achievements. Our schools are many times the hubs where families meet to celebrate our community pride, witnessing too, our strong endeavors in so many noteworthy areas - arts programs, special events, athletics, and academics. Please know that you are welcome every time your foot touches our schools and meets the strong traditions we have come to know. We all want you to feel at home when you are with us.

Together, the family and the school must partner to ensure that our schools are welcoming and safe. For the most part, students make good decisions. Preparation for adulthood, future citizenry and workforce means that students must learn and practice what is acceptable. It is said that discipline is not the enemy of enthusiasm; and certainly discipline and modeling contribute to the safe and orderly function of our schools. Students certainly will not always make the best decisions; making mistakes and learning from those mistakes is what growing up is all about. The *Standards of Student Conduct* section contained in this handbook clearly spells out those behaviors we all want students to avoid. Please take a few minutes to review with your child the sections on student conduct, attendance and the law, computer use and the laws regarding the prosecution of juveniles as adults - explaining, if needed, our shared expectations. Of course, we will do the same.

This handbook also contains other information that we believe is necessary or that the law requires we provide you. Either way, our hope is that you find it useful. After your review, please take a few minutes to complete the *Signature Page for School Documents*.

There's so much excitement that comes with the opening of another school year. For whatever reason, it feels that the Madison start is just a little more special - honoring our traditions - and a little more exciting - our communities coming back together. We want everyone - from the new Kindergartner to the graduating senior with every student in between at their respective place in the school journey - to be successful.

There is so much we can be proud of and are proud of. Madison pride can't be denied.

Sincerely, On Behalf of the Administrative Leadership Team, I am,

Matthew John Eberhardt
Superintendent of Schools

INSTRUCTIONS

Parents:

After reviewing this handbook, please remove the “Signature Page for School Documents,” complete and return them to your child’s teacher within five (5) school days.

“Signature Page for School Documents” Instructions

Please initial Items 1-7 on the “Signature Page” and sign at the bottom of the page. We request that Items 1, 2, 6 and 7 be reviewed with your child.

Occasionally pictures are taken for and by media (newspaper & television) and by division staff for publication on our web-site and in other school materials. If you do not want your child’s picture to be used for these purposes, you may opt-out on the signature page.

Under federal law, we must provide student directory information to the Armed Services recruiters for our 11th and 12th graders. Directory information includes the student name, address, and telephone number. You have the right to request that your student be excluded from the list that we give the recruiters. If you do not want your child’s directory information to be given to the recruiters, you must indicate your desire and sign on the “Signature Page.” If your child is 18 years or older, we must also have his/her signature on the form. If you have any questions regarding the release of information to the Armed Services Recruiters, please feel free to contact Ms. Celinda Bailey, Guidance Counselor, Madison County High School, at 540-948-5783 or Mr. Gary Wintersgill, Principal, at 540-948-3785.

Madison County Public Schools

SIGNATURE PAGE FOR SCHOOL DOCUMENTS

(To be returned to your child's school)

**Parent's
Initials**

**Student's
Initials**

- | | | |
|-------|--|-------|
| _____ | 1. Standards of Student Conduct (pages 1-4) | _____ |
| _____ | 2. Student Attendance Regulations (pages 4-5) | _____ |
| _____ | 3. Compulsory Attendance Law (pages 6-8) | _____ |
| _____ | 4. Parental Responsibility and Involvement in Schools (pages 9-10) | _____ |
| _____ | 5. Policy Regarding Student Records (page 11) | _____ |
| _____ | 6. Acceptable Computer Use (pages 11-12) | _____ |
| _____ | 7. Laws Regarding the Prosecution of Juveniles as Adults (pages 20-22) | _____ |

Use of Student Photos

_____ I **do not** want my child's photograph to be used by the media (newspaper, television) or by the division for web-site or other stories in other printed resources.

Release of Information to the Armed Services Recruiters for 11th & 12th Graders

_____ I **do not** want my child's name, address, and phone number published for Military recruiters. (see page 23 for details)

_____ Student Signature (if 18 years old or older)

_____ Date

_____ Parent/Guardian Signature

_____ Date

_____ Parent's Name (Please Print)

_____ Student's Name (Please Print)

_____ Parent's Signature

_____ Student's Signature

_____ Date

_____ Grade Level

By signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Section 22.1-279.3, Section C, Parental Responsibility and Involvement Requirements

STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. **Assault and Battery**
A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.
2. **Attendance; Truancy**
Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)
If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.
3. **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.
4. **Bullying**
A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.
5. **Bus-Related Offenses**
Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.
6. **Cheating**
Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:
 - Cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
 - Plagiarizing by copying the language, structure, idea and/or thoughts of another
 - Falsifying statements on any assigned schoolwork, tests or other school documents
7. **Communication Devices**
Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses 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.
8. **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.

9. **Disruptive Conduct**
Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.
10. **Electronic Cigarettes**
Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.
11. **Extortion**
No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.
12. **Felony Charges**
Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.
13. **Fighting**
Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.
14. **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, on school buses or during any school related activity.
15. **Gang Activity**
Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)
16. **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.
17. **Hazing**
Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.
18. **Internet Use**
Students shall abide by the Madison County Public School Division's Acceptable Computer Use Policy and Regulation. (See page 11.)
19. **Laser Pointers**
Students shall not have in their possession laser pointers.
20. **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.
21. **Possession or Use of 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. (See Policy JFCD Weapons in School.)
22. **Profane, Obscene or Abusive Language or Conduct**
Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.
23. **Reports of Conviction or Adjudication of Delinquency**
Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.
24. **Stalking**
Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

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

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, and/or distribute any of the restricted substances listed below on school property, on school buses, or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure, and/or purchase any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below. A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

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.

30. 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.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity.
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

STUDENT ABSENCES/EXCUSES/DISMISSALS

The Code of Virginia provides that all students enrolled in Madison County Public Schools are expected to be in school every day schools are open. Progress in school and success in daily learning activities depend on the student's presence in class.

School/Family Intervention Procedures

1. Parents or guardians shall contact the school when their child will be absent. However, the school attendance secretaries shall attempt to contact parents or guardians by telephone when students are absent if the parents or guardians haven't contacted the school first. The school principal or designee shall write the parents or guardian a letter if there is no parental or guardian contact or no indication the parents or guardians are aware of the student's absence when a student is absent three consecutive days. The letter will request the parents come to school with their child or advise the school in writing to explain the reason for the absence, as set forth in the Code of Virginia;
2. For all other absences, if phone contact hasn't been made with the school, parents or guardians shall write a valid note stating the reason for the absence their child can bring upon returning to school;

3. The schools shall send parents or guardians a letter requesting a school conference or child study meeting comprised of a principal, a guidance counselor, the student's teacher(s), the parents, and the student if appropriate, to review the student's absences and possible interventions necessary;
4. Students may be referred by the schools to the Attendance Officer for a home visit or for court intervention;
5. The schools shall review students' missing days from instruction as one of the factors considered in making after school, summer school, and promotion/retention decisions with parents or guardians.

Makeup Work

Makeup work shall be allowed for students when absent, including those students on short-term suspension, but the completion of the work in the time frame agreed upon with the teachers is the responsibility of the student. Students shall ask for assignments ahead of time for pre-arranged absences to allow teachers time to prepare the work. Parents should contact the school immediately if their child will be absent an extended period of time. Due to injury or illness, a tutor in the home under the Homebound Instruction Program may be warranted to continue lessons until the student is able to return to school.

Excused and Unexcused Absences

For attendance tracking purposes and determining those students who are habitually truant, the following examples are given for excused and unexcused absences:

excused absences — doctor's note, pre-arranged medical or counseling visits, parent or guardian reports of illness that are not habitual, funerals, religious holidays, documented court appearances, and college visits and other school related functions; and,

unexcused absences — missing a school bus, oversleeping, shopping, haircut, work, avoiding a field trip, out-of-school suspension, school bus riding privilege suspended and not coming to school, and attending briefly in a day to be counted present.

Parents may appeal the school's determination of excused vs. unexcused absence to the school principal within 7 calendar days.

Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school divisions compliance with this Code section.

Report for Suspension of Driver's License

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

Dismissal Precautions

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal checkout system shall be maintained in each school.

COMPULSORY ATTENDANCE

Section 22.1-254 Compulsory Attendance

Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

- A. 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.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § 22.1-253.13:1 and in § 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score or school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and
2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

- C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

- D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or

2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

- a. Career guidance counseling;
- b. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalent examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or his designee;
- c. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment;
- d. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
- e. Counseling on the economic impact of failing to complete high school; and
- f. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

- F. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; (iii) suspended pursuant to § 22.1-277.05; or (iv) expelled from school attendance pursuant to § 22.1-277.06 or § 22.1-277.07 or subsection B of § 22.1-277, require the child to attend an alternative education program as provided in § 22.1-209.1:2 or § 22.1-277.2:1.
- G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

- H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.
- I. The provisions of this article shall not apply to:
1. Children suffering from contagious or infectious diseases while suffering from such diseases;
 2. Children whose immunizations against communicable diseases have not been completed as provided in §22.1-271.2;
 3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
 4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
 5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

GUIDANCE AND COUNSELING PROGRAM

Each school will provide the following guidance and counseling services to all students:

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

No student is required to participate in any counseling program to which the student's parents object. Parents will notify the school division in writing if the student is not to participate in the guidance and counseling program (opt out).

The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

Section 22.1-279.3 Parental Responsibility and Involvement Requirements

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to person or property, and supportive of individual rights.
- B. A school board shall provided opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United Sates or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by Section 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
 - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in parenting,

counseling or a mentoring program, as appropriate or that the student or his parent, or both, to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision of G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

SERVICES FOR STUDENTS IDENTIFIED AS HEARING IMPAIRED OR VISUAL IMPAIRED

Parents and Guardians who have a child with a vision impairment or hearing impairment should contact the Student Services Office at 948-3780 for more information. Information and other services are available through the Virginia School for the Deaf and the Blind, the Virginia Department for the Deaf and Hard-of-Hearing and the Virginia Department for the Blind and Vision Impaired.

POLICY REGARDING STUDENT FEES, FINES & CHARGES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

Fees may be charged for:

- 1) Optional services such as parking or locker rental;
- 2) student-selected extracurricular activities;
- 3) class dues;
- 4) field trips or educationally-related programs that are not required instructional activities;
- 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum;
- 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma;
- 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality;
- 8) overdue or lost or damaged library books;
- 9) lost or damaged textbooks;
- 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional

materials, textbooks, or other materials that are not directly used by a public school student;

- 11) the behind-the-wheel portion of the driver's education program;
- 12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and
- 13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged:

- 1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction;
- 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H;
- 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged;
- 4) for pupil transportation to and from school; or
- 5) for summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the superintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

POLICY REGARDING STUDENT RECORDS

This serves notice that transfer of a student scholastic record upon request by another school division will be made without written notice being provided to the student or the student's parent or guardian.

ACCEPTABLE COMPUTER USE

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account may be monitored or read by school officials. The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system. The procedures shall include:

1. A prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet.
2. Provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - a. Child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. Obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. Material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. Provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
4. Provisions establishing that the online activities of minors will be monitored;
5. Provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response;
6. Provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
7. Provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and,
8. A component on Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Students and/or their parents or other legal guardians shall annually or otherwise entering a school, receive and sign an acknowledgement of this Policy and return same to the appropriate school. The school shall maintain a record of the signed acknowledgements.

The School Board is not 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, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

Additional information is available @ <http://sites.google.com/a/madisonschools.k12.va.us/policies/>, Section I – Instruction, Policies IBEA/GAB and IBEA-R/GAB-R.

REMEDIAL AND SUMMER INSTRUCTION PROGRAM

The School Board shall develop and implement programs of prevention, intervention, or remediation for students who are educationally at risk, including those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.

Any student who achieves a passing score on one or more, but not all, of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a remediation program.

Any student who fails to achieve a passing score on all of the Standards of Learning assessments for the relevant grade level in grades three through eight or who fails an end-of-course test required for the award of a verified unit of

credit shall be required to attend a remediation program or to participate in another form of remediation. The superintendent shall require such students to take special programs of prevention, intervention, or remediation, which may include attendance in public summer school programs.

Remediation programs shall include, when applicable, a procedure for early identification of students who are at risk of failing the Standards of Learning assessments in grades three through eight or who fail an end-of-course test required for the award of a verified unit of credit. Such programs may also include summer school for all elementary and middle school grades and for all high school academic courses, as defined by regulations promulgated by the Board of Education, or other forms of remediation. Summer school remediation programs or other forms of remediation shall be chosen by the superintendent to be appropriate to the academic needs of the student.

Students who are required to attend such summer school programs or to participate in another form of remediation shall not be charged tuition.

The requirement for remediation may, however, be satisfied by the student's attendance in a program of prevention, intervention or remediation which has been selected by his parent, in consultation with the Superintendent or designee, and is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the division superintendent. The costs of such private school remediation program or other special remediation program shall be borne by the student's parent.

Targeted mathematics remediation and intervention will be provided to students in grades six through eight who show computational deficiencies as demonstrated by their individual performance on any diagnostic test or grade-level Standards of Learning mathematics test that measures non-calculator computational skills.

The School Board shall annually evaluate and modify, as appropriate, the remediation plan based on an analysis of the percentage of students meeting their remediation goals and consideration of the pass rate on the Standards of Learning assessments.

Summer School

The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term. Students must meet the requirements for SOL testing if appropriate.

Credit for repeated work will ordinarily be granted on the same basis as that for new work. With prior approval of the principal, however, students may be allowed to enroll in repeat courses to be completed in not less than 70 clock hours of instruction per unit of credit. Students must meet the requirements for SOL testing if appropriate.

Summer school instruction which is provided as part of a remedial program shall be designed to improve specific identified student deficiencies.

Compulsory Attendance

When a student is required to participate in a remediation program pursuant to this policy, the Superintendent may seek immediate compliance with the compulsory school attendance laws if a reasonable effort to seek the student's attendance, including direct notification of the parents of such student of the attendance requirement and failure of the parents to secure the student's attendance, have failed and the superintendent determines that remediation of the student's poor academic performance, passage of the Standards of Learning Assessment in grades three through eight, or promotion is related directly to the student's attendance in the remediation program.

PROMOTION AND RETENTION

Each student should learn the relevant grade level/course subject matter before promotion to the next grade. A set of multiple criteria will be used for determining the promotion or retention of students. The decision to retain a student in a grade rests with the Director of Teaching & Learning in consultation with the principal and teacher(s) and parent or guardian. Through grade eight, promotion and retention shall be based on an evaluation of the student's acquisition of skills and knowledge as well as other evidence of growth as determined by the student's teacher(s) and principal. Advancement to grades 10, 11 and 12 will be based on a specified number of credits earned. The decision

on the number of credits qualifying students for promotion shall be made by the principal in consultation with the licensed staff.

GRADUATION REQUIREMENTS

In order to graduate, students must earn standard units of credit by successfully completing a certain number of courses. In addition, students must earn the required number of verified units of credit for their diploma type by passing the specified number of end-of-course SOL tests.

Advanced Studies Diploma

To graduate with an Advanced Studies Diploma, a student must earn at least 24 or 26 standard units of credit, depending on when he or she entered ninth grade, and at least nine verified units of credit:

- Students who entered ninth grade for the first time during and after 2011-2012 must earn at least 26 standard units of credit.
- Students who entered ninth grade before 2011-2012 must earn at least 24 standard units of credit.
- Beginning with students entering ninth grade for the first time in 2013-2014, a student must successfully complete one virtual course, which may be non-credit bearing, to graduate with an Advanced Studies Diploma.

The school counselor can advise you on which courses are offered to fulfill the requirements for an Advanced Studies Diploma.

Advanced Studies Diploma Course Requirements (8 VAC 20-131-50.C)		
Discipline Area	Standard Credits Revised Advanced Studies Diploma <i><u>Effective with ninth graders in 2011-2012</u></i>	Verified Credits - <i><u>Effective with ninth graders in 2000-01 and later</u></i>
English	4	2
Mathematics [Note 1]	4	2
Laboratory Science [Note 2]	4	2
History & Social Sciences [Note 3]	4	2
Foreign Languages [Note 4]	3	
Health & Physical Education	2	
Fine Arts or Career & Technical Education	1	
Economics and Personal Finance	1	
Electives	3	
Student Selected Test [Note 5]		1
Total	26	9

Note 1:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of Algebra II. The Board shall approve courses to satisfy this requirement.

Note 2:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include course selections from at least different science disciplines from among: earth sciences, biology, chemistry or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The Board shall approve additional courses to satisfy this requirement.

Note 3:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The Board shall approve courses to satisfy this requirement.

Note 4:

- Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

Note 5:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

Electives

- **Fine Arts and Career and Technical Education:** The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy this requirement.
- **Foreign Language:** The Advanced Studies Diploma contains a requirement for either three years of one foreign language or two years of two languages. In March 1998, the Board of Education approved the provision of three years of instruction in American Sign Language (ASL) for foreign language credit toward an Advanced Studies Diploma; other foreign languages will satisfy this requirement as well.

Standard Diploma

To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least six verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must also:

- Earn a board-approved career and technical education credential to graduate with a Standard Diploma; and
- Successfully complete one virtual course, which may be non-credit bearing.

The school counselor can advise on available courses to fulfill the requirements for a Standard Diploma.

Standard Diploma Course Requirements (8 VAC 20-131-50.B)		
Discipline Area	Standard Credits Revised Standard Diploma <u>Effective with ninth graders 2011-2012</u>	Verified Credits – <u>Effective for ninth graders: 2003-04 and beyond</u>
English	4	2
Mathematics [Note 1]	3	1
Laboratory Science [Notes 2 & 6]	3	1
History & Social Sciences [Notes 3 & 6]	3	1
Health & Physical Education	2	
Fine Arts or Career & Technical Education		
Foreign Language, Fine Arts, or Career & Technical Education [Note 7]	2	
Economics and Personal Finance	1	
Electives [Note 4]	4	
Student Selected Test [Note 5]		1
Total	22	6

Note 1:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I; Geometry; Algebra, Functions and Data Analysis; Algebra II or other mathematics courses above the level of Algebra II. The Board shall approve courses to satisfy this requirement.

Note 2:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma. The Board shall approve courses to satisfy this requirement.

Note 3:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The Board shall approve courses to satisfy this requirement.

Note 4:

- Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

Note 5:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

Note 6:

- Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential or license for (1) the student selected verified credit and (2) either a science or history and social science verified credit when the certification, license or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

Note 7:

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Pursuant to Section 22.1-253.13:4, *Code of Virginia*, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

Electives

- **Sequential Electives:** Effective with the graduating class of 2003, students who wish to receive a Standard or Modified Standard Diploma must successfully complete two sequential electives. On February 5, 2002, the Board of Education approved Guidelines for Sequential Electives for the Standard and Modified Standard Diploma.
 - Sequential electives may be in any discipline as long as the courses are not specifically required for graduation.
 - Courses used to satisfy the one unit of credit in a fine arts or career and technical education course may be used to partially satisfy this requirement.
 - For career and technical education electives, check with the Office of Career and Technical Education at (804) 225-2051.
 - An exploratory course followed by an introductory course may not be used to satisfy the requirement.
 - An introductory course followed by another level of the same course of study may be used.
 - Sequential electives do not have to be taken in consecutive years.
- **Fine Arts and Career and Technical Education:** The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit of Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy this requirement.

Credit Accommodations can only be used for a Standard Diploma:

Credit accommodations provide alternatives for students with disabilities in earning the standard and verified credits required to graduate with a Standard Diploma.

Credit accommodations for students with disabilities may include:

- Alternative courses to meet the standard credit requirements
- Modifications to the requirements for locally awarded verified credits
- Additional tests approved by the Board of Education for earning verified credits
- Adjusted cut scores on tests for earning verified credits
- Allowance of work-based learning experiences through career and technical education (CTE) courses

While credit accommodations provide alternate pathways and flexibility, students receiving accommodations must earn the 22 standard credits and six verified credits required to graduate with a Standard Diploma.

Modified Standard Diploma

NOTE: The Modified Standard Diploma will not be an option for students with disabilities who enter the ninth grade for the first time beginning in 2013-2014. Credit accommodations allow students with disabilities who previously would have pursued a Modified Standard Diploma to earn a Standard Diploma.

This diploma is intended for certain students at the secondary level who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. The student's Individual Education Program (IEP) team and the student's parents determine eligibility and participation, at any point after the student's 8th grade year. Written consent from parent/guardian must be obtained for a student to choose this diploma program.

The student must:

- be allowed to pursue a Standard or Advanced Studies Diploma at any time throughout his or her high school career;
- not be excluded from courses and tests required to earn a Standard or Advanced Studies Diploma; and
- pass literacy and numeracy competency assessments as prescribed by the Board:
 - For students who entered the ninth grade prior to 2000-01, the literacy and numeracy competency assessments were the reading and mathematics subtests of the LPT.
 - For students who entered the ninth grade in 2000-01 and beyond, the literacy and numeracy competency assessments are the eighth-grade English Reading test and the eight-grade Mathematics SOL test (Board action – November 30, 2000)
 - The Board also approved four additional substitute assessments to satisfy the literacy and numeracy requirements for students pursuing a Modified Standard Diploma.

Modified Standard Diploma Course Requirements (8 VAC 20-131-50.D)	
Discipline Area	Standard Credits
English	4
Mathematics [Note 1]	3
Laboratory Science [Note 2]	2
History & Social Sciences [Note 3]	2
Health & Physical Education	2
Fine Arts or Career & Technical Education	1
Electives [Note 4]	6
Total	20

Note 1: Courses completed to satisfy this requirement shall include content from among applications of algebra, geometry, personal finance and statistics in courses that have been approved by the Board.

Note 2: Courses completed shall include content from at least two of the following: applications of earth science, biology, chemistry, or physics in courses approved by the Board.

Note 3: Courses completed to satisfy this requirement shall include one unit of credit in U.S. and Virginia History and one unit of credit in U.S. and Virginia Government in courses approved by the Board.

Note 4: Courses to satisfy this requirement shall include a least two sequential electives in the same manner required for the Standard Diploma.

Electives

- **Sequential Electives:** Effective with the graduating class of 2003, students who wish to receive a Standard or Modified Standard Diploma must successfully complete two sequential electives. On February 5, 2002, the Board of Education approved Guidelines for Sequential Electives for the Standard and Modified Standard Diploma.
 - Sequential electives may be in any discipline as long as the courses are not specifically required for graduation.
 - Courses used to satisfy the one unit of credit in a fine arts or career and technical education course may be used to partially satisfy this requirement
 - For career and technical education electives, check with the Office of Career and Technical Education at (804) 225-2051.
 - An exploratory course followed by an introductory course may not be used to satisfy the requirement.
 - An introductory course followed by another level of the same course of study may be used.
 - Sequential electives do not have to be taken in consecutive years.
- **Fine Arts and Career and Technical Education:** The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy this requirement.

GRADUATION (DIPLOMA) SEALS OF ACHIEVEMENT

Students meeting specific requirements for graduation and demonstrating exemplary performance may receive diploma seals for recognition. VDOE makes available to local school divisions the following seals:

Governor's Seal – Awarded to students who complete the requirements for an Advanced Studies Diploma with an average grade of "B" or better, and successfully complete college-level coursework that will earn the student at least nine transferable college credits in Advanced Placement (AP), International Baccalaureate (IB), Cambridge, or dual enrollment courses.

Board of Education Seal – Awarded to students who complete the requirements for a Standard Diploma or Advanced Studies Diploma with an average grade of "A" beginning with the ninth-grade class of 2006-2007 and beyond.

Board of Education's Career & Technical Education Seal – Awarded to students who:

- earn a Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" or better average in those courses
- OR pass an examination or an occupational competency assessment in a career and technical education concentration or specialization that confers certification or occupational competency credential from a recognized industry, trade or professional association
- OR acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements.

Board of Education's Advanced Mathematics & Technology Seal – Awarded to students who earn either a Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies

Diploma (four units of credit including Algebra II; two verified units of credit) with a "B" average or better; and either

- pass an examination in a career and technical education field that confers certification from a recognized industry, or trade or professional association
- OR acquire a professional license in a career and technical education field from the Commonwealth of Virginia
- OR pass an examination approved by the board that confers college-level credit in a technology or computer science area.

The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements.

Board of Education's Excellence in Civics Education Seal – Awarded to students who meet each of the following four criteria:

- Satisfy the requirement to earn a Modified Standard Diploma, a Standard Diploma or an Advanced Studies Diploma
- Complete Virginia & United States History and Virginia & United States Government courses with a grade of "B" or higher
- Complete 50 hours of voluntary participation in community service or extracurricular activities, such as volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate; participating in Boy Scouts, Girl Scouts or similar youth organizations; participating in Junior Reserve Officer Training Corps (JROTC); participating in political campaigns, government internships, Boys State, Girls State or Model General Assembly; and participating in school-sponsored extracurricular activities that have a civics focus. Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
- Have good attendance and no disciplinary infractions as determined by local school board policies.

Board of Education's Biliteracy Seal - Awarded to students who earn either a Board of Education-approved diploma and

- Pass all required End-of-Course Assessments in English reading and writing at the proficient or higher level
- Demonstrate proficiency at the intermediate-mid level or higher in one or more languages other than English, as demonstrated through an assessment from a list to be approved by the Superintendent of Public Instruction.

American Sign Language qualifies as a language other than English.

LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the *Code of Virginia* states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the *Code*.

Who is a juvenile? Section 16.1-228 of the *Code of Virginia* defines a juvenile as "a person less than 18 years of age." Section 16.1-269.1 of the *Code* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

How is the age of the juvenile calculated? Section 16.1-241 of the *Code of Virginia* provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults?

The *Code of Virginia* permits the transfer of juveniles for trial as adults under three specific circumstances.

Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the *Code of Virginia*). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.
- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.
- Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

(§§ 18.2-9 and 18.2-10 of the *Code of Virginia*)

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile's age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile's degree of mental retardation or mental illness
- The juvenile's school record and education
- The juvenile's mental and emotional maturity
- The juvenile's physical condition and maturity

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the *Code of Virginia*)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the *Code of Virginia*)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the *Code of Virginia*)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the *Code of Virginia*)

What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (§ 16.1-284 of the *Code of Virginia*)

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

ARMED SERVICES RECRUITERS

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses 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 parents do not want MCPS to disclose directory information from their child's education records without their prior written consent, they must notify the school by indicating their wish to opt-out on the "Signature Page for School Documents" located in the front of this handbook. Please refer to the instruction page just prior to the signature page for additional information.

ANNUAL NOTIFICATION TO PARENTS ON STUDENT EDUCATION RECORDS AND THE USE OF SURVEYS

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. Additionally included is notification of your rights under the Protection of Pupil Rights Amendments (PPRA).

Review of Records

You have the right to inspect and review the student's education records within 45 days of the day the School receives a request for access. You must submit to the Principal a written request that identifies the record(s) you wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

Amendment of Records

You have the right to request the amendment of the student's education records that you believe are inaccurate or misleading. You must write the Principal and clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the Principal decides not to amend the record you requested, the Principal will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

Disclosure of Personally Identifiable Information

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception is disclosure to school officials with legitimate educational 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; 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 division or institution of post secondary education in which a student seeks or intends to enroll.

The Uninterrupted Scholars Act, 20 U.S. C. §1232g(b)(1)(L) permits a school division to disclose the educational records of students, with or without parental permission, to an agency caseworker or representative of the state or local child welfare agency or a tribal authority if the agency or authority is responsible for the care and protection of the student. Those agencies cannot further disclose the records except as authorized by FERPA.

Notice of Directory Information

The School Division may disclose appropriately designated "directory information" without written consent, unless you have advised the Principal in writing within two (2) weeks of receipt of this letter to the contrary in accordance with division procedures.

The primary purpose of directory information is to allow the School Division to include information from your child's education records in certain school publications such as a playbill, annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets. Directory information may also include the name, gender, address, telephone listing, date and place of birth of students, the student's major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, school, degrees, honors and awards received by students and their photographs.

Information that is 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, federal laws require the School Division to provide military recruiters, upon request - names, addresses and telephone listings of students - unless you have advised the Principal that you do not want the student's information disclosed without your prior written consent.

Protection of Pupil Rights Amendments (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams and screenings.

Parents must provide consent for their child to participate in and must be provided with opt out procedures regarding certain school activities sponsored/funded by the U.S. Department of Education or other sources. An example is a student survey, analysis, or evaluation that concerns one or more of the protected information surveys (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, and income, other than as required by law to determine program eligibility) which parents or students over 18 have the right to inspect. This also applies to the collection, disclosure and use of student information for marketing purposes and certain physical exams and screenings.

Questions or Concerns

If you have any questions or concerns regarding your rights, please contact the Principal or a Central Office Administrator. Note that you may also file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

FREE PUBLIC EDUCATION

The School Board provides notification of the right to a free public education for students who have not reached 20 years of age on or before August 1 of the school year to the parent of students who fail to graduate or who have failed to achieve the number of verified units of credit required for graduation as provided in the standards of accreditation. If such student who does not graduate or achieve such verified units of credit is a student for whom English is a second language, the School Board notifies the parent of student's opportunity for a free public education to age 22.

STANDARDS OF LEARNING

“The Standards of Learning for Virginia Public Schools describe the commonwealth’s expectations for student learning and achievement in grades K-12 in English, mathematics, science, history/social science, technology, the fine arts, foreign language, health and physical education, and driver education.”¹

To view the Standards of Learning that are currently in effect, visit the Virginia Department of Education’s website at <http://www.doe.virginia.gov/testing/index.shtml>.

EQUAL EDUCATIONAL OPPORTUNITIES/NON-DISCRIMINATION

I. Policy Statement

The right to a free, appropriate public education is available on a non-discriminatory basis for school age children residing with a natural parent or legal guardian in Madison County. Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.

¹ Virginia Department of Education website, Standards of Learning

The Madison County School Board shall:

- provide facilities, programs and activities that are accessible, usable and available to qualified disabled students;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled students;
- not exclude qualified disabled students, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified disabled students in the provision of health, welfare or social services.

II. Compliance Officer and Alternate Compliance Officer

The Madison County School Board has designated Griff Carmichael, Assistant Superintendent, as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Any inquiries regarding application of non-discrimination laws or policies, or complaints of discrimination should be directed to Mr. Carmichael or to the Alternate Compliance Officer Tina Cropp, Director of Finance. Mr. Carmichael and Ms. Cropp may be contacted at Madison County Public Schools, 60 School Board Court, Madison, VA 22727 or by calling (540) 948-3780.

NON-DISCRIMINATION

The Madison County Public School Division does not discriminate on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited by law in employment or in its programs and activities.

The Madison County School Board has designated Griff Carmichael, Assistant Superintendent, as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Any inquiries regarding application of non-discrimination laws or policies, or complaints of discrimination should be directed to Mr. Carmichael or to the Alternate Compliance Officer Tina Cropp, Director of Finance. Mr. Carmichael and Ms. Cropp may be contacted at Madison County Public Schools, 60 School Board Court, Madison, VA 22727 or by calling (540) 948-3780.

BOARD POLICIES

The School Board is guided by written policies. A current copy of all division policies and regulations approved by the School Board are posted on the division's website at www2.madisonschools.k12.va.us and are available to employees and the public. Printed copies of the policies and regulations are available as needed to citizens who do not have online access.

TEACHER QUALIFICATIONS

Parents have the right to request information regarding the professional qualifications of their child's classroom teachers. You may access this information at <https://p1pe.doe.virginia.gov/tinfo/>. For additional information, you may contact Mr. Griff Carmichael, Assistant Superintendent, at 540-948-3780.

Parents may request information regarding the professional qualifications of the student's classroom teachers, including whether the teacher 1) has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, 2) is teaching under emergency or other provisional status and 3) is teaching in the field or discipline of the teacher's certification. Parents may request information regarding whether the child is provided services by paraprofessionals and, if so, their qualifications.

SCHOOL REPORT CARD

School, School Division, and State Report Cards are available from the Virginia Department of Education. The report cards provide information about student achievement, accountability ratings, attendance, program completion, school safety, teacher quality, and other topics. The School Report Card for Madison County may be accessed from the Madison County Public Schools' website @ <http://www2.madisonschools.k12.va.us/>, by clicking on "Assessment" and follow the prompts. You may also access the report card directly from the Virginia Department of Education's website @ http://www.doe.virginia.gov/statistics_reports/school_report_card/index.shtml. Parents may also request a printed copy of the School Report Card at each individual school.

SEX OFFENDER REGISTRY

The Madison County School Division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school and attend school or school-related activities, the Madison County School Division shall request electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the division. Parents may access the State Police – Sex Offender and Crimes Against Minors Registry at the following Internet website: (<http://sex-offender.vsp.virginia.gov/sor>).

ASBESTOS

MCPS maintains an Asbestos Management Plan that is reviewed annually. This plan may be reviewed by contacting Assistant Superintendent Griff Carmichael at 540-948-3780 or 60 School Board Court, Madison, VA 22727. Asbestos inspections, response actions, and post-response action activities occur periodically throughout the year through contracted services with TJJ Environmental.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In cases where the school closes during inclement weather or other emergencies, please listen to your radio or TV station for notification. The following radio and TV stations are notified:

Radio: WJMA (98.9), WWWV (97.5), WINA (1070 AM), WQMZ (95.1), WINC (92.5 FM), WVTF (88.5), WTOP (107.7),

TV: WHSV-TV (Channel 3), WWBT-TV (Channel 12), WJLA-TV (Channel 7), WVIR-TV (Channel 29), WCAV-TV (Channel 19), WVAW-TV (Channel 16), and FOX (Channel 27).

In addition to radio and TV notifications, the School Messenger system will be utilized to contact families and staff. Please be sure to keep your contact information up-to-date with your child's school.

NOTES

NOTES

Madison County Public Schools 2016-2017



July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

AUGUST 2016						
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28	29	30	31			

SEPTEMBER 2016						
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OCTOBER 2016						
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NOVEMBER 2016						
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DECEMBER 2016						
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Full Day	Prof Dev Day	No School	1/2 School 1/2 Teacher Workday

Important Dates	
Open House	August 11
First Day of School	August 15
Labor Day	September 5
Thanksgiving Holiday	November 24 - 25
Winter Break	December 23- January 4
Holiday	January 16
President's Day	February 20
Spring Break	April 3-7
Memorial Day	May 29
Graduation	May 20
Last Day for Students	May 25

Quarter	Middle or End	Ending Date	Reports Sent Home
1	6 weeks	September 21	September 23
1	End	October 12	October 17
2	Middle	November 22	November 23
2	End	January 6	January 13
3	Middle	February 8	February 10
3	End	March 14	March 17
4	Middle	April 21	April 25
4	End	May 25	May 31

Professional Development No School for Students	Teacher Workdays Students Dismissed 1/2 day
October 21	October 20
January 5 & 6	March 23
March 24	May 25
May 26	

Parent/Teacher Conferences	
Fall 2016	Spring 2017
October 20 1 pm - 7 pm	March 23 1 pm - 7 pm



School Board Approved - March 14, 2016

JANUARY 2017						
S	M	T	W	T	F	S
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FEBRUARY 2017						
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MARCH 2017						
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APRIL 2017						
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MAY 2017						
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JUNE 2017						
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Madison County Public Schools

**School Board Office
60 School Board Court
Madison, VA 22727**

540-948-3780

www2.madisonschools.k12.va.us