



Parent/Student Handbook 2008-09

Mission Statement

The central mission of the Waynesboro Public Schools is to provide a high quality education for all students.

Waynesboro Public Schools is committed to quality education that includes a strong academic program designed to meet student needs; comprehensive programs which prepare and encourage students to be productive citizens; quality learning environments and school facilities; a diverse highly trained staff committed to working effectively with youth; and strong partnerships with parents and the community.

The mission requires a process of evaluation, continual improvement, strategic planning, analysis of data, and consensus based decision-making.

301 Pine Avenue, Waynesboro, VA 22980
Phone (540) 946-4600 Fax (540) 946-4608
www.waynesboro.k12.va.us

Dear Partners in Education:

I am pleased to welcome you to the 2008-09 school year in Waynesboro Public Schools. The opportunity for our school division to provide quality educational services to the families of Waynesboro is something that we take very seriously. We believe that the success of our students is based on a strong relationship between the home and the school.

An important part of this healthy communication is a clear understanding of expectations and responsibilities, including legal and procedural requirements. Through this handbook we are attempting to consolidate as much information as possible in a clear and concise form to help guide parents and students toward a successful school year. We hope parents and students will review this handbook early in the school year and keep it readily available for reference throughout the school year.

I encourage you to contact school personnel at any time we can be of assistance in clarifying or adding detail to the information that is in this handbook. Specifically, if I can be of assistance, I hope that you will call my office at 540-946-4600 or email me at rcrowder@waynesboro.k12.va.us.

On the front cover of this booklet, you will find the Mission Statement developed by the school division's strategic planning team and approved by the Waynesboro School Board. As you can see, the School Board and school division are committed to supporting students in their learning experiences. It is an honor for us to be able to work with the students of Waynesboro and their families. You are always welcome to visit our schools and to contact us.

Please accept my best wishes for a successful 2008-09 school year.

Sincerely,

Robin G. Crowder, Ed.D.
Superintendent

PARENT/STUDENT HANDBOOK

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WAYNESBORO SCHOOL BOARD

Douglas B. Norcross 423 Woodland Circle Waynesboro, VA 22980	Ward A
Dr. Jonathan W. Lovelady 932 Woodrow Avenue Waynesboro, VA 22980	Ward B
Jeremy Y. Taylor, Vice-Chair 500 Florence Avenue Waynesboro, VA 22980	Ward C
Kathe E. Maneval, Chairman 145 Huntington Place Waynesboro, VA 22980	Ward D
Brian A. Edwards 125 Poland Street Waynesboro, VA 22980	At-Large

SCHOOL ADMINISTRATION

Phone (540) 946-4600

Dr. Robin Crowder Superintendent	Ext. 13
Vermell Grant Assistant Superintendent	Ext. 19
Dr. Laurie McCullough Director of Instructional Services	Ext. 33
William Staton, Jr. Director of Finance	Ext. 24
Dr. Margaret VanHuss Director of Student Services	Ext. 22
Jordan Lohr Director of Technology	Ext. 29
Sue Wright Coordinator of Elementary Instruction	Ext. 39
India Harris Coordinator of Testing & Secondary Instruction	Ext. 45

Bus Transportation	Ext. 35
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SCHOOLS

Berkeley Glenn Elementary School
1020 Jefferson Avenue
Waynesboro, VA 22980
(540) 946-4680
Principal: Sharon Tooley

Wenonah Elementary School
125 N. Bayard Avenue
Waynesboro, VA 22980
(540) 946-4660
Principal: Rebecca Jarvis

Westwood Hills Elementary School
548 Rosser Ave.
Waynesboro, VA 22980
(540) 946-4670
Principal: Renae Deffenbaugh
Assistant: Julie Zook

William Perry Elementary School
840 King Avenue
Waynesboro, VA 22980
(540) 946-4650
Principal: Jeremy Weaver
Assistant: Ian Marshall

Kate Collins Middle School
1625 Ivy Street
Waynesboro, VA 22980
(540) 946-4635
Principal: Carol Butler
Assistants: Leola Burks
Allen Jervey

Waynesboro High School
1200 W. Main Street
Waynesboro, VA 22980
(540) 946-4616
Principal: William "Tim" Teachey
Assistants: Matthew Schult
Janet Buchheit
Activity Director: Mel Morris

GENERAL INFORMATION

OVERVIEW

Waynesboro Public Schools are operated for the City by the School Board and School Administration. The School Board is a policy making body made up of five (5) members elected from the City population at large to serve a four year term. Each ward is represented with a fifth member who can reside in any ward. Administration of the school system is vested in the superintendent, who is appointed by the School Board on a contractual basis.

Waynesboro Public Schools operates four elementary schools, a middle school, and a high school. Additionally, we participate in regional programs including operation of a vocational technical center, an alternative education program, and a governor's school for math, science and technology.

SCHOOL ACCREDITATION

During the 2007-08 school year, five out of six Waynesboro schools were fully accredited.

Waynesboro High School is fully accredited by the Southern Association of Colleges and Schools.

STUDENT POPULATION

Elementary School Enrollment	1,468
Middle School Enrollment	656
High School Enrollment	882
TOTAL	3,006

SCHOOL BOARD

The Board meets the second Tuesday of every month at 7:00 p.m. in the School Board Conference Room, 301 Pine Avenue or at other announced locations. School Board members regularly visit school sites and converse with parents, citizens, teachers, administrators, and students. Participation in local, state and national workshops and other conferences helps each member to keep abreast of local school initiatives and national trends.

The School Board develops policies that govern the operations of schools. Meetings are open to the public and the community is always welcome to attend.

BUDGET

The Waynesboro Public Schools budget is a public document that outlines, by categories, funds needed to operate schools. It is prepared annually by the Superintendent with assistance from the Director of Finance and represents the input of staff, parents, and citizens of the Waynesboro community.

All budget managers, including school principals, submit requests with input from staff, parents, and citizens. These initial requests are given priority designations by the submitting administration with the assistance of their staffs. The Finance Department consolidates these requests with input from the Superintendent and Assistant Superintendent.

The Superintendent then presents the proposed budget to the School Board. Work sessions are then held by the Board and review committee to evaluate the submitted budget. Finally, a public hearing is held for further input into the budget. The budget is then adopted by the School Board.

After adoption by the Board, the budget is then presented to City Council who appropriates the funds to support the School Board budget.

SCHOOL BOARD CITIZEN COMMITTEES

In an effort to involve the community in the local public school system, the School Board appoints citizens to the following committees:

- School Health Advisory Board
- Talented and Gifted Advisory Committee
- Special Education Advisory Committee
- Personnel Evaluation Team
- Strategic Planning Committee
- Budget Review Team

AGE/ENTRANCE REQUIREMENTS

Virginia school law, 22.1.254, states that children are of school age if they have reached their fifth birthday on or before September 30 of any year. All

eligible children must register for school. Parents may request a one-year delay in enrollment for five year olds.

Students who will enter kindergarten and any child selected to attend the pre-kindergarten program must register. There are **five(5) documents** that must be presented to school officials when registering a pupil. They are: **an original certificate of birth, a proof of address, a report of physical examination, an immunization record, and a Social Security card.**

Certificate of Birth

A child's birth certificate (or another acceptable document) must be presented before enrollment in school. Birth certificates for children born in Virginia may be obtained by the parent or guardian by writing:

Bureau of Vital Records, Virginia State Health
Department
PO Box 1000
Richmond, VA 23208

The request must include the name of the child, date and place of birth, and full name of the mother including maiden name. A check or money order of **\$12.00** must be enclosed with the application.
DO NOT SEND CASH.

Physical Examination

According to Virginia law, no child shall be admitted for the first time to any public school unless he/she has a report from a licensed physician of a complete physical examination or records establishing that such a report has been furnished upon prior admission to another school or school division. The physical examination must be made by a physician or local health department within a year prior to entering school.

Immunization

State law requires that parents have their children immunized against diphtheria, whooping cough (pertussis), tetanus, polio, measles, German measles (rubella), mumps, and Hepatitis B. If this has not been done earlier, it must be done before the child begins school.

All children born or after January 1997, are required to receive immunization against Varicella Zoster (chicken pox). After July 1, 2001, all children prior to entering the 6th grade are required to receive the Hepatitis B vaccine.

Social Security Number

State law requires that all students enrolled in public schools have a federal Social Security Number.

Proof of Address

Acceptable documentation of residence (Example: utility bill statement, lease agreement, *A driver's license is not acceptable*). must be presented upon registration for enrollment.

ATTENDANCE

The Code of Virginia §22.1-254 requires that the parent/guardian of any child between the ages of 5 and 18 by September 30 of the new school year shall send that child to school "for the same number of days and hours per day" that school is in session. Waynesboro Public Schools requests that parents notify schools in a timely manner when a student must be absent due to illness, medical appointments, family emergencies, and/or other extenuating circumstances. Parents are also asked to provide a written excuse upon return to school for purposes of documentation and encouraged to see that all make-up work is completed. Parents are asked to comply with the opening and closing times of each respective school by getting children to school on time and avoiding early dismissals.

As required by §22.1-258 of the Code of Virginia, Waynesboro Public Schools has an appointed attendance officer and follows established procedures outlined by the state for monitoring student attendance. When any pupil is absent for a total of five (5) days with no notification from the parent/guardian the school must make a reasonable effort to contact parent/guardian directly to obtain an explanation for the student's absence and to explain the consequences of continued nonattendance. Under §22.1-262 of the Code of Virginia, the attendance officer, with knowledge and approval of the division superintendent, is required to report to the juvenile and domestic relations court any parent/

guardian who fails to comply with compulsory school attendance laws and enforcement procedures. It is sincerely hoped that by working together to resolve whatever problems may arise that implementation of these will not be necessary.

SCHOOL VISITATION

The Waynesboro Public School Board welcomes and encourages parent or guardian interest and involvement in its instructional program. At the same time, we are mindful of our responsibility to create and maintain a focused environment with minimal distractions. The principal may at his/her discretion limit the number of classroom visitors at any given time.

Parents are encouraged to visit the schools especially on scheduled meeting days for conferences with teachers, assemblies, parent-teacher organization meetings, and other school programs and at other times with the consent of the classroom teacher or school principal.

All school visitors must report to the school office and sign in their attendance and receive a Visitor's Pass.

EMERGENCY CARE CARD INFORMATION

The data required on the Emergency Care Card is very important and **must be promptly returned** to the school. In addition to providing schools with accurate address and phone number information, a parent or guardian's signature allows school personnel to provide emergency medical care for your child. Care cannot be provided without this written permission.

Please notify the school if, at any time during the school year, there are changes in your child's health or other emergency information, including changes in addresses and phone numbers. In the event that the current contacts listed on your card are not current in the time of need, a new care card will be issued for your **urgent** completion.

FOOD SERVICE

Waynesboro Public Schools participate in both the Federal School Breakfast and Lunch Programs. Lunch is served in all schools. Free and reduced price lunches are available for students unable to pay the full price of meals. Breakfast is also offered at all schools. Free and reduced price breakfasts are also available. On days when schools are opened late due to inclement weather, breakfast is not served.

Meal prices for 2008-09:

Breakfast:

K-6	\$.30 Reduced	\$1.25 Full Price
6-8	\$.30 Reduced	\$1.25 Full Price
9-12	\$.30 Reduced	\$1.25 Full Price
Adult	\$1.50	
Milk	\$.50	

Lunch:

K-6	\$.40 Reduced	\$2.00 Full Price
6-12	\$.40 Reduced	\$2.25 Full Price
Adult	\$2.75	
Milk	\$.50	

An application for free or reduced price meals will be sent home with students the first week of school. Information regarding free and reduced meals may be obtained by calling your child's school or Food Service at 946-4600, Ext.18.

Lunch Charges: Students in grades Pre-K through 5 are permitted to charge breakfast or lunch one (1) time. Students in grades 6-12 – no charges are permitted. The amount owed **must** be paid before further charges are permitted.

Café Prepay: Check out the new web site at www.pay4lunch.com to find out about this brand new service! Be one of the first to take advantage of this new prepay service for parents who prefer to pay for their children's school meals using their Visa, MasterCard, or Discover Card.

Parents wishing to have lunch with their child are asked to notify the school cafeteria prior to arrival so an adequate number of lunches can be prepared.

WELLNESS POLICY

Federal Public Law (PL108.265 Section 204) now requires all schools in the nation to have a Wellness Policy. Waynesboro Public Schools are committed to providing a school environment that enhances learning and development of lifelong wellness practices that promote student health, prevent childhood obesity, and combat problems associated with poor nutrition. A copy of the Waynesboro Public Schools wellness policy and implementation guide can be obtained at any school office or at the central office.

What does this mean for you as parents and students in the Waynesboro Public Schools?

1. Child Nutrition Programs will comply with federal, state and local requirements, and will be accessible to all children.
2. Sequential and interdisciplinary nutrition education will be provided and promoted.
3. Physical Education programs will promote life-long participation in physical activity.
4. Foods and beverages made available on school grounds during the school day will be consistent with the current Dietary Guidelines for Americans and will adhere to food safety and security guidelines.
5. The school environment will be safe, comfortable, pleasing, and allow ample time and space for eating meals.
6. Reward systems that include food and physical activity will promote student health.
7. School-based activities will be consistent with division wellness goals.

We look forward to partnering with you in facing the battle of obesity that is affecting Virginia and the nation. We encourage you to choose nutritious and healthy snacks from a list provided by your child's school. Waynesboro Public Schools is encouraging all students to choose from healthy nutritious food served by the school food program. We discourage fast food breakfasts, lunches, and snacks.

Additionally, individual and group/family participation in wholesome physical activity is recommended.

TRANSPORTATION

Transportation is provided as a service to students. Schedules and bus stops are printed in the local newspaper at the beginning of each school year. Safety and the general well-being of students is of utmost importance to all personnel.

- The school division maintains and enforces strict guidelines about bus safety matters.
- In general, parents, and guardians can provide assistance by supporting the following guidelines and general safety rules:
- Students must ride an assigned bus each day and should get on and off the bus at the assigned stop.
- Students must be seated while being transported.
- Loud talking, fighting, and disruptive behavior will not be tolerated.
- Throwing paper and other objects on the bus is not permitted.
- Head and arms must be kept inside the bus at all times.
- Students are not to tamper with the safety exits on the bus.
- Marking, puncturing, and otherwise destroying the inside or outside of the bus or other School Board property is a serious offense.
- Repeated violations of general safety rules will result in the loss of riding privileges.
- Please do not let your child wear clothing with "pull-strings" and/or "tie-downs" that could catch in handrails causing injury.

STUDENT SAFETY

Each school has a specific plan and established routines that deals with **Student Safety**. Parents are urged to comply with these routines by assisting school personnel with the following:

- Acquaint children with relevant personal information and familiar areas in the neighborhood (bus stop, address, phone number, parent/guardian full name, etc.)
- Keep Emergency Care cards updated at the school and provide all information requested on the form.
- Notify the school immediately when changes in student transportation are necessary.

- Provide the school with information about student health-related concerns.
- Insist that children report directly home or to the location identified by you at the close of the school day.
- Review the parent/student handbook.
- Notify the school about absences and provide a written excuse upon return.
- Provide the school with court documents related to custodial issues (THESE WILL REMAIN CONFIDENTIAL).

MEDIA RELATIONS

On an occasional basis the media is invited to special events in our schools. If you do NOT wish for your child to be photographed or video taped for publication through the media or on the school/division website, please notify your school administrator.

STUDENT HEALTH SCREENINGS

Health screenings for students in Waynesboro Public Schools are an important component of the School Health Services program provided by your school nurses in cooperation with the Augusta Medical Center Wellness Department and the Central Shenandoah Health Department.

Vision and hearing screenings are provided to kindergarten, third, seventh, and tenth grade students as mandated by the Code of Virginia. In addition, within 60 days of initial enrollment, all new students are required to receive vision and hearing screening, and all new kindergarten through third grade students are also required to receive speech and motor screens.

Height and weight measurements and the calculation of Body Mass Index provides a simple yet effective method of identifying significant childhood health problems such as poor growth patterns (underweight and overweight), nutritional deficiencies, eating disorders, and other conditions. Any parent who wishes to opt out their child from height and weight measurements will need to come into school and sign an opt-out form.

EDUCATIONAL GOALS

Waynesboro's curriculum and instructional programs are aimed at preparing students to succeed as productive, engaged, knowledgeable citizens. Central of this effort is our academic program, which includes the core areas of reading/language arts, mathematics, science, and social studies; as well as strong programs in health and physical education, fine arts, and practical arts.

Our division's 2008-09 plan for continuous improvement of student learning has three focus areas:

- Academic achievement that exceeds the benchmarks for state accreditation and federal No Child Left Behind Requirements.
- Daily student engagement in critical thinking and productive interaction with subject matter, teachers, and peers.
- Daily involvement in literacy activities to strengthen reading, writing, and oral communication.

GRADING/EVALUATION

The following grading scale has been established for students in Waynesboro Public Schools:

PASSING	FAILING
A 94 - 100	F Below 70
B 86 - 93	U Unsatisfactory
C 78 - 85	I Incomplete
D 70 - 77	
S Satisfactory	

STUDENT ACHIEVEMENT AND TESTING

In kindergarten through eighth grade, promotion and retention of students is determined using a variety of information documenting student progress. In grades where SOL tests are administered, SOL scores are one source of this information. Students in these grades will not be retained based on SOL scores alone.

In high school courses, students earn standard credits by satisfactorily completing course requirements and verified credits by also passing

their end-of-course SOL tests. High school students' grade placements are determined by the number of credits completed.

No student is excluded from membership in a grade, or participation in a course, in which SOL tests are to be administered.

Requirements for the Standard Diploma

For a Standard Diploma, students must earn the standard and verified credits shown below. Verified credits are earned by passing both the course and the related Standards of Learning end-of-course test. Waynesboro High School students must also complete a financial literacy requirement for graduation.

Content Area	Standard Credits	Verified Credits
English	4	2
Mathematics 1	3	1
Laboratory Science 2,6	3	1
History and Social Science 3,6	3	1
Health and Physical Education	2	
Fine Arts or Career & Technical Education	1	
Electives 4	6	
Student-selected test 5		1
Total	22	6

1. Courses completed to satisfy this requirement must be at or above the level of algebra and must include at least two courses from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of algebra and geometry.
2. Courses completed to satisfy this requirement must include selections from at least two of the science disciplines: earth science, biology, chemistry, and physics.
3. Courses completed to satisfy this requirement must include U.S. and Virginia History, U.S. and Virginia Government, and one course from World History/Geography.
4. Courses to satisfy this requirement must include at least two sequential electives.

5. A student must pass an additional SOL test or an approved substitute test. See your guidance counselor for a list of substitute tests.
6. Students who complete a Career/Technical Education Program and pass an exam to earn an approved industry certification, occupational competency credential or professional license may substitute this exam for either the student-selected test, a Science verified credit or a Social Studies verified credit under certain conditions. See your guidance counselor for information about this option.

Requirements for the Advanced Studies Diploma

For an Advanced Studies Diploma students must earn 24 standard credits and 9 verified credits, as shown below. Verified credits are earned by passing both the course and the related Standards of Learning end-of-course test. Waynesboro High School students must also complete a financial literacy requirement for graduation.

Content Area	Standard Credits	Verified Credits
English	4	2
Mathematics 1	4	2
Laboratory Science 2	4	2
History and Social Science 3	4	2
Foreign Language 4	3	
Health and Physical Education	2	
Fine Arts or Career & Technical Education	1	
Electives	2	
Student-selected test 5		1
Total	24	9

1. Courses completed to satisfy this requirement must be at or above the level of algebra and must include at least three courses from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II.
2. Courses completed to satisfy this requirement must include selections from at least three of the

science disciplines: earth science, biology, chemistry, and physics.

3. Courses completed to satisfy this requirement must include U.S. and Virginia History, U.S. and Virginia Government, and two courses in World History/Geography.
4. Courses to satisfy this requirement must include three years of one language or two years each of two languages.
5. A student must pass an additional SOL test or an approved substitute test. See your guidance counselor for a list of substitute test.

FIELD TRIPS

Field trips are an extension of learning and instructional activities of the classroom. A parental/guardian permission slip is required for each child participating.

The teacher will provide the parents/guardians with information concerning the purpose and destination of the trip, transportation, eating arrangements, date and time of departure, estimated time of return, cost, and a detailed itinerary when the trip will extend beyond the normal school day.

If a child normally receives medication during the school day, his/her teacher will administer that dose during the field trip.

SCHOOL CLOSING INFORMATION

The following radio and television stations will announce school closing and delayed opening information whenever the weather conditions indicate an alteration to the regular school day.

<u>STATION</u>	<u># ON DIAL</u>	<u>LOCATION</u>
WZX1	95.5 FM	Staunton
WBOP	106.3 FM	Staunton
WKCY	104.3 FM	Harrisonburg
STAR	94.3 FM	Staunton
WSVO	93.1 FM	Staunton
WSVA	550 AM	Harrisonburg
WMMA	105.1 FM	Bridgewater

WPKZ	98.5 FM	Harrisonburg
WQPO	100.7 FM	Harrisonburg
WVIR-Ch 29	Channel 29	Charlottesville
WHSV-TV3	Channel 3	Harrisonburg
Ed. Access	Channel 13	Waynesboro

Parents and students are requested not to call schools, officials, or radio and/or television stations to find out if schools are being closed. It is essential that these telephone lines be kept open to enable schools and radio stations to receive notification about school closings. Information regarding school closing may also be obtained by calling the Central Office at 946-4600. You can also sign up on our website to receive automatic e-mail alerts when school close. You can sign up at:

www.waynesboro.k12.va.us.

Every effort shall be made by school officials to notify the news media by 6:00 a.m. when it is necessary to close or delay the opening of school.

In the event of snow or ice, parents have the responsibility to keep children home or pick them up early if they (the parents) feel that conditions warrant such action. With a proper excuse, such an absence would be excused and the student would be allowed to make up work missed. Waynesboro Public Schools encourages parents to take appropriate individual action.

We will try to make a public announcement at least one hour before releasing children early from school in emergency situations. The school administration will not contact the media on days it is decided to open schools at the regular time.

STUDENT CODE OF CONDUCT

Parent Or Guardian Responsibilities

- To cooperate with school authorities for the benefit of the child.
- To be familiar with Waynesboro City Schools Code of Conduct, Standards of Student Conduct, Responsibilities, and to discuss these policies with the student.
- To notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulty.

- To provide the school with a current telephone number through which he/she can be reached during the school day.

Student Responsibilities

- To behave in a manner which will not interfere with the educational process.
- To know and conform to the rules and regulations within the school and to the provisions of the Student Code of Conduct.
- To seek clarification from school personnel concerning the appropriateness of any action or behavior.
- To respect the rights of other students, staff, teachers, and administrators.

Standards of Student Conduct

The following are standards of student conduct established by the Waynesboro School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the board and other appropriate school officials.

Students are subject to corrective disciplinary action for misconduct that occurs:

- in school
- on a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school and
- off school property, when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the Code of Virginia (2) a charge that would be a felony if committed by an adult.

1. Student Dress

A student's dress and appearance should not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.

2. Attendance, Truancy or Tardiness

Students shall not be absent from or report late to school or class without appropriate parental

permission, school permission or an otherwise valid excuse.

A student shall not be absent from class or leave school grounds unless permitted to do so by the principal or his/her designee

3. Disruptive Conduct

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

4. Profane, Obscene or Abusive Language

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

5. Threats of Intimidation

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

6. Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.

Physical Assault includes any physical confrontation that may result in no injury, minor injury or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting and fighting.

Battery is the unlawful application of force to the person of another.

7. Bullying

A student, either individually or as a part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, and insults
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person

- Falsifying statements about other persons
- Use of technology such as e-mail, text messages, or Web sites to defame or harm others.

8. Gambling

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

9. Use and/or Possession of Alcohol, Tobacco, and Other Drugs

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

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. (VHSL Regulation 30-2-2)

Restricted Substance

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

Restricted Substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or direction on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance. *(This regulation incorporates Policy JFCF (Drugs in School))*

10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

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

11. 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.

12. 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.

13. Possession or Use of Weapons or Other Dangerous Articles

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

14. 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.

15. Theft

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

16. Behavior on School Bus

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.

17. Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned schoolwork or tests.

18. Trespass

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

19. Gang Activity

A student shall not engage in gang activities including any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include inappropriate congregating, bullying, and harassment.

A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

20. Sexual Harassment

A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual

advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

21. Harassment

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

22. Racially Inappropriate Language

The Waynesboro School Board and Administration has taken a “no tolerance” approach to the use of racially motivated inappropriate language.

23. Possession of Communications Devices; Laser Pointers

Virginia Code Section 22.1-279.6.B authorizes school boards to regulate the use and possession of any portable communication devices, including any beeper, cell phone, or other similar device, including any device capable of receiving or transmitting text messages, on school property and during the school day. Violations shall result in disciplinary action at the discretion of the principal.

A school student may possess such a portable communication device on school property during the school day; however, the device must be out of sight, turned off, and used only with authorization from the principal. In addition to other disciplinary action associated with the possession or use of a portable communication device in violation of this provision, any such portable communication device shall be subject to confiscation by school officials and returned only to the student’s parent or guardian.

Students shall not have in their possession laser pointers.

24. Acceptable Use of the Internet

Students shall abide by the Waynesboro Public School Division’s Acceptable Computer Use Policy and Regulation.

25. Hazing

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a Student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

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

26. 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.

27. Reports of Conviction or Adjudication of Delinquency Pursuant to § 16.1-305.1

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

28. Other Conduct

Student lockers are the property of Waynesboro Public Schools. Student lockers and all vehicles located on school property may be searched by school authorities.

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.

A student who acts as an accessory or accomplice to another in violation to any provision of the Student Code of Conduct will be subject to corrective action.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense will be 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; loss or suspension of bus privileges
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
9. In school suspension
10. Out-of-school suspension
11. Referral to an alternative education program
12. Evaluation for alcohol or drug abuse
13. Participation in a drug, alcohol or violence intervention, prevention or treatment program
14. Notify legal authority where appropriate
15. Recommendation for expulsion
16. Mandatory expulsion for no less than one calendar year for firearm possession or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and § 18.2-247 of the Code of Virginia on school property or at a school sponsored activity.

Appeal Process

Before appealing a disciplinary action, parents and students are to discuss the matter with the principal. An appeal beyond the building level must be addressed in writing to the superintendent of schools. The superintendent's decision regarding recommendations for long term suspensions and expulsions may be appealed to the school board. Corrective action will be delayed while an appeal is pending unless the situation presents a threat of disrupting the learning environment.

PARENT RESPONSIBILITY

The 1996 General Assembly passed legislation requiring school divisions to get a signed statement from parents indicating that they understood their responsibility to assist the school in disciplining their children. Signing this form merely acknowledges receipt of the standards of conduct and expressly reserves all rights accorded you under existing laws.

Search and Seizure

To maintain order and discipline and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker, or student automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search. (Policy JFG)

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

1. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:
2. The right to inspect and review the student's education record within 45 days of the day the School receives a request for access.
3. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access

and notify the parent or eligible student of the time and place where the records may be inspected.

4. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

5. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. 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 whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent of a 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 educational record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Waynesboro Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Waynesboro Public Schools, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Waynesboro Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Waynesboro Public Schools to include this type of information from your child's educational records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and

5. Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military 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 you do not want Waynesboro Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in Writing by September 8, 2008. Waynesboro Public Schools has designated the following information:

- Students name
- Address
- Telephone listing
- The most recent educational agency or institution attended
- Electronic mail
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires Waynesboro Public

Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

A schedule of activities requiring parental notice and consent or opt-out for the upcoming school year will be forthcoming. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State law.)

If you wish to review any survey instrument or instructional materials used in connection with any protected information or marketing survey, please submit a request to:

Dr. Robin G. Crowder
Waynesboro Public Schools
301 Pine Avenue
Waynesboro, Virginia 22980

Dr. Crowder will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

RIGHT TO FREE PUBLIC EDUCATION

This provides notification of the right to a free public education for students who have not reached twenty (20) years of age on or before August 1 of the school year, pursuant to Chapter 1 (§ 22.1-1 et. seq.) of this title, 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.

DUE PROCESS

All pupils attending Waynesboro Public Schools shall be granted all due process procedures and rights according to law (Virginia School Laws 22.1-214).

The Waynesboro School Board subscribes to the due process procedures for handicapped children as specified in the Regulations Governing Special Education Programs for Handicapped Children and Youth in Virginia as adopted by the State Board of Education.

POLICIES

LOCATION OF POLICY MANUAL

A copy of the Waynesboro Public Schools’ Policy Manual is available at Central Office or on our web site at www.waynesboro.k12.va.us.

HOMEWORK

Monitoring your child doing homework allows you to see how well your child is progressing and if your child is experiencing any particular difficulties. You may want to check with your child’s school regarding the homework policy.

Homework should:

- be appropriate for the skill level of the child,
- reinforce skills already taught and not used to teach new skills,
- be regularly assigned throughout the school year,
- be done independently by your child or with some support from you or another adult,
- be checked promptly by the teacher and returned to the child.

Help Your Child Learn A Study Method:

Questions - Read questions at the end or beginning of the chapter and/ or make-up your own.

Read - Concentrate. Listen to your “inner voice”. Use your dictionary to look up difficult words.

Review - After your assignment is complete, review the entire section. Have you answered all the questions? Do you know the important facts?

HELPFUL HOMEWORK TIPS

- Have a regular place for your child to do homework.
- Use a desk or a table in a quiet room with plenty of light.
- Find a regular time for homework. You may want to make a rule like,
- “No television until homework is done.”
- Minimize distractions during homework time.
- Do the most difficult assignment first. (Save “easy” subjects for when the child is more tired.)
- Do the most important assignments first.
- If time runs out, the priorities will be finished.
- Do what’s required first. Finish optional items last.
- Provide direction and encouragement for your child.
- Check to see that directions are being followed and praise your child when he/she finishes an assignment.
- Encourage your child to study a little each night rather than just the night before a test.
- Divide homework into small units.
- Have your child take short breaks. Concentration will be better.
- Contact the teacher if your child cannot do the homework or you feel your child does not understand the assignment.

This study method has been used successfully by students for years. If you sincerely practice it you will be a successful student.

MANAGEMENT OF STUDENT RECORDS

It is the practice of the administration of the Waynesboro Public Schools to permit parents to review, with the school principal or his designee, records maintained on their students. Title 20 of the

United States Code, Section 438, mandates that parents and eligible students be informed in writing of the school board’s policy with respect to the management of students’ records. This is a written notice stating that Directory Information (name of student, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, height and weight if member of athletic team, dates of attendance, awards, and honors received) may be made public. You have the right of refusal for release of any part or all of such information provided you notify the school in writing within fifteen (15) days upon receipt of this document.

Student scholastic records are written and maintained for the purpose of assisting the student in his personal, social, educational, and vocational development. These records are maintained by the principal and his designee for the use of the school staff who might need to refer to them in working with a student. Directory Information is retained permanently by the school, though confidential files are destroyed five (5) years after a student graduates or leaves school. Prior to the destruction of data, a reasonable effort is made to notify parents or eligible students that they have a right to be provided with a copy.

Other than the parent of an eligible child or officials designated by Title 20, of the United States Code, Section 438, no other person has the right to information in the records, unless the parent or eligible child gives written permission, or unless information is subpoenaed by the court. Additional rights include: the right to challenge record content, the right to reproduce copies of student records and the right to receive a copy of the school board’s written policy on the management of student records. For more detailed information, please contact the school principal or the administrative offices, 301 Pine Avenue, during regular office hours.

TRANSFER OF STUDENT RECORDS

Under the federal Family Education Rights and Privacy Act, a written notice to a parent is no longer

required when sending records to a requesting school division to which the student has enrolled.

Services to Homeless Families

Anyone, due to a lack of housing, who lives:

- In emergency or transitional shelters;
- In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care placement;
- In cars, parks, public places, bus or train stations, abandoned buildings;
- Doubled up with relatives or friends;
- In these conditions and is a migratory child or youth.

To determine homelessness, consider the **permanence** and **adequacy** of the living situation.

What you need to know:

- Children and youth experiencing homelessness have a right to attend school.
- You do not need a permanent address to enroll your child in school.
- Children in homeless situations have the right to stay in the school they attended before becoming homeless or where they were last enrolled (school origin) if the parents or guardians choose.
- Schools must provide you with a written explanation if a placement dispute occurs and you may appeal. (Contact your local liaison).
- Your child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Your child may have the right to transportation services to and from the school of origin.
- Your child has the right to participate in extracurricular activities and all federal, state, or local programs which he/she is eligible.
- Unaccompanied youth have these same rights. (Contact your building principal for more information).

What your family can do:

- Tell your child's teacher and principal that your child is moving and give them the new address.
- Let school officials know if you want your child to stay in his/her school of origin while you are getting the family stabilized.
- Ask for a copy of your child's school records, including immunizations.
- Keep a copy of birth certificates and school records accessible.
- Safeguard all health and immunization records.
- Have a reliable person keep a second copy of your child's birth certificate, school records, and health information.

Enroll children in school as soon as possible.

MEDICATION IN SCHOOLS

Elementary Schools – No medication will be dispensed without a physician's order and a parent's signed request. This includes both over the counter medication and prescription medication. Medication request forms are located at MD offices and your child's school office.

Middle School and High School - Any student may carry one day's worth of over the counter medication as long as they have a parent's note giving permission and the medication is in its original container. Please note that it is a serious violation for students to share medication. All prescription medication requires a physician and parent signed consent. The prescription medication will be dispensed by the school nurse unless student is authorized to carry the medication by a physician.

The following are highlights of the medication regulations and must be followed:

- A separate consent form is required for each medication.
- A consent form must be renewed at the start of each school year.
- No prescription medication may be carried by any student without physician and parental

consent on record in the school office. This includes inhalers for asthma and epi-pens for allergies.

- Elementary students may not carry any non-prescription medications (including cough drops and topical lotions.)
- Medicines must be brought to the school office by a parent. The medication will be placed in a locked, secured storage area.
- Medicines must be in their original containers.
- Narcotics will not be administered by school personnel.
- It is not the responsibility of school personnel to remind each student to take his/her medicine.
- It is the parent/guardian's responsibility to be aware of when prescriptions are getting low and to renew them in a timely manner.

Full copies of the medication regulations are available in the school office.

HEAD LICE

When a student displays excessive itching of the scalp they will be checked for head lice. If live lice or nits (eggs) within ¼ inch of the scalp are found, the student's parent or guardian will be called to take students home for treatment. Information on treatment of head lice will be given to parent.

The student may return to school the next day if he/she has been treated. The student should have proof of treatment, a shampoo box top or a note from the parent or physician. Also, the student must be checked prior to entering class to ensure adequate treatment. If live lice are found, the student may not be admitted to class. Please be assured that every effort will be made to maintain confidentiality so that the student is not embarrassed.

ALCOHOL AND DRUG ABUSE POLICY

Substance Abuse Regulation

Waynesboro School Board Policy related to drugs: No person, either singly or in concert with others, shall have in his possession upon any premise to which these rules apply any drugs or narcotics whose possession is prohibited by penal law, or any alcoholic beverages or any drug paraphernalia or any

implement used in preparing or administering drugs, except when possession of such device is specifically authorized by the superintendent in connection with a Waynesboro Public Schools service, program or activity.

School Definitions and Regulations

Substance abuse is defined as follows:

- A. Use, possession, distribution, intent to sell, selling, manufacturing, giving, attempting to sell, or being under the influence of a controlled substance, imitation controlled substance, marijuana, illegal drugs, abusable glue, paint, or similar material, anabolic steroids, intoxicants including alcohol, or both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff.
- B. Being present upon school grounds within a reasonable time after having consumed or used a controlled substance, marijuana, illegal drugs, or intoxicants including alcohol.
- C. Possession or distribution of "imitation controlled substances," which by dosage unit appearance, including color, shape, size, and markings or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

The use, possession, distribution, intent to sell, selling, manufacturing, giving or attempting to sell drug paraphernalia on school property or while engaged in or attending a school activity, or in any manner so as to endanger the well-being of students or staff.

Drug paraphernalia means all equipment, products, and materials of any kind including the constituent parts thereof that are either designed for use or intended by the student for use in packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body marijuana, or a controlled substance.

Drug Paraphernalia shall include, but not be limited

to, those things defined in Section 18.2-265.1 of the Code of Virginia, which is available for review in each principal's office.

Compliance with these regulations is mandatory.

PUPILS - Substance Abuse

I. Penalties for Violation of Policy

All penalties for violations of the policy regarding substance abuse will be in effect from the date on which a violation is determined. All violations of this policy will be immediately reported by the principal to the superintendent.

A. Use, Possession or Evidence of Prior Use of Drugs, Alcohol or Drug Paraphernalia on School Property or During School Activities

Offense

When a student is suspected to have violated this part of the policy he/she shall be given a full hearing by the principal to insure due process. If found to be in violation, the student will be immediately suspended from school, the parent(s) or guardian(s) of the student will be notified to set up a conference with the principal within three (3) days of the suspension. The student will be suspended for ten (10) school days, law enforcement officials will be notified, and the student and parents or guardians will appear before the Waynesboro Superintendent of Schools or his designee to determine under what conditions the student will be readmitted to school. Students found in violation of this policy face expulsion.

TOBACCO AND USE OF TOBACCO PRODUCTS ON SCHOOL PREMISES

In the interest of health and safety, the Waynesboro School Board prohibits the use of all tobacco products in all school buildings at all times and prohibits the use of all tobacco products on school grounds during the school day.

The policy extends to school buses as well as school buildings. This policy applies to all employees, students, and citizens.

The school board also requests that a public announcement such as the following be made at all events held on school property:

“The Waynesboro School Board requests that tobacco products not be used during this event. We appreciate your cooperation.”

All agencies, groups, and organizations, renting or using school property will agree to make a similar public announcement regarding the use of tobacco products on school property and agree to prohibiting the use of tobacco products in school buildings at all times.

To help promote non-smoking among staff and students, smoking cessation programs will be made available on a periodic basis.

SEXUAL HARASSMENT/HARASSMENT BASED ON RACE, NATIONAL ORIGIN, DISABILITY AND RELIGION

I. Policy Statement

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

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

third parties participating in, observing or otherwise engaged in school sponsored activities.

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

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

II. Definitions

A. Sexual Harassment

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

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

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

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

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

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

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

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

- graffiti containing racially offensive language.
- name calling, jokes or rumors.
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion.
- hostile acts which are based on another's race, national origin, religion or disability.

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

III. Complaint Procedure

A. Formal Procedure

1. File Report

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

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

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

confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

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

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

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the

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

Within 10 days upon completion of the investigation, the compliance officer shall issue a written report to the superintendent. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

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

3. Action by Superintendent

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

4. Appeal

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or

student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant. If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

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

A. Compliance Officer and Alternate Compliance Officer

The School Board has designated a Compliance Officer responsible for identifying, preventing and remedying prohibited harassment. Please contact:

Title IX Compliance Officer

(540) 946-4600, Ext. 12

Mrs. Vermell B. Grant

Assistant Superintendent

Waynesboro Public Schools

301 Pine Avenue

Waynesboro, VA 22980

Title IX Alternate Compliance Officer

(540) 946-4616

Mr. William "Tim" Teachey

Principal

Waynesboro High School

1200 W. Main Street

Waynesboro, VA 22980

The Compliance Officer shall:

- receive reports or complaints of harassment;
- oversee the investigation of any alleged harassment;

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

B. Informal Procedure

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

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

IV. Retaliation

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

V. Right to Alternative Complaint Procedure

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

VI. Prevention and Notice of Policy

Training to prevent sexual harassment and harassment based on race, national origin, disability

and religion should be included in employee and student orientations as well as employee in-service training.

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

VII. False Charges

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

Adopted: August 8, 2006

COMPLIANCE INFORMATION

Asbestos Use Information

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress to determine the extent of asbestos and to develop solutions for any problems.

Asbestos is a mineral that was used as a building material for many years. Asbestos is a naturally occurring mineral that has properties which made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit the uses of asbestos products in 1973 and most use of asbestos products as building materials were banned in 1978 due to hazardous health issues.

We have currently had our facilities inspected by a certified asbestos inspector/management planner, as required by AHERA. The inspector located,

sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos.

He has developed an asbestos management plan for our facilities which includes: this notification letter; education and training of our employees; and, a set of plans and procedures designed to minimize regular surveillance of the asbestos-containing materials. A copy of the Asbestos Management Plan is available for your inspection in our administrative offices, 301 Pine Avenue, during regular office hours.

We have begun implementing the Asbestos Management Plan. We are intent on not only complying with, but also exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Lead Use Notification

In compliance with state mandates, all water resources in this school have been sampled and analyzed. Results indicate lead content to be within acceptable ranges established by the E.P.A. Test results are on file in the administrative offices, 301 Pine Avenue, during regular office hours.

Sex Offender Registry

The Waynesboro Public School division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school, or at school-related activities, the Waynesboro Public Schools shall request automatic electronic notification of registered sex offenders in the same or contiguous zip codes as any school within the division. Such request and notification shall be made according to the procedure established by the Virginia Department of State Police (State Police). The Superintendent or designee shall serve as the contact person with the State Police for receipt of registered sex offender information. Additional information about Virginia sex offender registry can be found at <http://sexoffender.vsp.virginia.gov>.

EDUCATIONAL PROGRAMS

Waynesboro Public Schools are committed to providing a free appropriate public education for all students. A wide variety of special programs and services are available to children with special needs.

Special Education

Many different special education programs are available to identified students, ages 2-21 inclusive, throughout the school division. They include preschool programs, resource programs, self-contained classes, public and private separate school placements and temporary homebound instruction when appropriate.

After the child has been assessed and determined eligible for services, an IEP (Individualized Education Program) is designed to meet the specific needs of the student. Each student's progress is reviewed annually by school staff and parents and future goals are determined. For more information regarding specific disabilities and educational programs, contact your child's principal.

Limited English Proficiency (LEP)

English as a second language (ESL) services are provided to identified students. ESL programs are designed to facilitate proficiency in all aspects of English as well as support academic success in core academic areas. For additional information, contact your child's school.

Gifted Education

In compliance with Federal and State programs, education programs are available for students who have been identified as gifted and talented. At the elementary level, consultative and resource services are available. At the middle school services are provided through seminars, extra curricular activities and special classes. At the high school level Advanced Placement classes, dual enrollment, honors classes and a regional governor's school are available for students.

Teaching Learning Core

All Waynesboro Public Schools have a team of concerned and caring individuals to assist parents

and teachers when students experience academic or behavioral difficulties. This is the Teaching Learning Core (T.L.C.). For more information contact your child's principal.

Guidance

School counselors can answer your questions on schedules, classes, and career planning and will help with personal issues. The materials used for school counseling programs are open for review. School counselors strive to assure all students a successful future as a result of their educational experiences. The Waynesboro Public Schools Counseling Program involves:

Counseling with individual students, developmental groups, and issue-centered groups, as well as classroom guidance.

Consulting with teachers, parents, specialists, and administrators, as well as classroom guidance.

Family Life

Family Life Education will be taught in our fourth, fifth, sixth, seventh, eighth, and ninth grade classes throughout the school year. Concerned parents, educators, medical professionals and religious leaders from our community prepared Waynesboro's Family Life Curriculum. It contains age appropriate objectives and activities, which are used by our teachers to provide lessons on healthy lifestyles. Students will be encouraged to discuss objectives with you as they are presented in class.

The Family Life objectives for fourth, fifth, sixth, seventh, eighth, and ninth grade will be available in the office of your child's school should you wish to review them.

There will be an opportunity for parents to review the curriculum that is used in Family Life classes in early fall. All materials and videotapes will be available for your review. If, after reviewing the objectives of your child's grade level, you wish to exclude him or her from any or all of curriculum, you may do so by completing the "Opt-Out Statement" available in your child's school office. This written request must be returned before the start of class.

Preschool Program

The Waynesboro Schools offer preschool programs for eligible four-year-old children and some identified 3 year old children. Applications and information on these programs may be obtained from the school.

General K-12 Program Structure

Elementary

The philosophy for elementary education in Waynesboro is that every child is important as an individual and arrives in the classroom bringing with him the results of his environment, maturation, and previous experience. It is the teacher's responsibility to move the student on a continuum of skills, both social and academic, at a pace commensurate with his abilities.

Each elementary school shall provide instruction in the following subjects:

Art	Music
Health/Family Life	Physical Education
Language Arts	Science
Mathematics	
Social Studies	

Virginia Standards of Accreditation require 75% of the school day be devoted to the four core areas of: Reading/Language Arts, Math, Science, and Social Studies.

Middle School

Middle school programs are designed to facilitate and coordinate each student's physical, emotional, and intellectual growth, keeping in mind the broad range of abilities by offering a variety of both academic and non-academic courses. In order that a student be placed on his achievement level, test scores, teacher recommendations, and student progress are considered.

Some courses are offered for high school credit. The content of courses for which high school credit is awarded will be comparable to 140 clock hours of instruction.

High School

The program of studies at Waynesboro High School includes a wide variety of offerings in core and

elective areas. Numerous subjects are available at Waynesboro High School, and additional courses are offered in conjunction with the Valley Vocational-Technical Center, Blue Ridge Community College and the Shenandoah Valley Regional Governors School. Students are scheduled according to their selected programs, achievement, and academic potential. Please consult the Waynesboro High School Program of Studies for complete information on course offerings and programs.

TECHNOLOGY

STANDARDS FOR ACCEPTABLE USE OF TECHNOLOGY

All Waynesboro Public School students and staff are expected to follow the highest ethical standards of conduct in use of information technology including compliance with all copyright laws and related policies. The use of information technologies available in Waynesboro Public Schools should be limited to academic pursuits. Activities specifically forbidden by this policy are any that do not reflect responsible use of information technology, including but not limited to: playing of non-instructional computer games, accessing of private information, use or creation of programs intended to destroy or damage files or computer systems (viruses), unauthorized changing of hardware or software configurations, accessing or publishing inappropriate materials, and abuse of password protections.

Internet

The Internet is a valuable educational resource for both students and staff. The use of the Internet is regarded as a privilege. Inappropriate conduct may result in loss of Internet privilege.

Students utilizing the Internet must be granted permission and supervised by Division Staff. Teachers will be responsible for supervising all student internet use. In as much as possible the teacher should become familiar with targeted resources prior to student use. Although students will be able to move beyond those resources to others that have not been previewed, they will be

subject to supervision in an effort to correlate with the instructional objective. However, it is recognized that software or supervision alone is no guarantee that users will not access resources which contain objectionable material. The ultimate responsibility for appropriate use falls with the end user. Alternative activities not requiring Internet use may be requested by parent(s) or guardian(s).

Employees and students are specifically prohibited from using the Internet for the following purposes:

- making unauthorized statements regarding school policies or practices;
- transmitting confidential information (such as that relating to or ongoing investigations, procurements, or students);
- making unauthorized commitments or promises that might be perceived as binding the school;
- using subscription accounts or commercial services that are not expressly authorized;
- posting a web page for uses other than school related;
- engaging in personal discussions through E-mail, chat rooms, etc.;
- browsing web sites, performing research, or playing games for personal interest or amusement;
- sending or displaying messages or pictures that are offensive, harassing, or discriminatory, or that are of an obscene or sexually explicit nature;
- using the network connection for commercial purposes or private gain;
- using the network for illegal activities;
- using the network in a manner that could reflect poorly upon, or cause embarrassment to the School District, employees, students, or community.

Each student and his or her parent/guardian must sign a Computer Use Agreement in granting use of the School Division's computer system. (Reference: WPS Policy IIBEA-GAB)

PLEASE RETURN THIS SIGNED FORM TO YOUR CHILD'S SCHOOL.

File: IIBEA-R/GAB-R

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Waynesboro School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. Privilege. The use of the Division's computer system is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:

- using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- sending, receiving, viewing or downloading illegal material via the computer system.
- unauthorized downloading of software.
- downloading copyrighted material for unauthorized use.
- using the computer system for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- posting material authorized or created by another without his or her consent.
- using the computer system for commercial or private advertising.
- submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.

- using the computer system while access privileges are suspended or revoked.
- vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs, about themselves or others.
- Users shall respect the computer system's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the computer system to disrupt others.
- Users shall not read, modify or delete data owned by others.

5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their

passwords confidential and shall follow computer virus protection procedures.

7. **Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**



