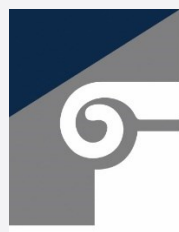


Frequently
Asked
Questions

Teachers and Parents



Senate
Page
Program

A legislative service
and leadership development program

The following information only pertains to applicants seeking a Senate Page position and admission to the Senate Page Program. The House Page Program, administered by the House Clerk's Office, is a separate program that requires completion of a different application. In addition, the selection process, program components and protocols for the House Page Program differ from the Senate.

FAQ #1

Q: Will the student attend school?

A: No. Students are *excused* from school for the duration of the General Assembly session in Richmond. Absenteeism for Senate Pages is addressed in sections [8VAC20-110-40](#) and [8VAC20-110-50](#) of the Virginia Administrative Code. If your school has questions pertaining to the manner in which an extended absence of this magnitude should be documented, please ask administrators to contact the Superintendents of Public Instruction at the Virginia Department of Education.

Superintendent of Public Instruction
James Monroe Building
101 North 14th Street
Richmond, Virginia 23219
(804) 225-2057

FAQ #2

Q: How will the student receive assignments when they are participating in this program?

A: Students who receive admission to the program should have exceptional time management skills and be capable of doing a lot of independent study during their term of service as a Senate Page.

It is the responsibility of the student, parents, and teacher to collectively determine how the student will receive his or her assignments each week. The Senate Page Program recommends that teachers give an all-inclusive packet of assignments directly to the parent or student each Friday. This work should be completed and turned in the following Friday when the next packet is picked up if possible. **The Senate Clerk's Office will only facilitate the transfer of tests, quizzes and exams. See FAQ #7.** The Senate Clerk's Office does not handle the coordination or transfer of other homework assignments.

FAQ #3

Q: What does the Professional Development Track entail?

A: Students participating in this program will be assigned to Capitol Square from 8:30 a.m. to 5:00 p.m., Monday – Thursday, and 8:30 a.m. – Noon each Friday.

FAQ #3 continued

Each Senate Page will be expected to fully participate with reading, journal writing/critical thinking, team building, guest speakers and group discussion assignments through the program's professional development track. In addition, the track also includes field trips to historical sites and other educational venues. The track changes on a yearly basis and is designed to engage students from various public, private and home school environments. Each Senate Page will maintain a binder in which written assignments, team building simulations and notes from required readings and discussions will be kept.

The professional development track is organized similar to a college course syllabus. Content varies year to year. A copy is issued prior to the start of session to allow for maximum planning and time management throughout the program. Excluding field trips, night events and other learning opportunities through work assignments, the track equals **approximately 4 ½ to 6 hours of classroom-like activity per week** for a Senate Page. Each component of the professional development track is purposely designed with a young professional in mind.

Required Reading: Each Senate Page must read the Constitution of Virginia. Typically, the required reading is divided up in two Articles per week. The class will participate in 30-minute team breakouts each Monday afternoon to discuss what they learned from the assigned reading. Note taking is required.

Journal Writing/Critical Thinking: The professional development track includes legislative words of the day, words of the week and a few critical thinking timed writings.

- *Word of the Day:* Prior to the start of morning procedure, the class will receive a legislative word and a definition.
- *Words of the Week:* Prior to the start of morning procedure each Monday morning, the class will receive three words of the week. For example: Helpful, generous and proactive. By the end of the week, each page should have written down an example of where he or she observed those words in their day-to-day responsibilities.
- In class timed writing followed by discussion. *My Page in History: How do you want to be remembered as a Virginia Senate Page? 1 page in length.*

Assignments such as these are kept in a required spiral-bound notebook.

Team Building: Each page class is divided into three or four teams for the duration of session. A team building exercise may be 30 minutes long or two hours. Sample exercises include the following:

- *21st Century High School: Design and build a 21st century high school complete with a budget, building design and curriculum.*
- *Virginia Tourism Project: Identify a theme for your campaign to engage possible tourists to visit our beautiful beaches, lovely mountains and major cities.*

Guest Speakers: The class will hear from bankers, lobbyists, elected officials, college and university representatives, attorneys, alumni of the program and other professionals who will speak about topics relevant to future young professionals. Note taking is encouraged.

FAQ #3 continued

Group Discussion: Time permitting, the class will engage in group discussions with their team leaders or a member of the Senate staff about daily headlines, current events, guest speakers or debate that occurred during a floor session.

Participants in the Senate Page Program are urged to discuss the professional development track with their instructors, as many of those assignments may serve as a suitable substitute for homework or other class assignments a student is missing at school. Teachers should note that students participating in this program will not have enough time to complete all assignments that students at the school are able to complete. As a result, the program encourages teachers to divide a student's work into two stacks: (1) priority work and (2) everything else (time permitting). Deadlines for completion should be included with all assignments.

FAQ #4

Q: Is a copy of the professional development agenda available?

A: A sample excerpt is available on the last page of this document. The agenda is modeled after a college syllabus, so each page has a list of all planned structured activities for the session before arriving for orientation. The content changes yearly based on the length of session and guest availability.

FAQ #5

Q: When will the student do homework?

A: Senate Pages are required to attend a mandatory study hall from 7:00 p.m. to 9:00 p.m. Monday through Thursday. During this time period, they will have access to tutors who are experienced at teaching in many of the usual middle- and high-school fields of study (i.e. math, science, English, social studies). Please note that these tutors are simply resources for the Pages to utilize, and that no formal classes will be held during the program. In addition to the mandatory two-hour nightly study hall, Senate Pages often have some downtime during the day (usually during breaks, or when they are in-between jobs), and are encouraged to work on assignments during this time as well.

Senate Pages are expected to have assignments provided by their school. Parents will be contacted if Senate Pages do not have schoolwork to complete or are unable to use down time in a constructive and enriching manner.

Again, students who receive admission to the program should have exceptional time management skills and be capable of doing a lot of independent study during their term of service.

FAQ #6

Q: How will the student take his or her exams and quizzes?

A: There are several options to handle tests, quizzes or exams. Those include the following:

Option 1

At school on Friday afternoon or Monday morning. All pages return to their home districts on Friday afternoon and typically return to their assigned housing on Sunday night. Staff members can work with pages to accommodate work schedule adjustments for Friday afternoon and Monday morning.

Pages are dismissed for the weekend each Friday and have permission to depart early for test taking at the school in which they are enrolled.

Option 2

Electronic transmission: Send tests, exams and quizzes directly to the Senate Clerk's Office by e-mail for distribution to study hall. The contents will be logged by a designated homework coordinator, sent to study hall and administered to the page. The study hall tutors will return the completed tests/exams/quizzes to the homework coordinator who will mail the assignments directly to the teacher at the school's address.

Option 3 (this is not recommended)

Hand delivery: A Senate page or a parent can hand deliver tests, exams and quizzes directly to the Senate Clerk's Office in a sealed envelope with a signature across the flap. The contents will be logged by a designated homework coordinator, sent to study hall and administered to the page. The study hall tutors will return tests/exams/quizzes to the designated homework coordinator, packaged and sealed with a signature across the flap. The sealed contents will be mailed directly to the teacher at the school's address.

FAQ #7

Q: To whom should tests, quizzes or exams be delivered, mailed or e-mailed?

A: Tests, quizzes or exams transmitted by mail should be sent to the following:

Senate Page Program
C/O Senate Clerk's Office
P.O. Box 396
Richmond, Virginia 23218

****Please include the student's first and last name, all necessary instructions and deadlines to return.**

FAQ #7 continued

Tests, quizzes and exams transmitted by e-mail should be sent to the following:

pageinfo@senate.virginia.gov

Subject: Test/Quiz/Exam for [first name and last name]

****Please include all necessary instructions and deadlines to return.**

As stated in FAQ #3, **the program encourages all other school work be divided into two stacks: (1) priority work and (2) everything else (time permitting). Deadlines for completion should be included with all assignments. Again, the Senate Clerk's Office will only facilitate the transfer of tests, quizzes and exams.** Before a decision is made about the preferred manner in which a student will obtain assignments, please note that we are not equipped to handle high volume printing (for example, lengthy power point presentations, dozens of pages for reading, etc.).

FAQ #8

Q: Is study hall ever cancelled?

A: The only time study hall would be cancelled is in the event of early dismissal due to major inclement weather or a nighttime social event. On average, pages attend five night events over the course of a seven or nine week session.

FAQ #9

Q: What is the electronics usage policy?

A: Permitted use of any electronic device is a privilege that can be suspended. In addition to a cell phone, a Senate Page is permitted to have one additional electronic device during the term of service. We recommend the other device be suitable for homework tasks.

Chromebooks and school-issued laptops are highly discouraged, due to restrictive settings that prohibit connectivity to public or other wireless networks.

The use of a cell phone is only allowed during breakfast, on the way to and from work, and during dinner hours. Senate Pages are not allowed to have a cell phone on their person during work hours. Cell phones are also not permitted during study hall, free time after study hall or during overnight hours. Phones must be turned into staff for secure storage during these blocks of time. Limited use of the one other personal electronic device is permitted during work hours.

FAQ #10

Q: If a regular legislative session is extended or a special session is called, are Senate Pages called back to work?

A: No. Senate Pages only work during a regular legislative session which spans 46 calendar day session in odd-numbered years and 60 calendar days in even-numbered years. Regular legislative sessions convene on the second Wednesday in January of each year. Senate Pages are not retained in the event of an extended regular session or special legislative session.

FAQ #11

Q: If I have further questions?

A: Please call (804) 698-7410 or e-mail pageinfo@senate.virginia.gov Monday – Friday, 8:30 a.m. – 5:00 p.m.

Last updated on 09/02/2022

PROFESSIONAL DEVELOPMENT AGENDA

SAMPLE WEEK

Week 3

Week 3 Words: Flexible, Responsible and Hospitable: In your blue spiral notebook, write down these three words. By Friday morning, you need to write down an example of where you observed each of the three words in your day-to-day.

Date	Type of Program	Topic/Objective	Due at Roll Call (Unless Otherwise Noted)
Monday, January 15	Weekly Team Breakout Session Class	Weekly Team Breakout Session Topic: Article VII (<i>Local Government</i>) and Article VIII (<i>Education</i>) of the Virginia Constitution -Introduction to local government structure in Virginia (3:00 p.m. - 4:00 p.m.) My Local Government” exercise*: Identify (1) the mayor of your hometown/city, (2) the members of your Town/City Council, (3) the members of your County Board of Supervisors. <i>Write this information in your spiral notebook. * you will need your tablet or p.c. with word processing software.</i>	-See Appendix I in your Quick Reference and Professional Development Guide Handbook to review this week’s “Weekly Quick Facts you Should Know” (Week 3) Monday night, read the assigned article in your quick reference guide.
Tuesday, January 16	Guest	City councilman (4:00 p.m. - 5:00 p.m.)	-Headline of the Day
Wednesday, January 17	Guest	County administrator (4:00 p.m. - 4:45 p.m.)	N/A
Thursday, January 18	Guest	Vice-mayor of a city (4:00 p.m. - 4:45 p.m.)	-Headline of the Day -Weekly thank you cards (by 5:00 p.m.)
Friday, January 19	Noon Dismissal	Have a great weekend!	-2 Sentences to add to the Senate Page Resolution - <u>Weekly Reflection #3</u> : Reflect on what you have experienced this week. What is a topic that has stuck out to you? How does it apply to you? <i>You must incorporate the Week 3 Words. Length: at least 1 paragraph (8 sentences, minimum)</i>

What do I need to do this weekend? What is due next Monday and Tuesday morning during roll call?

Monday, January 22:

- 1.) See Appendix I in your Quick Reference and Professional Development Guide to review next week’s “Weekly Quick Facts You Should Know” (Week 4)
- 2.) Have your week #4 words written down in your spiral notebook
- 3.) Read and be prepared to discuss Article IX (Corporations) and Article X (Taxation and Finance) of the Virginia Constitution