

# Spotsylvania County Elementary Schools

Let's Learn and Grow...  
Together!



Parent/Student Handbook  
2015-2016



August 2015

Dear Parents and Guardians,

Welcome to Spotsylvania County Public Schools! We hope that this handbook provides you with general information pertaining to practices, procedures, and guidelines. Topics inside include everything from field trips to the instructional programs offered at every school. We ask that you read this handbook in its entirety and use it as a reference tool throughout the school year. Many questions that you may have are addressed in the pages that follow.

Elementary school is the foundation to create lifelong learners. However, parents are our children's first teachers. You have the strongest and most powerful influence on your child/children's lives. With your partnership, we can mold and develop the future leaders of tomorrow.

I encourage you to become a familiar and friendly face at your child/children's school. Become an active member of your school community. Feel free to stop by or schedule a visit at your school to learn more about how to support your child/children's education.

We look forward to developing long lasting relationships with you and your family as we begin our important and exciting educational journey.

Sincerely,

S. Scott Baker, Ed.D.  
Superintendent

Carol E. Flenard, M.Ed.  
Assistant Superintendent of Instruction

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## **ADMINISTRATORS**

### **Battlefield Elementary**

(540) 786-4532

Principal: *Ms. Susan Fines*

Assistant Principal: *Ms. Katie Simitoski*

### **Berkeley Elementary**

(540) 582-5141

Principal: *Ms. Robin Monroe*

Assistant Principal: *Ms. Vicky Powell*

### **Brock Road Elementary**

(540) 972-3870

Principal: *Ms. Shonda Collins-Richey*

Assistant Principal: *Ms. Kathleen Pendergraft*

### **Cedar Forest Elementary**

(540) 834-4569

Principal: *Ms. Amy Williams*

Assistant Principal: *Ms. Holly Richards*

### **Chancellor Elementary**

(540) 786-6123

Principal: *Mr. Shawn Hudson*

### **Courthouse Road Elementary**

(540) 891-0400

Principal: *Ms. Marcie Fields*

Assistant Principal: *Mr. Robert MacDonald*

### **Courtland Elementary**

(540) 898-5422

Principal: *Ms. Sherri Steele*

Assistant Principal: *Ms. Robin Chilton*

### **Harrison Road Elementary**

(540) 548-4864

Principal: *Ms. Deborah H. Frazier*

Assistant Principal: *Ms. Aimee Jakubik*

### **Lee Hill Elementary**

(540) 898-1433

Principal: *Ms. Darnella Cunningham*

Assistant Principal: *Mr. Chad Armstrong*

### **Livingston Elementary**

(540) 895-5101

Principal: *Ms. Terrie Cagle*

Administrative Intern: *Ms. Risa Florip*

### **Parkside Elementary**

(540) 710-5190

Principal: *Mr. Tom Eichenberg*

Assistant Principal: *Ms. Jennifer Gardner*

### **Riverview Elementary**

(540) 582-7617

Principal: *Ms. Dianne W. Holmes*

Assistant Principal: *Ms. Darcy Hummel*

### **Robert E. Lee Elementary**

(540) 582-5445

Principal: *Mr. Daryl Lann*

Administrative Intern: *Ms. Misty Kelley*

### **Salem Elementary**

(540) 786-8218

Principal: *Mr. Harold Morton*

Assistant Principal: *Ms. Joyce Bush*

### **Smith Station Elementary**

(540) 786-5443

Principal: *Ms. Christine Primo*

Assistant Principal: *Mr. John Myers*

### **Spotswood Elementary**

(540) 898-1514

Principal: *Mr. Michael Brown*

Assistant Principal: *Ms. Lisa Andruss*

### **Wilderness Elementary**

(540) 786-9817

Principal: *Ms. Carroll Ann Lewter*

Assistant Principal: *Ms. Stacey Cox*

## GETTING STARTED

### ATTENDANCE ZONE

Students are expected to attend the school serving the area of their legal residence. Parents who wish to enroll their child(ren) in a school other than the one within their attendance zone must complete an online Request for Student Transfer Form (located under the Parent Tab on our website, [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us)) and receive approval **EACH** year. A separate application must be used for each child for whom a transfer is requested. New residents may receive information on school attendance zones by referring to the school website at [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us) and clicking on the Transportation link. **If a transfer outside of the school zone is approved, parents are required to maintain safe and timely transportation to and from school. Chronic absences, tardies, and early releases may require students approved for transfer, to return to their home school. Students must also observe all school rules and regulations.** Moratoriums are established each year due to crowded conditions at certain schools. New transfer requests may not be granted to these schools.

### ADMISSION REQUIREMENTS

Spotsylvania County Schools follows the Virginia State law requiring children to be five years old on, or before, September 30 in the year of their initial enrollment in kindergarten. You must pre-register your child by visiting our website at [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us). This online system will expedite the registration process by allowing a parent/guardian to enter required information about their child prior to going to their school to complete the registration process. If you do not have access to a computer, please go to your child's school for assistance.

Once the online process is completed, parents are required to present the following documents at their child's school in order for the full registration process to be completed:

- Two proofs of residency in Spotsylvania County and within the assigned school attendance zone
- Original or certified copy of the birth certificate
- Physical examination form completed by a physician no earlier than 12 months prior to the date of entrance into school if student is enrolling in public school for the first time. For students who have been enrolled in public school previously, the physical examination form submitted at the time of first enrollment may be used.
- Documented proof of the required immunizations
- Other health screening as necessary
- Tuberculosis Risk Assessment form completed by parent/guardian and physician or nurse
- Report card and/or school records from previous school (for students K-12)
- Ebola Form
- Home Language Survey

Students must be enrolled by a natural parent, adoptive parent or adult with custody.

- Please Note: Court adjudicated documents assigning custody must be presented at the time of enrollment if the student is not residing with the natural or adoptive parent.
- Anyone other than the natural, custodial parent must provide legal guardianship papers granted by the court before the child may be enrolled. The school will presume that both the parents and/or legal guardians have the authority to review and access records relating to the student unless a court order prohibiting authority has been presented to the school.
- If applicable, please also bring court papers related to custody and/or visitation related to the child.

## **COMPULSORY ATTENDANCE**

Children whose residence is established in Spotsylvania with their parents or legal guardian and who have reached their 5th birthday on or before September 30 (unless excused by the Division Superintendent) are required to enroll in a public, private, denominational or parochial school or to be taught by a teacher approved by the Division Superintendent. Parents who have concerns about their child's readiness to start school in kindergarten, may request counseling or complete an Exemption from Kindergarten form for one year.

## **CLASS PLACEMENT OF MULTIPLES**

A parent of twins or higher order multiples in the same grade level may request that the children be placed in the same classroom or in separate classrooms; if they are at the same elementary school. Schools may recommend classroom placement to the parent. Schools must provide the placement requested by the children's parent. However, if the division superintendent or his/her designee determines that the requested classroom placement is disruptive to the school or is harmful to the children's educational progress based on the information provided by the school principal and classroom teacher, the placement may be denied.

## **HOW TO HELP YOUR CHILD**

- See that your child gets adequate exercise, sleep and proper nutrition.
- Read with your child and encourage the use of school and public libraries.
- Provide opportunities for your child to have responsibilities at home.
- Provide a time and place for your child to study at home each day.
- Get to know your child's teachers and help them understand some of the experiences your child has had that may influence success in school.
- Help your child to understand that teachers, the principal and other adults at school are there to help.
- Ensure that lunch money, school supplies, and homework are carried to school each day.
- Make school and education a priority in your home.
- Ensure that your child has good school attendance including being on time each day.
- Assist your child in getting organized and prepared for each school day.
- Read and sign your child's nightly agenda and weekly folder.
- Work collaboratively with the school staff.

## **ATTENDANCE**

### **SCHOOL DAY**

The instructional day begins at 8:45 a.m. and ends at 3:30 p.m. Late arrivals or early pick-ups should occur in emergency cases only. It is important that students are in school for the entire school day. Students are considered tardy if they are not in their homeroom class by 8:45 a.m. **Tardies can be disruptive not only to your child's learning, but the learning of the entire class as well.** Please make every effort to schedule appointments after school hours. **On school days that have a planned early dismissal, elementary students will be dismissed at 12:30 p.m.**

## **ABSENCES**

Regular and prompt attendance in school is required by **State law**. Sickness of the child, severe illness or death in the family, exposure to contagious disease or religious holidays are legitimate excused absences. Family vacations during scheduled school days are considered unexcused absences. If a student is absent five (5) or more consecutive days because of illness, a physician's note should accompany the student upon return to school. Excessive absences may impact the student's ability to make learning connections. Parents will receive written notice of excessive absences. Referrals may be forwarded to the social worker for investigation. It is important to the child and to the school that absences are for legitimate reasons only. The student will be withdrawn from the attendance rolls for 15 days of consecutive absence.

As a result of the Missing Children's Act, schools are required to make a "reasonable effort" to contact the home when a child is absent. To facilitate implementation of this law, please call the school before 10:00 a.m. to give notice of your child's absence. Failure to notify the school about an absence will result in an unexcused absence. A dated, signed note is **required** upon your child's return to school.

## **CURRICULUM AND INSTRUCTION**

### **FRAMEWORK FOR INSTRUCTION**

Curriculum and instruction at the elementary level reflect a developmental approach centered on the concepts, skills and processes in the individual subject areas. Each child is viewed as a unique person with an individual growth rate. Curriculum and instruction are responsive to individual differences in ability and interests. Different levels of ability, development, and learning styles are expected, accepted, and used to plan and design appropriate learning experiences for each child.

The Virginia Standards of Learning (SOL) provide the framework for what is to be taught at each grade level. The curriculum, used division-wide, emphasizes basic skills and is rich in informational facts, along with problem solving and decision-making strategies. Technology plays an important role in instruction and skills in the use of technology are incorporated throughout the curriculum. Visit our website at [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us) to review specific curriculum maps and guides. The VDOE Curriculum Framework can be found at [www.doe.virginia.gov/testing/index.shtml](http://www.doe.virginia.gov/testing/index.shtml).

### **FIELD TRIPS**

As an extension of the learning environment, field trips may be scheduled one per student each year. Extension trips within Spotsylvania County or the City of Fredericksburg may also be organized. For safety reasons, parents are discouraged from picking students up at the field trip destination site. A signed parent permission form is required for all field trips.

## **CORE SUBJECTS**

### **LANGUAGE ARTS AND COMMUNICATION**

The elementary language arts program is a continuum of literacy skills and strategies for students. This includes processes critical to reading, writing, speaking, listening, information management, and the use of technology. In kindergarten through grade three, the primary goal is to teach all students to read, write, and comprehend a variety of fiction and nonfiction selections from all areas of the curriculum. In grades four and



five, students continue to learn strategies for comprehending and analyzing readings which relate to all subjects. Materials from Benchmark Literacy are the primary curriculum resource for Language Arts instruction, supplemented by other materials to meet the needs of all students.

From kindergarten through grade five, students learn the structure of language and use the writing process to produce narrative, persuasive, expository, and technical writings. Letter formation and penmanship are addressed in both manuscript and cursive formats. Keyboarding skills for computer use are also developed. Student learning is enhanced through the use of technology. Online resources support instruction in reading, writing, and research. Informational technology is a large part of student research and assists students in acquiring information from a variety of sources to produce effective oral and written presentations.

## **MATHEMATICS**

The mathematics curriculum supports students by using the following processes: problem solving, communication, logic and reasoning, making connections, and using representations and models appropriately. The curriculum focuses on specific content strands. These content strands are: number and number sense, computation and estimation, measurement and geometry, and probability, statistics, patterns, functions, and algebra.

Students must learn to use a variety of methods and tools to compute including: paper and pencil, mental math, estimation, and calculators. Using a variety of representations-graphical, numerical, algebraic, verbal, and physical, students relate concepts and procedures from different topics within mathematics and other disciplines.

## **HISTORY AND SOCIAL SCIENCE**

The study of history and the social sciences is vital in a democratic society. All students need to know and understand our national heritage in order to become informed participants in shaping our nation's future. The history and social science curriculum follows the Virginia Standards of Learning. Each course is taught through four strands: history, geography, civics, and economics. The history and social science Virginia Standards of Learning are designed to:

- develop the knowledge and skills of history, geography, civics, and economics that enable students to place the people, ideas, and events that have shaped our state and our nation in perspective;
- enable students to understand the basic values, principles, and operation of American constitutional democracy;
- prepare students for informed and responsible citizenship;
- develop students' skills in debate, discussion, and writing; and
- provide students with a framework for continuing education in history and the social sciences.

## **SCIENCE**

In the elementary grades, students receive an introduction to the study of the content area disciplines through a curriculum that is activity oriented, content rich, and provides opportunities to reinforce thinking skills. The content area disciplines lend themselves to the integrated approach to instruction. In science, the content includes the study of physical, earth and life sciences with such universal themes as patterns, cycles and change; life processes; time and space; forces; energy and matter; and relationships and resources. Students participate in science activities that are centered on teaching with a hands-on approach that emphasizes inquiry, scientific experimentation, and science process skills.

## **HEALTH**

The goal of the elementary health program is to help students gain an increased awareness of overall wellness so that they may demonstrate a sense of pride in and responsibility for their social, emotional, and physical well-being. Fostering individual growth and helping students practice good communication and decision-making skills are key elements of the health program and reinforced in 5th grade through our DARE (Drug Awareness Resistance Education) Program.

## **FAMILY LIFE**

In compliance with the Virginia State Board of Education, Family Life Education is designed to help students understand and adjust to physical, social and emotional pressures of growing up.

Developed by a broad-based community team, the program uses the state's objectives as its framework to ensure that students learn to build on their strengths, to make informed decisions, and to relate well to each other. The program's focus is to avoid negative or harmful activities.

Each fall parents and members of the community may preview all materials used in the program. In addition, copies of the objectives for each grade level are available for review at each school. Parents may choose to "opt" their children out of any activities associated with the program. "Opt-Out" forms are available from the school principal.

## **ENCORE SUBJECTS/CLASSES**

Encore subjects include art, music, library, and physical education. Students attend these *encores* with a specialist one time per week for art, music, and library, and twice a week for physical education.

### **ART, MUSIC & PHYSICAL EDUCATION**

Students in the elementary grades participate in art, music, and physical education classes taught by a specialist in each area. A sequential curriculum includes both skills and concepts in each of these areas. Physical fitness is emphasized in Physical Education (P.E.) and students are tested in specific areas in grades four and five. Proper shoes must be worn for safety in physical education class.

### **LIBRARY MEDIA CENTER**

Each elementary school library houses a collection of books and other materials to support the curriculum as well as children's independent reading interests. All students visit the library weekly for lessons that support the Standards of Learning and information literacy as well as time for book checkout. Students may also visit the library independently. Spotsylvania County Public Schools offers an online catalog available at <http://destiny.spotsylvania.k12.va.us> which may be accessed both at school and at home. eBooks are available through the online catalog. Librarians encourage responsible library usage by instructing students on proper book care. Families are responsible for paying for lost or excessively damaged books.

### **RECESS**

In addition to two P.E. sessions per week with the physical education teacher, students also receive daily physical activity which is essential in a healthy learning environment. Loss of individual student recess should only be removed as a last resort in an effort to correct inappropriate student behaviors. If weather conditions limit outdoor activity, "wiggle time" may be coordinated in the classroom.

## **ADDITIONAL SUPPORT FOR STUDENTS**

### **ENRICHMENT PROGRAMS FOR GIFTED STUDENTS**

The Spotsylvania County Program for Enrichment (SCOPE) provides a variety of services for students. For students identified eligible for gifted services in the elementary grades, the gifted resource teacher extends the curriculum in depth and breadth. In addition, they help provide for the social and emotional needs of identified gifted students. Gifted resource teachers assist and provide resources to classroom teachers to provide appropriate, differentiated instructional services to students. A school-based Identification/Placement Committee uses a multi-criteria approach to determine eligibility of referred students. Referrals may be teacher, parent, or self-nominated. Forms and further information are available from the gifted resource teacher.

### **ESOL SUPPORT FOR ENGLISH LANGUAGE LEARNERS**

Children who are identified as English Language Learners (ELL) by the WIDA-ACCESS Placement Test (W-APT) receive direct and or indirect services to help them develop English language skills and an academic foundation to be successful in school.

### **COUNSELING SERVICES AVAILABLE**

The school counseling program is proactive in its focus and is based upon the developmental stages of students in grades kindergarten through twelve. Each elementary school has access to a counselor. These counselors provide classroom guidance lessons addressing academic skills, career exploration, problem-solving, and conflict resolution. School counselors work with small groups of students on issues such as time management, study skills, test-taking strategies, friendships, relationships and anger management. Other small group offerings develop based on demonstrated student need. Individual counseling is provided for students to help them succeed in school.

The program builds a foundation for learning in the following areas:

#### Academic/Educational

- orientation/transition to the educational environment
- resolution of problems which interfere with learning
- awareness of academic abilities, strengths, needs, and interests
- knowledge of effective study/test-taking skills
- awareness of curricular alternatives and career goals
- pursuit of a planned and balanced academic program consistent with abilities, interests, and educational needs
- awareness of post-secondary academic opportunities

### Personal/Social

- development of increased self-understanding
- establishment of positive relationships through effective communication skills
- acquisition of problem-solving/decision-making and coping skills
- encouragement of self-directed and responsible behavior
- understanding of the need for positive attitudes toward school, learning, community and society

### Career

- awareness of, and knowledge about, the world of work and careers
- acquisition of information about educational and vocational/training opportunities within and beyond school
- use of knowledge of self as it relates to career planning
- establishment of tentative career objectives
- preparation for future education and employment

Counselors facilitate parent education programs throughout the school year. Information on a variety of topics related to the development and education of elementary students can be accessed through the school counselor. To learn more about the school counseling program, go to [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us), click on *Departments*, click on *Curriculum and Instruction*, click on *Counseling*.

School counselors also encourage a cooperative relationship between school and home. Strategies include consultation with teachers, parents, and administrators; personal counseling for small groups or individuals; and information for referral to community resources, as needed. Topics for classroom guidance are designed to enhance academic success and development of problem-solving skills for all students.

Materials used in the school counseling program are previewed and are available for parental review in each school. Interested parents should schedule an appointment with the school counselor for this purpose.

**In the event that a parent/guardian wishes to limit participation of a child in the social/personal counseling aspect of the School Counseling program, the parent/guardian must provide written notification to the school principal within 15 days of receipt of this handbook. The written notification must state that the child should not be included in group, individual, or both for personal/social counseling.**

### **SCHOOL SOCIAL WORK SERVICES AVAILABLE**

School social workers provide support to families and students to enhance educational outcomes. School and community collaboration is a key component to achieving student success. School social workers are professional mental health providers who hold a Master's Degree in Social Work and a pupil personal license by the Department of Education to provide school social work services.

Services provided by the school social worker at your school might include:

- individual and/or group counseling
- various mental health assessments
- special education interventions
- advocacy
- resources and referrals
- community based support
- consultation services

## **HOMEBOUND INSTRUCTION**

Homebound instruction may, upon approval, be provided for students who are confined at home or the hospital for periods of time that would prevent normal educational progress. A form may be secured from the principal and must be completed by the physician.

## **READING RESOURCE**

Reading resource instruction is provided for students who require additional support in reading as determined through ongoing assessment. Kindergarten through third grade students who qualify for extra assistance through the Phonological Awareness Literacy Screening (PALS) assessment receive at least two and a half hours of additional reading instruction per week. In addition, all kindergarten through fifth grade students' reading progress is monitored with the Benchmark Assessment System (BAS) as well as other assessment tools.

## **TITLE I**

Title I is a federally funded program that provides additional reading and math support for eligible elementary schools (not all elementary schools are Title I). The primary focus of Title I is to supplement classroom instruction through small groups, one-on-one instruction, and/or collaborative teaching. Student eligibility is based on academic need. If your child is recommended for Title I services, a letter will be sent home explaining how your child's instructional needs will be supplemented. Title I serves schools through two models:

### *Schoolwide*

Schoolwide Title I programs focus on a school's overall educational program to raise academic achievement for all students. Comprehensive plans have been submitted and approved by the Virginia Department of Education.

### *Targeted Assistance*

Targeted Assistance Programs provide services to a select group of students identified as having the greatest need in literacy and/or math development. These services are supplemental and targeted to support classroom instruction.

Each of the Title I programs employs teachers and paraprofessionals who are highly qualified as mandated by *No Child Left Behind* (NCLB). As required by NCLB, Title I teachers and classroom teachers collaborate regularly to discuss students' academic goals, progress, assessment, and achievement.

Each Title I school has a Parent Advisory Council (PAC) composed of Title I parent representatives, Title I teachers, and/or Parent Resource Center staff. All parents of Title I students are invited and encouraged to attend meetings. Participation provides parents opportunities to learn about the Title I Program, express their opinions and concerns, and share input into the overall program design. Spotsylvania County's Parent Resource Center works collaboratively with Title I staff to support families with instructional resource materials and workshops designed to enhance home/school connections.

## **SPECIAL EDUCATION PROGRAMS**

Information about the Special Education Programs can be obtained by calling the school or the Office of Student Support Services at 540-834-2500 x1005 or the Parent Resource Center at 540-582-7583 x5.

Special Education is specially-designed instruction to meet the unique needs of a child identified as having a disability through an IEP (Individualized Education Plan). Related services are provided to students with disabilities as appropriate. These services can include occupational therapy, physical therapy, speech, counseling and/or transportation. If a student is suspected of having a disability, a referral may be made according to special education procedures. School psychologists and diagnosticians work through the Office of Student Support Services to provide psychological, achievement and ability test data for the special education process.

The speech and language pathologist screens all kindergarten students within the first 60 days. If students are found eligible, speech and language pathologists provide appropriate services through an IEP for students found eligible with speech or language impairments. A range of programs are available for students who qualify for special education services.

Section 504 of the Rehabilitation Act requires that all children with disabilities be provided the appropriate access to the educational setting. A person with a disability under Section 504 is any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such impairment. This definition differs from that found in the Individuals with Disabilities Education Act (IDEA), which defines specific educational disabilities.

## **HOME/SCHOOL PARTNERSHIP**

### **ACCREDITATION AND THE SCHOOL PERFORMANCE REPORT CARD**

Each individual school is accredited by the state of Virginia and by the AdvancED/Southern Association of Colleges and Schools: Council on Accreditation and School Improvement (SACS CASI). A school's performance on the SOL tests is a major component in the accreditation process. The school's accreditation status will be based on meeting the passing requirements or on a three-year average. Individual School Performance Report Cards can be viewed at <http://www.doe.virginia.gov/VDOE/SVC/index.shtml>

### **CAFETERIA INFORMATION**

In 2015, new federal nutrition standards for school meals were developed. The purpose of the new standards is to ensure that meals are healthy and well-balanced and provide students all the nutrition they need to succeed at school. Now is a great time to encourage your kids to choose school lunch!

School meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat and portion size. School lunches meet additional standards requiring:

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students must take at least one serving)
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk (flavored milk must be fat-free)
- More whole grains
- Strict limits on saturated fat and sodium

School menus are located online at [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us), under the Food Service Menu tab. Each elementary student is given a menu each month to take home. Please refer to the school web page for breakfast and lunch pricing information and updates.

Allergy and special diet information is **required** to be submitted by the parents to the school nurse each year using the federal form for "Special Dietary Needs." The school nurse will submit this information to the cafeteria manager to post on your child's cafeteria account for his/her safety. These forms are required to be signed by your child's doctor and submitted **EACH** year. Forms can be obtained from the school or online at [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us) under the Food Service Department tab.

Cafeteria accounts are automatically set up for any student enrolled in Spotsylvania County Schools. The cafeteria point of sales system is used to help keep parents informed on student purchases, balances and any cafeteria activity. Your student's account can be viewed anytime day or night by logging onto [www.myschoolbucks.com](http://www.myschoolbucks.com). Please carefully review School Division policy EFB-R3 regarding student meal accounts and parent responsibilities.

Free and reduced price breakfast and lunch are available to all children whose parents meet federal guidelines. Your child will receive an application the first day of school. You will be notified by mail whether or not the application has been approved. Please ensure the school has your correct mailing address.

**A new application must be completed each school year.** Free or reduced status from the previous year ends October 19, 2015. One application per family may be submitted. If your financial status changes throughout the school year, applications are accepted anytime throughout year. Meal benefits are not retroactive. Please note: Until your child is officially approved, you are still responsible for all charges incurred.

**Meal Prices for the 2015-2016 school year are as follows:**

Elementary Breakfast: Full Price - \$1.20  
Reduced Price - \$.30

Elementary Lunch: Full Price - \$2.55  
Reduced Price - \$.40

**COMMUNICATION WITH PARENTS/GUARDIANS**

Open House, Back to School Nights, PTA/PTO events, school and class newsletters, brief notes, conference, email, and telephone calls are important components in maintaining two-way communication. Parents and teachers exchange useful information through these communication tools. In many instances, a quick phone call or short note can alert the teacher or parent to a possible problem or clarify some misunderstanding. Frequent communication can strengthen the bonds between home and school.

**GAPPS (Google Applications for Education)**

Elementary students have access to a Spotsylvania County Google Applications account, which includes Google Calendar, Classroom, Drive, Gmail and Sites. Gmail (email) access for elementary students is restricted, so that they may only email staff members (namely, their teacher). In Google Calendar and Drive, elementary students may only share with other Spotsylvania County students and staff. Google

Classroom is available for elementary teachers to post announcements, assignments and links for their classes. GApps can be accessed through each school's Student Dashboard. The URL for the Student Dashboard is the school abbreviation followed by "[.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us)". For example, the Harrison Road Elementary School's Student Dashboard would be found at "[hres.spotsylvania.k12.va.us](http://hres.spotsylvania.k12.va.us)". Check the website of your child's school for a link to the Dashboard. Parents must use their child's login and password to access GApps. We encourage you to utilize your child's GApps account to stay active in the instructional aspect of your child's day. Please ask your child for their login and password so you can look at their GApps account.

## **HOMEWORK**

Most school work is completed under the supervision of the teacher during school hours. Teachers also assign additional work to be done outside of school. Homework is viewed as one part of the teaching/learning process. When used effectively, it helps students use, independently, what they have learned, as well as develop responsibility, and demonstrate a commitment to learning. Homework provides an opportunity for students to practice good work habits and to learn to use time productively. Parents are encouraged to confer with the teacher and principal about specific practices related to homework.

## **PARENT RESOURCE CENTER (PRC)**

The Parent Resource Center...

- **Serves:** all Spotsylvania County families, school staff, agencies and the community placing an emphasis on children with special needs or receiving Title I services.
- **Provides:** support through listening and problem solving with individual families.
- **Maintains:** a lending library of books, DVD's, journals, educational games and pamphlets to enhance parenting and family interactions and assist schools in meeting the needs of all children.
- **Promotes:** a working relationship among parents, school staff and the community that fosters successful partnerships to increase educational opportunities for all children.
- **Offers:** training sessions and resources for parents and school staff for building positive parent/school partnerships.

### **PARENT RESOURCE CENTER LOCATION**

John J. Wright Educational & Cultural Center  
7565 Courthouse Rd. Spotsylvania, VA 22551

### **HOURS**

Monday - Thursday: 8:00 am - 3:30 pm

Friday: 8:00 am - 12:00 noon

Additional hours are available by appointment

*The Parent Resource Center is closed during the summer; please see the website for details.*

**PHONE:** 540.582.7583 Option 6

**Visit the PRC Website:** [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us)

Click on the "**PARENTS**" tab



## **REPORT CARDS/INTERIM REPORTS**

Report cards are sent home at the end of each nine-week period for students in all grades (see Spotsylvania County Public Schools instructional calendar for exact dates). Interim reports are also sent for students in grades K-5 between each report card at four and a half week intervals. Please read your child's report card carefully, sign and return them to the school as soon as possible. Indicate whether you would like a conference with the teacher.

## **GRADING**

### **Kindergarten – Grade One – Grade Two**

4 - Student's performance exceeds standard, and student consistently produces outstanding work independently.

3 - Student's performance meets standard, and student produces quality work with little to no teacher support.

2 - Student's performance is approaching standard, and student applies learned skills with some teacher support.

1 - Student's performance is below standard, and student requires much teacher support, frequently needing re-teaching and additional practice.

/ - Not assessed at this time

grade - Accommodations according to IEP/ESOL/504 Plan

### **Grade Three – Grade Four – Grade Five**

A - Excellent Accomplishment (90-100)

B - Above Average Accomplishment (80-89)

C - Average Accomplishment (70-79)

D - Below Average Accomplishment (60-69)

F - Unsatisfactory Accomplishment (Below 60)

grade - Grades based on accommodations

## **PARENT - TEACHER CONFERENCES**

Parent - teacher conferences are encouraged and may be requested by a parent or a teacher. Conferences are scheduled at a mutually agreed upon time and should not interfere with instruction of the class. Parents may call the school, email or send a note to the child's teacher to schedule a conference. Kindergarten teachers are required to schedule a minimum of two face-to-face conferences during the year with every parent or guardian. Parents are strongly encouraged to attend conferences as these meetings provide a good opportunity to discuss student's strengths and areas for improvement.

## **PICTURES**

Individual and group pictures are taken by an official school photographer at various times during the school year. Parents are provided the opportunity, but are not obligated, to purchase their child's pictures. **If you do not want your child's picture and/or name to appear in the class picture or school yearbook, it is your responsibility to contact the school in writing.**

## **PROMOTION AND RETENTION**

Student promotion to the next grade is contingent upon mastering the skills and acquiring the knowledge appropriate to the student's grade, age, and level of mental and physical maturity. When a student fails to

make satisfactory progress, he/she may be retained. Student achievement on the Standards of Learning tests provides information to be considered in promotion and retention at the third, fourth, and fifth grade levels. Retention is never an end-of-the year surprise to a student or parent. Retention letters are sent home after the 2<sup>nd</sup> and 3<sup>rd</sup> nine weeks as well as 15 days prior to the end of school. If a student's work falls below an acceptable level and retention is a possibility, the teacher communicates this fact to the parent in time to work collaboratively to help the student improve.

### **SAMPLES OF STUDENT WORK**

Periodically, teachers send samples of student work home by way of the student. Some teachers prefer sending work completed during the week to the parents on a particular day. Others prefer waiting until completion of the unit of study. Please review student work samples carefully and support your child in improving areas of weakness.

### **SYNERGY ParentVUE**

Synergy ParentVUE provides parents access to their student(s) education information. The ParentVUE system includes a photo of your child, attendance, grade book as well as other personal information. In order to access ParentVUE, you will need an activation key. **Each Parent/Guardian who has educational rights for the student will have a unique activation key.**

We believe that the safest method to provide your activation key to your child's student information is to distribute the activation key face-to-face to each parent/guardian. **You must have a photo ID to pick up the activation key.**

**If you are unable to pick up your activation key, you may assign a designee to pick up the activation key for you.** Your designee must present a permission form (available at your child's school) signed by you in order to obtain your activation key. Your designee must also present his/her photo ID to pick up your activation key.

If you have multiple children enrolled in the school division, you only need to pick up an activation key from one school. The activation key will allow you to access all of your children's information.

A mobile app is also available. Information about getting an access code for Synergy ParentVUE can be found by contacting your student(s) school if you didn't already receive an access code or need a new access code.

### **TEXTBOOKS AND SUPPLIES**

The Spotsylvania County School Board furnishes textbooks and other instructional materials at public expense. The cost of some expendable materials will be the responsibility of the student, since these materials are supplemental to the basic instructional program or become the property of the student. The school will notify students enrolled in certain classes as to the materials needed. In order to protect public funds, the student is required to pay for any lost books or books which have been subjected to abuse. The student will not be expected to pay for normal wear and tear.

Charges for lost books or books abused beyond repair will be as follows:

*New Book	Full replacement cost
*Used Book - Good Condition	Three-fourths replacement cost
*Used Book - Fair Condition	One-half replacement cost
*Used Book - Poor Condition	One-fourth replacement cost

For books which are damaged, but may be repaired, the principal of the school will determine the extent of the damage and the cost of repair.

Parental cooperation is needed in helping the school teach respect for public property and in reviewing the following guidelines:

1. Books should have a protective cover.
2. Books should be protected from rain or other adverse weather conditions.
3. The practice of making marginal notes, underlining, or "dog-earring" pages should be avoided.
4. Care should be taken to see that backs are not bent in such a manner that the spine of the book is injured or that book backs become unglued.

**State law indicates that parents may be legally responsible for any abuse of public property by their children.**

## PROCEDURES

### **EARLY RELEASE**

Children will be released early only to parents, guardians or persons officially designated in writing by the parent or guardian. A signature and photo identification of unknown persons may be required before a child is released to any adult. **Regular early pick-ups before 3:20 p.m. are recorded. Early pickups count as an early release and are discouraged as they may impact student learning.**

### **SCHOOL VISITORS**

Spotsylvania County Public Schools encourages parents and other citizens to visit our schools during lunch and activities such as student performances, award ceremonies, back to school nights, and volunteer opportunities. There are many potential benefits that can result from interaction with the public during these times. At the same time, we have a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. When students are here, we wish to keep them focused on academics and having successful school days.

For the safety of our children and the protection of instructional time, please adhere to the following when visiting the school:

- Call or come by the school office to make an appointment.
- Report to the office to identify the purpose of your visit.
- **Provide photo identification**, sign in and obtain a visitor's badge.

**Please Note:** When considering all such requests for visitors, the school administration shall safeguard the instructional day from distractions. (*Policy KK and KK-R*) Individuals who desire to observe in a classroom must have prior permission from the building administrator or designee. Classroom observations shall not exceed 45 minutes.

### **SCHOOL VOLUNTEERS**

Spotsylvania County Schools recognizes the value of volunteer participation in local school programs by parents and members of the community. A volunteer is a nonpaid person functioning under the sponsorship of the school board and the approval of the school administrator. Volunteers work within the guidelines established by school policy and under the direct supervision of teachers or other members of the school staff, designated by the school administrator. It is expected that volunteers treat school information, to which they have access, with strict confidentiality. At no time will volunteers have access to student cumulative records. Opportunities for volunteering may include: field trips, special activities, programs, special interests, celebrations and preparing materials for classroom use.

All volunteers must:

- Volunteer during prearranged times.
- Report to the office to sign in, provide photo identification and obtain a visitor/volunteer badge.

**Please Note:** **All volunteers must complete an online volunteer application prior to volunteering in a school.** Principals shall take appropriate measures to determine the identity and background of any person

before allowing that person to serve as a volunteer for the school. Certain volunteers must undergo a criminal background investigation. These volunteers include those who will have direct contact with students in athletics, in providing health services, unpaid club sponsors, volunteers of PTOs/PTAs and band boosters who are responsible for large sums of money collected on behalf of the organization and school, unpaid intern assignments, and student teachers. **(Policy IICC)**

### **WEATHER GUIDELINES**

Stated below are guidelines that will be used before taking students outside:

- Temperature - In general, not below 35 degrees, nor above 90 degrees.
- Clothing - Children should have appropriate clothing and appropriate shoes for both warm and cold weather.
- Type of activity - If the children are to be outdoors in the lower temperatures, they should be reasonably active. Strenuous activity should be avoided when temperatures are above 90 degrees. Activities should be conducted in shaded areas during excessive heat, whenever possible.
- Heat index system is specially designed for athletic practices and often allows participation in excess of the guidelines stated above. Therefore, it should not be used as the standard to determine whether or not physical education classes should be taken outside. However, when the Heat Index reaches 90-95, light exercise and activities are recommended with unlimited access to water. When the Heat Index reaches 95 and above, exercise and activities should be inside.
- Staff members are not permitted to put sunscreen on children at any time.

Please Note: Please have students appropriately dressed for various weather conditions.

### **WITHDRAWAL**

If it becomes necessary to withdraw the student from the school he or she is attending either during the school term or over the summer, the parent/guardian must submit a written request to the school. If the name and address of the school to which the student will be moving is known at the time of withdrawal, please include that information. The request should be done in a timely manner to give adequate notice for the school to prepare your student's records and ensure that all textbooks and library books have been returned.

## **SCHOOL SAFETY**

### **CHANGE OF CONTACT INFORMATION**

Any change of address, phone numbers, email, and emergency contact individuals, during the school year should be given to the school secretary and the child's teacher. **Emergency cards must be maintained with current information.**

### **CHILD ABUSE**

The Code of Virginia Section 63.2-100 defines "child" as any person under 18 years of age. Section 63.2-1509 **requires** physicians, nurses, teachers, counselors, and other designated professionals who have contact with children to immediately report suspected abuse or neglect.

Any individual who has reason to suspect that a child is being abused or neglected by the child's parent or other person responsible for his/her care may report such to the Child Protective Services Office of the Department of Social Services. These reports may be made anonymously and the local agency cannot require the individual to reveal his/her identity as a condition in accepting the report. All reports must be evaluated regardless of whether the caller is identified. Persons reporting in good faith are immune from civil and criminal liability, per the Code of Virginia, Section 63.2-1512.

## **COMMUNICABLE DISEASES AND CONDITIONS**

Any child with a suspected communicable disease, which includes but is not limited to, ringworm, impetigo, conjunctivitis (pink eye), frequent cough, persistent pain (ear, stomach, etc.) head lice, severe sore throat, chicken pox, or who has an unexplained rash, draining sore, vomiting, diarrhea or who has a temperature of 100° F is not permitted to remain in school and should not return until the child has been fever free without the benefit of fever reducing medicine for 24 hours or has been treated by a physician or health care provider. Other diseases not listed are located on the Virginia Department of Health's "Communicable Disease Reference Chart for School Personnel" found at the website below [http://www.vdh.state.va.us/Epidemiology/documents/pdf/Communicable\\_Disease\\_Chart.pdf](http://www.vdh.state.va.us/Epidemiology/documents/pdf/Communicable_Disease_Chart.pdf)

When a child is sick and cannot participate comfortably in classroom activities or could potentially spread a contagious disease, he/she should be kept home or if the child is at school the parent will be asked to pick the child up. The child cannot ride the school bus home. If a physician or health care provider has diagnosed your child with a contagious illness, please contact the school nurse. In order to return to school, the principal or nurse must receive written notice that the student has received treatment from a physician or health care provider and is released to return to school.

## **CRISIS INTERVENTION TEAM**

Each school in Spotsylvania County has a school-based Crisis Intervention Team. There is also a division level crisis team on standby to provide additional assistance if needed. Crisis teams were formed to assist in a crisis situation or in an event that may produce unusual or distressing emotional symptoms in a group of students. The division level crisis teams are on call, as needed, by the principal of any school to give assistance to the administrators, counseling staff, and school-based crisis team when additional personnel are needed to assist students.

## **DRILLS OR EMERGENCY RESPONSE DRILLS**

When an emergency strikes, immediate decisions have to be made, and actions taken, to assist in reducing the potential of injury. Practicing those actions reduces the time for each individual to enact the response actions and behaviors that can decrease risk. The Code of Virginia and SCPS School Board Policy require that all schools conduct various emergency response drills throughout the school year. This is in recognition that this practice by students and staff is an important component of school safety.

[Ref.: "The Virginia Educator's Guide for Planning and Conducting School Emergency Drills 2015; Virginia Department of Criminal Justice Services/Virginia Department of Education; January 2015. Minor edits by John Lynn]

## **EARLY CLOSINGS - EMERGENCIES**

The decision to close schools due to adverse weather conditions or other emergencies is made by the Superintendent. Information concerning school closings is given to local radio and TV stations as soon as a decision is made. Any parent wishing to receive personal notification through our "School's Out" option, may share their email address. Local Channel 18 and our website at [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us) will indicate delays or closings. You may also sign up for the Spotsy Alert at [www.spotsyalert.com](http://www.spotsyalert.com) to receive free text/email alerts and emergency notifications. **Please listen to your radio for all information concerning school closings rather than call the school.** Phone lines must be kept open for instruction from the Superintendent's office. Please plan in advance an emergency procedure with your child so that he/she will know what to do or where to go on days schools close early. Notify the school if this plan is different than the normal routine.

## **HEAD LICE**

Head lice among school children are a common ongoing problem. It is not a reflection of a person's state of cleanliness. Please check your child's hair periodically for white specks attached to the hair shaft. These may be eggs/nits and will be hard to remove. If your child has lice, consult your pharmacist or school nurse for advice on treatment and prevention of re-infestation. If you purchase a lice removal product, follow the product instructions and comb carefully to remove all nits. A student may be readmitted to school once proof of the treatment for lice infestation has been verified and the school nurse has checked the student to determine they are nit and lice free. Please remind your child not to share other children's hats, combs, brushes, ribbons, or other hair items. **Spotsylvania County Schools has a "No Nit Policy."**

## **ILLNESS - EMERGENCY CARE**

If your child becomes ill during the school day, every attempt will be made to reach you by phone. It is important that the school have the number where you can be reached and the name and phone number of a person who will care for your child if you cannot be reached. Please provide this information on your child's emergency card. **Please note on the card, any current allergies or medical problems for which the school should be apprised.** Notify the office of new phone numbers during the school year. Be sure the person listed has been informed that you have given his/her name. If your child becomes ill at home, please keep him/her at home until the illness is over. If your child has a contagious illness, please check with your physician/health care provider, the Health Department or school nurse before sending the child back to school.

## **INSURANCE**

Information concerning accident/dental insurance for students is sent home on the first day of school. Participation in this insurance plan is strictly voluntary; however, enrollment in the plan is encouraged if the student is not covered by another form of insurance. Premiums should be mailed directly to the company by parents. Parents are reminded that neither the school division nor the school carries accident insurance on students.

## **MEDICINE**

The Spotsylvania County School Board has adopted a policy governing the administration of over the counter (i.e. Advil, Tylenol, cough drops, etc.) and prescribed medicine to children by school personnel. In order for any medicine to be given to your child at school, your physician/health care provider must complete and sign the Medication Request Form annually. Parents must also sign the statement at the bottom of the form. Medicine will not be given unless this form is completed and sent to the school. **All medicines are to**

**be kept in the nurse's office and dispensed by the nurse or Principal/Designee.** All medicines must be brought in the original container. **Students may not transport medication to and from school.** It is the responsibility of the parents/guardians of our students with diagnoses, prior to attending school, to provide the required health care provider completed medical forms (e.g. medication requests, special dietary needs, asthma action plan, diabetes medical management, etc.) and all emergency/non-emergency medications, health supplies and equipment. This would include, but is not limited to, auto injector epinephrine, inhalers, catheters, etc.

Forms are available from the school office or online at <http://www.spotsylvania.k12.va.us/healthweb/forms>.

## **SCREENINGS**

The Code of Virginia 22.1-273 requires that vision, hearing and fine and gross motor skills screenings for kindergarten, grade three and all new students to the school division be conducted. Parents and teachers may also request that a child be screened at anytime. Additionally, information on scoliosis will be provided to the parents/guardians of all grade five students. Each school has the services of a full time registered nurse. The nurse will perform the screenings. Parents will be notified if they should seek further evaluation from their health care provider.

## **STATE AND DISTRICT ASSESSMENTS**

### **ACCESS for English Language Learners (ELL)**

Federal law requires all English language learners to participate in an annual English language proficiency assessment in listening, speaking, reading and writing. The state approved ACCESS for ELLs is the assessment used to determine proficiency level. It is given in the spring.

### **NO CHILD LEFT BEHIND (NCLB) and Standards of Learning (SOL) tests**

NCLB requires all states to develop and administer annual assessments in reading and math for all students in grades 3 through 8 and at least once in these subjects in grades 9 through 12. These tests must align with each state's current academic content standards. To meet these requirements, Virginia administers annual assessments, SOL tests and alternative assessments (VAAP and VGLA), which provide information on individual student achievement to include student subgroups: students with disabilities, English language learners, economically disadvantaged, Hispanic students, and students based on race.

The Standards of Learning (SOL) for Virginia Public Schools establishes minimum expectations and assessments are administered in the spring of each year for students in grades 3 through 5. The assessments administered include: reading and mathematics in grades 3, 4 and 5. In grade 4, students are also assessed in Virginia History. In grade 5, students are also assessed in science.

Schools will notify parents when the SOL tests will be administered and provide parents with information on their child's achievement as measured by these tests. Parents who have questions about the testing program or their child's school performance should contact the classroom teacher or the school principal.



## **PHONOLOGICAL AWARENESS LITERACY SCREENING (PALS)**

PALS, a reading diagnostic assessment from the Virginia Department of Education, is administered to kindergarten and first grade students in the fall and spring. It is administered a third time, mid-year, to those who have received intervention. PALS assessments help determine growth in specific reading skills and identify areas for intervention. Parents can access more information and suggestions for supporting children's literacy growth at <http://pals.virginia.edu>.

## **FOUNTAS & PINNELL BENCHMARK ASSESSMENT**

Fountas & Pinnell Benchmark assessments are given to all students in Grade 1 through 5, up to three times per year, to determine progress in reading accuracy and comprehension. Students in Kindergarten may also be given the assessment based on their pre-reading skills.

# POLICIES

## **DIRECTORY INFORMATION PUBLIC NOTICE**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Spotsylvania County Public Schools with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Spotsylvania County 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 Spotsylvania County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for 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 the following information – 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.<sup>1</sup>

If you do not want Spotsylvania County 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 30th. Spotsylvania County Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade Level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight & height of members of athletic teams
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

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

1. The right to inspect and review the student's education records within 45 days after the day the Spotsylvania County School Division receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Spotsylvania County School Division to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from 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 interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another School Division in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Spotsylvania County School Division does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

All schools may be contacted by the deaf or hard of hearing by using the Virginia Relay System at 1-800-828-1120.

Alguien que requiera ayuda o asistencia debe ponerse en contacto con la escuela o la oficina de consejo de enseñanza. El numero de tel`efono - 540-834-2500.

## **INVITATIONS AND ANNOUNCEMENTS**

Invitations and announcements for private, personal events (birthday parties, etc.) are not to be distributed by students or members of the school staff. Parents are asked not to make such requests. Each school will provide an opportunity for parents to share contact information for this and similar purposes.

## **NOTIFICATION OF RIGHTS [Under the Protection of Pupil Rights Amendment (PPRA)]**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sexual 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.
  
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- Inspect, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or to a student deemed an emancipated minor under State law.

Spotsylvania County Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Spotsylvania County Schools directly notifies parents of these policies annually at the start of each school year and after any substantive changes. Spotsylvania County Schools also directly notifies parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Spotsylvania County Schools will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901**

## **POLICY ON NON-DISCRIMINATION**

The Spotsylvania County School Board is committed to a policy of nondiscrimination with regard to race, color, sex, age, religion, disability, national origin, or status as a parent. This attitude will prevail in all of its policies concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

## **SCHOOL BOARD POLICY MANUAL**

Copies of the Spotsylvania County School Board Policy Manual may be found online at [www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us), under School Board Policies.

## **SELLING AND SOLICITING**

Students are not allowed to sell or buy items from one another at school, as selling or soliciting on school property is prohibited. Salespersons are prohibited from using school property for activities as a means for sales promotion or advertising. Parents are asked not to send items to school to be sold to students or staff members. School fundraisers are sponsored by the school or parent organization under prescribed guidelines.

## STUDENT CONDUCT ON SCHOOL BUSES

The following regulations will govern the transportation of students by publicly owned and operated school buses. Every parent, student, teacher, and other person charged with responsibility for the safety of students shall become familiar with these regulations. All buses have signs posted on the steps stating that only authorized personnel are permitted on board. Violations are prosecuted under the Code of Virginia. To assure safe and efficient transportation of students, the following shall apply:

1. Riding a school bus is a privilege rather than a right. Student conduct must be acceptable in order to qualify to receive this optional benefit. Only students with certain disabilities are provided transportation by law.
2. Parents are not permitted on the bus unless attending as an approved chaperone. In the absence of the driver, a school administrator may grant permission. Appropriate school personnel must be present on the bus at all times when a parent is on the bus.
3. The number of students who may ride a school bus is determined by the total number who can be seated. School buses are designed to seat three elementary students per seat.
4. The bus driver is the only person who is permitted to open and close the entrance door.
5. Posters, stickers, and advertising material of any kind are prohibited in or on school buses.
6. No object shall be placed in the bus that will restrict passage to the entrance or emergency door.
7. All students are under the jurisdiction of the driver while they are on a school bus. Drivers have the same authority as teachers in the classroom.
8. All students are to get on the bus, take a seat, face the front with legs and feet out of the aisle, and remain there until they reach their destination. Students are to refrain from reaching out of the bus windows at all times.
9. Misconduct, such as fighting, yelling, using profanity, or any conduct that is distracting to the driver, will not be tolerated.
10. The possession and use of tobacco products is prohibited.
11. Consumption of food or drink is not permitted on the bus. Glass and aerosol containers on the bus are prohibited.
12. No objects are to be thrown out of the windows of the bus.
13. Students are expected to be at the bus stop **at least five minutes** before the appointed time.
14. All students are expected to ride the designated bus to and from the assigned stop only.
15. Students may not be released by the bus driver at any unassigned stop.
16. Any student who destroys, damages, or defaces any part of the bus will be required to pay for any damage and will be disciplined by the school.
17. Parents are not permitted in the bus loading or unloading zone at the schools for safety reasons.



**SCHOOL BOARD MEMBERS**

*Ms. Dawn Shelley, Chair*  
Chancellor District

*Mr. Baron Braswell, Vice-Chair*  
Battlefield District

*Ms. Erin Grampp*  
Berkeley District

*Dr. James A. Meyer*  
Courtland District

*Mrs. Amanda Blalock*  
Lee Hill District

*Mr. Ray Lora*  
Livingston District

*Mr. William M. Blaine, Jr.*  
Salem District

**BOARD OF SUPERVISORS**

*Mr. Chris Yakabouski*  
Battlefield District

*Mr. Greg Cebula*  
Berkeley District

*Mr. Timothy J. McLaughlin*  
Chancellor District

*Mr. David Ross*  
Courtland District

*Mr. Gary F. Skinner*  
Lee Hill District

*Ms. Ann L. Heidig*  
Livingston District

*Mr. Paul D. Trampe*  
Salem District

**CENTRAL ADMINISTRATIVE STAFF**

*School Board Office 540-834-2500*

Superintendent of Schools  
Assistant Superintendent of Instruction  
Chief Financial Officer  
Executive Director of Human Resources  
Executive Director of Operations  
Executive Director of Secondary Education  
& Leadership  
Executive Director of Student Support Services  
Director of Elementary Education  
Director of Growth & Innovation  
Director of Teaching & Learning  
Director of Communications & Community  
Engagement  
Director of Human Resources  
Director of Maintenance  
Director of Student Transportation

SAFE SCHOOLS HOTLINE

Visit our website at:

Dr. S. Scott Baker  
Mrs. Carol Flenard  
Mrs. LaShahn Gaines  
Mrs. Michelle Colbert  
Mr. Don Upperco

Mr. Keith Wolfe  
Ms. Tedra Richardson  
Mr. Michael Mudd  
Dr. Janis Streich  
Mrs. Jennifer Belako

Mrs. Rene Daniels  
Dr. Sarah Calveric  
Mr. Shawn Hockaday  
Mr. Kenneth Forrest

540-898-8362

[www.spotsylvania.k12.va.us](http://www.spotsylvania.k12.va.us)

# Spotsylvania County Public Schools

## 2015-2016 Instructional Calendar

Adopted February 9, 2015

July '15						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '15						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '15						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	★	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '15						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	IR	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '15						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	RC	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '15						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	IR	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	RC	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March '16						
Su	M	Tu	W	Th	F	Sa
		1	2	IR	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	RC	22	23
24	25	26	27	28	29	30

May '16						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	IR	20	21
22	23	24	25	26	27	28
29	30	31				

June '16						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



First Day of School



New Teacher Orientation 8/27, 8/28



Holiday



Teacher Planning and Development no students

IR  
RC

Interim Reports sent home

Report Cards sent home



End of 9-Week Marking Period 11/2, 1/29, 4/14, 6/17



Conference Nights/ Back to School nights:

Elementary School Tuesday *Back to school nights*

Middle School Thursday 9/29, 9/30, 10/1

High School Wednesday

Early Release

Early Release Times

Elementary 12:30

Middle 11:45

High 11:15



High

All Schools



Early Release for Professional Learning

Inclement weather days will be made up in this order:

Day 1 February 1st

Day 2 February 15th (President's Day)

Days 3-7 Will Not Be Made Up

Day 8 April 15th

April 15th becomes last day of marking period for third marking period

180 Student Days, 188 Teacher Days

1st nine weeks 40 days

3rd nine weeks 47 days

2nd nine weeks 49 days

4th nine weeks 44 days

Graduation Dates June 10 & 11