Spotsylvania County

Elementary Schools

Parent/Student Handbook

2011-2012

SPOTSYLVANIA
COUNTY SCHOOLS
INSTRUCTION

8020 RIVER STONE DRIVE • FREDERICKSBURG, VA 22407
P 540.834.2500 • F 540.834.2556
TDD 540.834.2557

August 2011

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,

Shelley Redinger, Ph.D., Superintendent

Carol E. Flenard, M. Ed., Executive Director of Instruction

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ADMINISTRATORS

Battlefield Elementary
540-786-4532
Principal: *Mrs. Susan Fines*
Assistant Principal: *Mrs. Katie Simitoski*

Berkeley Elementary
540-582-5141
Principal: *Mr. Michael Brown*

Brock Road Elementary
540-972-3870
Principal: *Ms. Barbara Dickinson*
Assistant Principal: *Mrs. Kathleen Pendergraft*

Cedar Forest Elementary
540-834-4569
Principal: *Mr. David Strawn, II*
Assistant Principal: *Ms. Vicki Powell*

Chancellor Elementary
540-786-6123
Principal: *Mr. Shawn Hudson*

Courthouse Road Elementary
540-891-0400
Principal: *Mrs. Jennifer Belako*
Assistant Principal: *Mrs. Cynthia Franzen*

Courtland Elementary
540-898-5422
Principal: *Mrs. Sherri Steele*
Assistant Principal: *Mrs. Robin Chilton*

Harrison Road Elementary
540-548-4864
Principal: *Mrs. Deborah H. Frazier*
Assistant Principal: *Mrs. Shonda Collins-Richey*

Lee Hill Elementary
540-898-1433
Principal: *Mrs. Darnella Cunningham*
Assistant Principal: *Mrs. Michele Coates*

Livingston Elementary
540-895-5101
Principal: *Mrs. Terrie Cagle*
Administrative Intern: *Ms. Holly Plucker*

Parkside Elementary
540-710-5190
Principal: *Mr. Tom Eichenberg*
Assistant Principal: *Mrs. Jennifer Gardner*

Riverview Elementary
540-582-7617
Principal: *Mrs. Dianne W. Holmes*
Assistant Principal: *Mr. Geoffrey White*

Robert E. Lee Elementary
540-582-5445
Principal: *Mr. Daryl Lann*
Administrative Intern: *Ms. Rose Allensworth*

Salem Elementary
540-786-8218
Principal: *Mr. Harold Morton*
Assistant Principal: *Mrs. Joyce Bush*

Smith Station Elementary
540-786-5443
Principal: *Mrs. Michelle Colbert*
Assistant Principal: Mr. Robert MacDonald

Spotswood Elementary
540-898-1514
Principal: *Ms. Robin Norman*
Assistant Principal: *Mr. Jeremy Siefker*

Wilderness Elementary
540-786-9817
Principal: *Mrs. Carroll Lewter*
Assistant Principal: *Mrs. 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 (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 and clicking on 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.** 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 30th 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. This system will speed up 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.

The following documents are required for students enrolling in Spotsylvania County Schools:

- 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)
- Pre-school survey for all kindergarten students and those registering for the first time.

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

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 unless the division superintendent or their 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.

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.
- For the benefit of your child, please refrain from involving staff and school members in custody issues.
- 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 8:50 a.m. and ends at 3:25 p.m. Late arrivals or early pick-ups should occur only in case of emergency. 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 8:50 a.m. On school days that have a planned early dismissal, elementary students will be dismissed at 12:30 p.m.**

ABSENCES - TARDIES

Regular and prompt attendance in school is required by the law. Sickness of the child, severe illness or death in the family, exposure to contagious disease or religious holidays are legitimate excused 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. One of the criteria on which the State Board of Education judges schools is attendance. 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. Children who arrive at school after 8:50 a.m. are TARDY and should report to the office before going to their room. Tardies are very 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.

CURRICULUM AND INSTRUCTION

FRAMEWORK FOR INSTRUCTION

Curriculum and instruction at the elementary level reflect a developmental approach that is 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 to review specific curriculum maps.

FIELD TRIPS

As an extension of the learning environment, field trips are scheduled one per student each year. Extension trips within Spotsylvania County or the City of Fredericksburg may also be organized. 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. The Houghton Mifflin basal series is utilized to deliver the core instruction.

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.

Student learning is enhanced through the use of computer technology. Data access, retrieval, and processing 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 directives of the Virginia State Board of Education, the family life education program 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. Abstinence from all negative or harmful activities is stressed.

The development team made every effort to select objectives, instructional materials and activities which reflected the traditional family values of the community. 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

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. Art and music are frequently highlighted within thematic units by the classroom teacher. Physical fitness is emphasized in Physical Education (P.E.) and students are tested in specific areas in grades four and five. Proper shoes should be worn for safety in physical education class.

LIBRARY MEDIA CENTER

The library media center in each school houses a collection of books and other materials to support the curriculum as well as children's reading interests. Our library catalog is available from home at http://destiny.spotsylvania.k12.va.us. eBooks are available through the library catalog. Please select your child's school from the main page. Children are encouraged to check out books and read them independently. Please encourage the prompt return of these books so they may be available to all students. Replacement costs must be paid for lost or excessively damaged books. Children are able to use the library with their teachers and independently.

RECESS

In addition to two P.E. sessions per week with the specialist, 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 for Gifted Students (SCOPE) provides a variety of services for students. For identified students in grades three through five, the gifted resource teacher extends the curriculum in depth and in breadth in both a pull-out setting and within the regular classroom. These teachers also assist in providing appropriate differentiated instructional services in kindergarten through fifth grade classrooms. 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 are available from the gifted resource teacher.

ESOL SUPPORT FOR ENGLISH LANGUAGE LEARNERS

Children who are identified as English Language Learners 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 based upon the developmental stages of students in grades kindergarten through twelve. Because student needs vary at different age levels, the areas of emphasis will vary accordingly. 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

Spotsylvania County
Character Education Program

The following key words are emphasized each nine week marking period.

Nine Weeks	**Key Words**
First	***Responsibility*** - including hard work, economic self-reliance, accountability, diligence, perseverance, and self-control
	Fairness - including justice, consequences of inappropriate behavior, principles of consideration, generosity, and charity
Second	***Trustworthiness*** - including honesty, integrity, reliability, and loyalty
Third	***Kindness*** - including compassion, patience, forgiveness, and caring
	Respect - including the precepts of the Golden Rule, tolerance, courtesy, pride, and cooperation
Fourth	***Citizenship*** - including patriotism, the Pledge of Allegiance, respect for the American Flag, concern for the common good, respect for authority and the law, and community-mindedness

We expect all students and staff to model these positive character traits on a daily basis. Teachers are encouraged to highlight these character traits in their daily lessons, as appropriate, throughout the year.

School counselors 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 program-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 should 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 either group, individual, or both for personal/social counseling.

Each elementary school has access to a counselor. These counselors provide classroom guidance lessons addressing academic skills, career exploration, problem-solving, and conflict resolution. All elementary schools use the research-based *Second Step Violence Prevention Program* as the basis for the bully

prevention programs. 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.

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, click on *Departments*, click on *Curriculum and Instruction*, click on *Elementary* then on *Elementary School Counseling Program.*

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 or online at www.scs.k12.va.us and must be completed by the physician.

READING RESOURCE

Reading resource instruction is provided for students who require additional support in reading. Students are referred by their teacher. Students who qualify for extra assistance through the Phonological Awareness Literacy Screening (PALS) assessment will receive 30 additional minutes of reading instruction per day.

TITLE I

Title I is a federally funded program that serves educationally challenged students in eleven elementary Spotsylvania County Schools. The primary focus of Title I is to supplement reading and math instruction in the regular classroom through small groups, one-on-one instruction, and in-class instruction. Students can be referred to Title I by classroom teachers, school principals or parents.

School eligibility is determined by utilizing an annual economic survey of Spotsylvania schools. The survey is used to identify schools with high percentages of students receiving free or reduced lunch as eligible to receive Title I services.

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

Parents of Title I students receive a written Title I progress report in addition to the nine-week report card. The Title I program has a Title I Parent Resource Center available to parents of Title I students, that permits families to check out instructional resource materials and academic literature for reinforcement at home.

SPECIAL EDUCATION PROGRAMS

Information about the Special Education Programs can be obtained by calling the school or the Office of Special 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 Special Services to provide psychological, achievement and ability test data for the special education process.

The speech and language pathologist screens all kindergarten and new students and provides 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 a free, appropriate public education in the least restrictive environment. 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 an impairment, or (iii) is regarded as having such an impairment. This definition differs from that found in the Individuals with Disabilities Education Act (IDEA), which defines specific disabling conditions.

HOME/SCHOOL PARTNERSHIP

ACCREDITATION AND THE SCHOOL PERFORMANCE REPORT CARD

Each individual school is accredited by the state of Virginia and by the Southern Association of Colleges and Schools. 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. School Performance Report Card can be viewed at http://www.doe.virginia.gov/VDOE/SVC/index.shtml

CAFETERIA INFORMATION

We offer a variety of healthy food options for breakfast and lunch which meet Federal and State Guidelines for a balanced meal and/or exceed nutrition standards. Students may also choose to bring a packed lunch from home. Parents are discouraged from bringing outside food from restaurants for the students. Principals may provide an optional location for parents/children to eat on those occasions.

School menus are located online at www.scs.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 to the school nurse each year using the Federal form for “Special Dietary Needs.” This is the parent’s responsibility. 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.scs.k12.va.us under the Food Service/Menu 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.pass.scs.k12.va.us. Your student's password to log onto PASS is provided by your school's main office. Please carefully review school district 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. An application will be mailed to your home address before school begins and your child will also 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 September 30th. One application per family may be submitted. If your financial status changes throughout the school year, applications are accepted anytime throughout year.
Please note: Until your child is officially approved, you are still responsible for all charges incurred.

COMMUNICATION WITH PARENTS/GUARDIANS

Open House Programs, PTA/PTO events, school and class newsletters, brief notes, conference, emails, 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.

HOMEWORK

Most school work is completed under the supervision of the teacher during school hours. Teachers, however, periodically 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, develop responsibility, and demonstrate 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.

PASS (PARENT ACCESS FOR STUDENT SUCCESS)

PASS is an online system that allows parents to receive up-to-date information (grades, lunch account, SOL scores, etc.) about their children. Please contact your school if you do not already have a PASS account. If you have an account from last year, you may continue to use it, even if your child has changed schools.

PARENT RESOURCE CENTER (PRC)

What does the Parent Resource Center do? We…

- **Serve:** all Spotsylvania County families, school staff, agencies and the community placing an emphasis on children with special needs or receiving Title I services.
- **Provide:** support through listening and problem solving with individual families.
- **Maintain:** 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.
- **Promote:** a working relationship among parents, school staff and the community that fosters

successful partnerships to increase educational opportunities for all children.

- **Offer:** training sessions and resources for parents and school staff for building positive parent/school partnerships.

PRC STAFF
Peggy Dougherty - Teacher Facilitator
Sandy Sprague - Parent Facilitator
Stacey Lumpkin - Title I Home/School Paraeducator
Ayesha Qasimi - Secretary

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

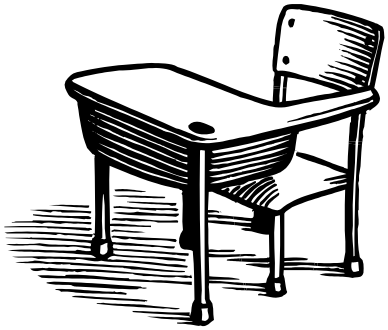
HOURS
Monday - Thursday: 8:00 am - 3:30 pm
Friday: 8:00 am - 12:00 noon
Additional hours by appointment

PHONE: 540.582.7583 Option 5
Visit the PRC Website: www.spotsylvania.k12.va.us
Click on the "**PARENTS**" tab!

REPORT CARDS/PROGRESS REPORTS

Report cards are sent home at the end of each nine-week period. They usually go home with students one week after the nine-week period ends (see calendar for exact dates). Please read your child's report card carefully, sign and return it to the school as soon as possible. Indicate also whether or not you would like a conference with the teacher. Interims are also sent for students in Grades 3-5 between each report card at four and a half week intervals.

GRADING



Primary Level: Kindergarten - Grade Two

E - Excellent Progress
S - Satisfactory Progress
T - Time needed to develop
\ - Not evaluated
grade - Grades based on accommodations

Please note: Kindergarten – Grade 2 report cards are currently being revised for the 2012-2013 school year.

Grades Three, Four and 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 parents. They should be scheduled at a time mutually agreed upon by the parents and the teacher and should not interfere with instruction of the class. Parents may call the school or send a note to the child's teacher to schedule a conference. Kindergarten through second grade teachers are required to schedule a minimum of two face-to-face conferences during the year. Parents are strongly encouraged to attend these conferences. This ensures a good start to building a partnership for learning. **There is no substitute for mutual face-to-face interaction between teachers and parents.**

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 2nd and 3rd 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 this student work carefully and support your child in improving areas of weakness.

SCORE (SPOTSYLVANIA COUNTY ONLINE RESOURCE FOR EDUCATION)

SCORE is an online instructional tool that provides **students** with access to classroom content online. Teachers post assignments, notices, handouts, homework, and other materials in their courses for students to access at home or at school.

Parents must use their child's login and password to access SCORE. We encourage you to utilize your child's SCORE 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 SCORE account.

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 which 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 makes parents 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 3:25 p.m. count as an early release and are discouraged as they may impact student learning.** All early pickups are also recorded as they impact a student's academic progress.

SCHOOL VISITORS

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.
- 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.
- Individuals who desire to conduct surveys or engage in research must contact the Assistant Superintendent for Instruction at the school administration office.

NO photographs or digital imaging using cameras, videos or cell phones are allowed on school property without prior written parental consent of all students and staff represented in the image.

Please Note: When considering all such requests for visitors, the school administration shall safeguard the instructional day from distractions. *(Policy KK and KK-R)*

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 defined as:

- A nonpaid person functioning under the sponsorship of the school board and the approval of the school administrator.
- Volunteers shall work within the guidelines established by the school policy and under the direct supervision of teachers or other members of the school staff designated by the school administrator.
- **Volunteers shall treat school information to which they have access with strict confidentiality, and 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.

Please Note: 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. *(Policy IICC)*
All volunteers must:

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

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, recommended - light exercise and activities, unlimited access to water. When the Heat Index reaches 95 and above, exercise and activities should be inside.***
- Teachers should not put sunscreen on children at any time.

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, lice, conjunctivitis (pink eye) or who has an unexplained rash, draining sore, a temperature of 100º F, vomiting or diarrhea is not permitted to remain in school. 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.

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 e-mail address. Local Comcast/Cox Channel 18 and our website at www.spotsylvania.k12.va.us will indicate delays or closings. You may also sign up for the Spotsy Alert at www.spotsyalert.com to receive 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 you 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 directory 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. Medication Request 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, 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 the screening results indicate the need for professional evaluation.

STATE AND DISTRICT ASSESSMENTS

ACCESS FOR ELLs

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)

Requirements to pass NCLB fall under federal guidelines. Adequate Yearly Progress (AYP) standards are measured with five categories on performance in math, language arts, and participation. These categories include averages in attendance and the percentage of special education, English as a Second Language (ESOL), Black, and economically disadvantaged students passing the math and language arts SOL tests in third, fourth and fifth grade. The NCLB/AYP status is set by the federal government and the pass percentage rate increases annually.

PHONOLOGICAL AWARENESS LITERACY SCREENING (PALS)

PALS, a reading diagnostic test, is administered to kindergarten through third grade students in the Fall. This screening helps teachers to identify students who need additional small group instruction beyond what is normally provided. Fall, Winter, and Spring PALS Assessments helps to determine growth with specific reading skills and identifies areas for remediation.

BENCHMARKS

Benchmark assessments are detailed descriptions of the level of student learning expected at the end of each grading period in each course. Benchmark assessments are used as “checkpoints” to monitor student, school, and division progress toward meeting standards. The results of a benchmark assessment are used by teachers to ensure student learning by identifying individual student learning needs for intervention and/or enrichment. Benchmark assessments are designed to “inform” instruction, and are note counted as a grade.

Elementary division benchmark assessments are administered in grades 3, 4, and 5. Reading, math, history and science benchmark assessments are administered at the end of the first, second, and third nine weeks. A writing benchmark assessment is administered at the beginning of the school year, at a mid-year point and at the end of the year.

SOL TESTS

Criterion referenced tests are given statewide to students in grades three through five to determine if they have mastered the Virginia Standards of Learning (SOL) objectives in English, history, mathematics and science. Fourth grade students do not take an SOL in science.

The school will notify parents when the statewide tests are given and will 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.

POLICIES

DIRECTORY INFORMATION PUBLIC NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that public schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records; however, 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 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 three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their students information disclosed without their prior written consent.

If you do not want Spotsylvania County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within 5 days of receipt of this notice. A permission form for Release of Directory Information is included in the Student Code of Conduct (separate document). Please sign that form and return to school.

Spotsylvania County Public Schools has designated the following information as directory information:

- Student's name and address
- Telephone listing
- Electronic mail address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Enrollment status
- Grade level
- Major field of study
- The most recent school, educational agency, or institution attended

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 asistancia debe ponerse en contacto con la escuela o la oficina de consejo de ensenanza. 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. Sex behavior or attitudes;
4. Illegal, anti-social. self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• 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, 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 also 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. Fundraisers are sponsored by the school or parent organization under prescribed guidelines. Activities that involve students in door-to-door solicitations are prohibited.

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. 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. During the first days of school, while routes are being studied, students shall be permitted to stand; however, they shall not stand by the side of the driver, in the stepwell, or between the driver and the entrance door. After the first 30 instructional days, standing will not be permitted.

2. The bus driver is the only person who is permitted to open and close the entrance door.

3. Posters, stickers, and advertising material of any kind are prohibited in or on school buses.

4. No object shall be placed in the bus that will restrict passage to the entrance or emergency door.

5. 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.

6. 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.

7. Misconduct, such as fighting, yelling, using profanity, or any conduct that is distracting to the driver, will not be tolerated.

8. The possession and use of tobacco products is prohibited.

9. Consumption of food or drink is not permitted on the bus. Glass containers on the bus are prohibited.

10. No objects are to be thrown out of the windows of the bus.

11. Students are expected to be at the bus stop five minutes before the appointed time to avoid unnecessary delay in the bus schedule.

12. All students are expected to ride the assigned or designated bus to and from the assigned stop only.

13. Students may not be released by the bus driver at any unassigned stop.

14. 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.

15. Parents are not permitted in the bus loading or unloading zone for safety reasons.

16. Parents are not permitted on the bus without the express consent of the driver. 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.

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 handicapping conditions are provided transportation by law.

SCHOOL BOARD MEMBERS

Mr. Gilbert Seaux, Chair
Berkeley District

Mr. Donald Holmes, Vice-Chair
Salem District

Mrs. Linda Wieland
Battlefield District

Mr. Martin A. Wilder, Jr.
Chancellor District

Mr. James Gillespie
Courtland District

Mrs .Amanda Blalock
Lee Hill District

Mr. Ray Lora
Livingston District

BOARD OF SUPERVISORS

Mr. Benjamin T. Pitts
Battlefield District

Mr. Emmitt B. Marshall
Berkeley District

Mr. Henry Connors, Jr.
Chancellor District

Mr. Jerry I. Logan
Courtland District

Mr. Gary F. Skinner
Lee Hill District

Mr. Thomas C. Waddy, Jr.
Livingston District

Mr. Gary A. Jackson
Salem District

CENTRAL ADMINISTRATIVE STAFF

School Board Office 540-834-2500

Superintendent of Schools	Dr. Shelley Redinger
Assistant Superintendent, Administrative Services	Dr. Scott Worner
Assistant Superintendent, Instruction	Vacant
Assistant Superintendent, Human Resources	Dr. Stephen Covert
Assistant Superintendent, Technology	Mr. Bill Flaherty
Chief Financial Officer	Mrs. LaShahn Gaines
Executive Director of Instruction	Mrs. Carol Flenard
Director, Career & Tech/Adult Education	Dr. Dennis Parsons
Director, Information Services	Mr. Cory Tyson
Director, Instructional Technology	Dr. Janis Streich
Director, Maintenance	Mr. Lee Brimer
Director, Personnel	Mrs. Michelle Gordon
Director, Public Information	Ms. Rene Daniels
Director, Special Services	Dr. Dennis Martin
Director, Program Evaluation &Testing	Mrs. Mary Sutherland
Director, Transportation	Mr. Kermit Shaffer

SAFE SCHOOLS HOTLINE 540-898-8362

Visit our website at: www.spotsylvania.k12.va.us

SPOTSYLVANIA COUNTY SCHOOLS
INSTRUCTIONAL CALENDAR - 2011 - 2012

Adopted
July 12, 2010

August	11 – 16	Thurs - Tues	New Teachers Report
August	17 – 23	Wed - Tues	Teacher Workdays (All Teachers Report)
August	24	Wednesday	**First Day of School** for Students
September	5	Monday	Holiday – Students & Teachers (Labor Day)
September	13,14,15	Tues,Wed,Thurs	Back to School Nights (Tues-Elem; Wed-High; Thurs-Middle)
September	22	Thursday	Interim Reports Issued
September	27	Tuesday	Parent Conference Night (Elementary)
October	27	Thursday	End of First Nine Weeks Grading Period (46 days)
October	28	Friday	Teacher Workday – Holiday for Students
November	3	Thursday	Report cards to be issued
November	8	Tuesday	Professional Learning Day (Holiday for Students)
November	9, 10	Wed, Thurs	Parent Conference Nights (Wed-High; Thurs-Middle)
November	23 – 25	Wed – Fri	Fall Break
December	1	Thursday	Interim Reports Issued
December	6	Tuesday	Parent Conference Night (Elementary)
December	21 – 30	Wed - Fri	Winter Break
January	2	Monday	Winter Break
January	16	Monday	Holiday – Students & Teachers (Martin Luther King, Jr., Day)
January	17 – 20	Tues - Fri	Early Dismissal (HS only) – Exam Days
January	20	Friday	End of Second Nine Weeks Grading Period (46/92 days)
January	23	Monday	Teacher Workday – Holiday for Students
January	26	Thursday	Report Cards Issued
February	1, 2	Wed, Thurs	Parent Conference Nights (Wed-High; Thurs-Middle)
February	10	Friday	MAKE-UP DAY (Teacher Workday/Student Holiday – if not used)
February	20	Monday	MAKE-UP DAY (Holiday for Teachers & Students – if not used)
February	23	Thursday	Interim Reports Issued
February	28	Tuesday	Parent Conference Night (Elementary)
March	23	Friday	MAKE-UP DAY (Teacher Workday/ Student Holiday – if not used)
March	26	Monday	MAKE-UP DAY (Teacher Workday/ Student Holiday – if not used)
April	5	Thursday	End of Third Nine Weeks Grading Period (49 days)
April	6	Friday	MAKE-UP DAY (Teacher Workday/Student Holiday – if not used)
April	9 – 13	Mon – Fri	Spring Break
April	19	Thursday	Report Cards Issued
April	25, 26	Wed, Thurs	Parent Conference Nights (Wed-High; Thur-Middle)
May	10	Thursday	Interim Reports Issued
May	28	Monday	Holiday – Students & Teachers (Memorial Day)
June	1, 2	Fri – Sat	High School Graduations
June	5 – 8	Tues – Fri	Early Dismissal for Students K-12 (Teacher Workday in Afternoon)
June	8	Friday	**Last Day of School** Grading Period/Sem./Yr. (39/88/180 days)
June	9	Saturday	Teacher Workday

MAKE-UP DAYS

Instructional days (Full days) missed due to inclement weather will be made up in the following order: 1) Feb. 10 2) Feb. 20, 3) Mar. 23, 4) Mar. 26, 5) April 6

High School Graduations

Friday, June 1 , 2012
- Spotsylvania HS – 5:00 p.m.
- Massaponax HS – 7:30 p.m.

Saturday, June 2, 2012
- Chancellor HS – 9:00 a.m.
- Courtland HS – 12:00 noon
- Riverbend HS – 2:30 p.m.