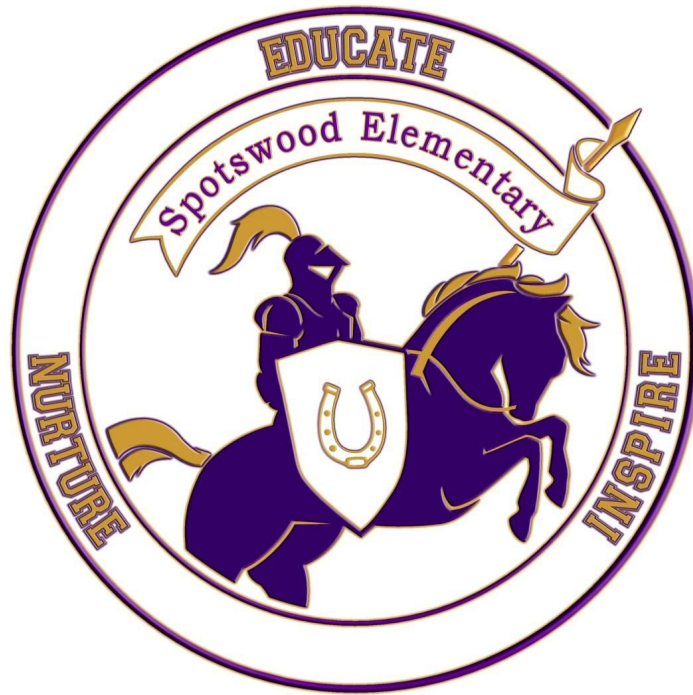


# Spotswood Elementary School

400 Mountain View Dr.  
Harrisonburg, VA 22801  
(540) 434-3429



## Parent-Student HANDBOOK 2017-2018

*Joy S. Blosser*  
Principal

*Deb Cook*  
Assistant Principal



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# Spotswood Elementary School

400 Mountain View Drive - Harrisonburg, VA 22801 - 540.434.3429

Principal: Joy Blosser - Assistant Principal: Deb Cook

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June 30, 2017

Dear Spotswood Families,

I am writing to welcome you to our school. We are excited for a new year of learning and adventure! We look forward to working together as a school community to make learning meaningful for every student. We are glad you will be a part of our school this year!

I am fortunate to be part of a dedicated and talented team at Spotswood. I work alongside Ms. Deb Cook, (Assistant Principal), Ms. Laura Pultz(Bookkeeper), and Ms. Brittany Greaver (Administrative Assistant) in the front office to ensure that every child is safe and learning each day. We see ourselves as problem solvers, and are available to answer questions or provide help at any time. Our office is open from 8:10 – 4:10, Monday through Friday. Please feel free to call or stop by, if we can be of help in any way.

Please take a few minutes to read through our parent handbook, where you will find information about our school policies and procedures as well as the instructional program at our school. We have tried to include information that will be helpful in answering some of the basic questions you might have. Please feel free to call the school if you would like more specific information regarding any of the topics included in this handbook.

As school community members, I believe we share a common purpose for the 2017-18 school year; that every child will experience the joy of learning and have a successful year!

Best wishes for a wonderful year!

*Joy S. Blosser*

Joy S. Blosser  
Principal

## 2017-18 Faculty and Staff

### Administration

Joy Blosser, Principal  
Deb Cook, Assistant Principal

### Main Office

Laura Pultz, Bookkeeper  
Brittany Greaver, Administrative Asst.  
Anaid Cardova, School Nurse

### Kindergarten

Stephanie Burgess  
Jen Dameron  
Joan Keeley  
Lori Leatherman  
Hannah Smith

### Grade 1

Leah Baker  
Tiffany Berg  
Marta Kniss  
Emily Lam  
Mariana Lorenzana

### Grade 2

Kathryn Hitt  
Austin Mumaw  
Zoe Slobodin  
Grace Satterfield

### Grade 3

Jaclyn Caricofe  
Jennifer Custer  
Brenna Elwell  
Rachel Henschel  
Annika Michael

### Grade 4

Kristine Chipman  
Koren Dellinger  
Kolby Finch  
Samantha Hall

### Fifth Grade

Courtney Didlake  
Shannon Foster  
Katie Shull  
Fred Weaver

### Custodians

Ronald Bodkins- Head Custodian  
Mervin Cook  
Margaret Hedrick

### Resource

Angie Adamek, School Counselor  
Kay Allyn, School Social Worker  
Jamie Baugher, Media Specialist  
Frances Benjamin, ESL Teacher  
Jana Beyer, Reading Specialist  
Joy Button, Physical Education  
Tonia Campillo, Adv. Learning Specialist  
Ben Luna, Music Teacher  
Michelle Edwards, Behavior Specialist  
Maria Perry, Special Education  
Carrie Gutierrez, ESL Teacher  
Erin King, School Psychologist  
Jenna Kosowski, Art Teacher  
Amy Labarge, Special Education  
Angela Leffel, Physical Education  
Kris Marsh, Reading Specialist  
Deb Medley, Reading Specialist  
James Miller- Home-School Liaison  
Brenda Seese, Reading Specialist  
Sarah Sprouse, Reading Specialist  
Qiang Sun, ESL Teacher  
Kim Tinkham, Instructional Coach  
Jan Worthy, ESL Teacher  
Becca Wickline, Speech & Language

### Instructional Assistants

Cleide Anderson  
Christina Catt  
Billy Galvin  
Kelsey Hanger  
Kari King  
Connie Miles  
Nancy Urrecheaga  
Jackie Zito

### Cafeteria

Stella Barr  
Vickie Hunt  
Judy McCray  
Peggy Ritchie

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### After School Programs

- Boys and Girls Club  
The Boys and Girls Club will continue for the 2017-18 school year. The program will be at the school until 6:00 PM each day, including early release days. Applications are available in the school office.
- 2nd Home  
2nd Home is a licensed day care facility located at Muhlenburg Lutheran Church. Day care is provided both before and after school. Applications are available in the school office.

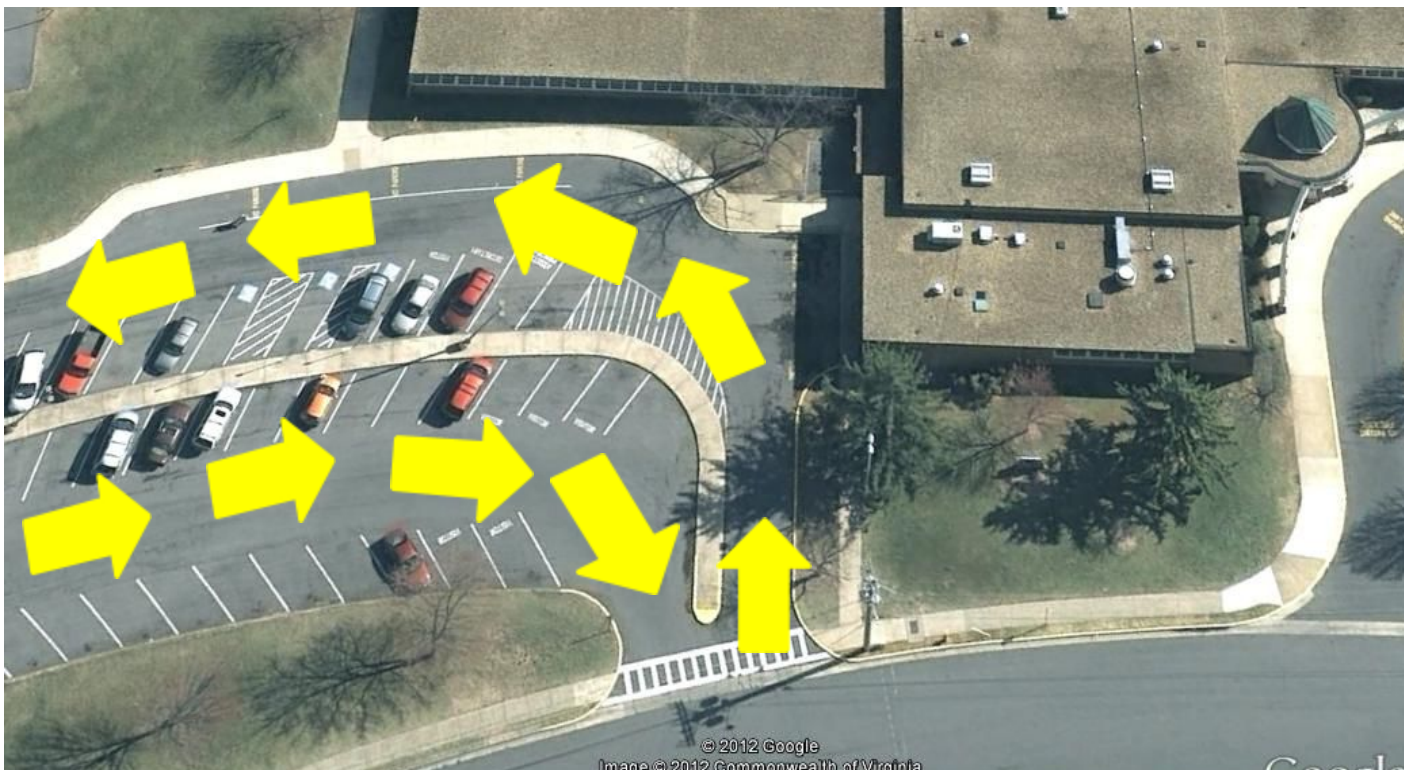
### Arrival and Dismissal

To prevent disruptions to the class and to ensure a successful start to each student's day, all children must be in class by 8:40 am. Elementary dismissal is 3:35 pm. Parents needing to pick up a child early should notify the office.

If your child is to be sent home a different way than normal, you **MUST** send in a note to your child's teacher or call the office **by 3:20pm** to share how your child will go home. (Classes begin dismissing for the buses at 3:30; therefore, you **MUST** call the office by 3:20 to ensure that our office staff can contact your child's teacher regarding the change in dismissal before students are dismissed from class.) **Your child will be sent home by their normal method unless we receive a note or phone call from parents.**

### Morning Drop-Off

Cars are to enter the lot using the extreme right hand lane near the building. **We ask that cars pull up as far as possible in the drop-off lane to be courteous to drivers arriving behind them.** This is a drop-off and go lane. If more time is needed to drop off a student, please park the car in the parking lot and walk your child into the front office.. There is no parking nor stopping along yellow curbs. For safety, please do not drop your child off in the streets facing the school.





## **Afternoon Dismissal**

All students not riding busses will be dismissed from the cafeteria door facing the back parking lot. We use a “tag” system to dismiss students who are picked up in a car and students who walk home with a parent/guardian. The tag system is in place to secure the safety of **all** students on our campus, not only in how students are dismissed, but also to whom students are released to. Parents who will be walking to pick-up their child(ren) will show their child’s “tag” to the staff member outside and that staff member will call for your child to exit from the cafeteria. Drivers will use the extreme left hand lane (opposite from the morning) to line up facing the cafeteria doors in the drop off lane curb. Drivers need to have their child’s “tag” displayed on their rear view mirror and a staff member will call for your child to exit from the cafeteria.



## **Art**

The Art Standards of Learning objectives are the curriculum and can be found at [www.doe.virginia.gov/testing/sol/standards\\_docs/fine\\_arts/index.shtml](http://www.doe.virginia.gov/testing/sol/standards_docs/fine_arts/index.shtml). A wide variety of media is available to provide students with opportunities for self-expression through exploring and experimenting in the areas of drawing, painting, construction, etc. Art materials which are toxic are prohibited from use at all grade levels when working with children. All students have formal art instruction once every five days for 60 minutes.

## **Assembly Programs**

Programs are held periodically resulting from specific units of study, observance of major holidays and other educational experiences. Most programs are held in the cafeteria and parents are invited to attend. Information about assemblies can be found in the school newsletter, the monthly school calendar, on the school web page, and in parent communications from teachers.

## Attendance

Successful progress in school depends upon prompt and regular attendance. In recognition of this philosophy, the Commonwealth of Virginia has established a compulsory school attendance policy that applies to all children. Students who are absent must bring a parental note on the first day the student returns to school stating the reason for the absence. According to an amendment of Section 22.1-258 of the Code of Virginia, whenever any student fails to report to school on a regularly scheduled school day and no notification regarding the student's absence has been received by school personnel, a reasonable effort to notify the parent, guardian or emergency contact person by telephone at home or their place of work will be made. **If your child is going to be absent, please help our office staff by calling and letting us know the reason for the absence.**

The only absences that may be excused are:

- Illness (more than 2 days will require a note from a doctor.)
- Court appearance;
- Death in the family;
- Religious holidays;
- Extenuating circumstances which are determined by the school administration **and have received prior approval.**

If you are planning a family trip, even for one day, please share this information with Mrs. Blosser via phone, email, or letter as soon as possible. All family trips are considered unexcused absences from school.

The following procedure will be implemented when notifying parent/guardians of unexcused absence:

The law mandates that whenever any student fails to report to school and no indication has been received by school personnel that the student's parent is aware of and supports the student's absence (unexcused absence), a reasonable effort to notify the parent by telephone to obtain an explanation for the student's absences shall be made by school staff.

**After the 5th unexcused absence, as defined above, an administrator or school staff, and the student's parent jointly develop a plan to resolve the student's nonattendance.** The plan shall include documentation of the reasons for the student's absenteeism. After the school attendance meeting, if the student is absent again (6th unexcused absence) an effort will be made to contact the parent for the reason of that absence. If the absence is determined to be unexcused, the HCPS attendance officer will be contacted and an interdisciplinary conference with the parent will be scheduled to resolve the issues related to the student's nonattendance.

### Excessive Excused Absences

The principal/designee will also notify the student's parent if excessive absences or a pattern of absences are identified that appear to be having an effect on the academic performance of a child. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism.

Parents who make regular school attendance a priority are helping their children develop patterns of responsibility that will carry through their school years and beyond. We expect students to be in their seats, ready to learn when the school day begins at 8:45 each morning. Bus transportation is cost effective and ensures a timely arrival. Whatever the method of transportation, please provide your child with every opportunity to be successful in school and make sure they arrive at school on time!

## **Awards**

### **A and B Honor Roll - Grades 3rd, 4th, and 5th**

Students who earn A's and B's and/or all B's will be given a recognition award at the end of year awards celebration.

### **Bill Curry Award:**

This award goes to one female and male student at each grade level who exhibits the highest of character traits. Teachers at each grade level will select one student to be recognized at the end of the year awards assembly.

### **Sheryl K. Wyse Award:**

This 5th grade award goes to the **most** outstanding students (one boy, one girl) in **both** personal character and academics. These students will be recognized at the end of the year awards assembly.

### **Classroom Citizenship Award:**

This award goes to a maximum of two students per class, selected by their teachers, who have displayed outstanding attributes of citizenship throughout the year. These students will be recognized at the end of the year awards assembly.

### **Attendance Awards:**

Perfect Attendance is awarded to students who attend school every minute of every school day.

Excellent Attendance certificates will be given to those students who only missed one day of school and had no more than two tardies or early dismissals.

## **Bicycles & Walking to School**

Recognizing the health benefits, we encourage parents to consider having their children walk and/or ride a bike to and from school using existing infrastructure. Parents have the responsibility for selecting their children's routes to and from bus stops, schools, and home. Parents are responsible for providing supervision that is appropriate for the student's age, maturity, and conditions of the chosen route. Students who are enrolled in grades 3-5 may ride their bike to school, if they do not have to cross any four lane highways, if the student is skilled, wears a helmet, and knows the safety rules of the road. Each bike must have a suitable lock, and be parked in the designated rack in the back parking lot of the school. The school claims no responsibility whatsoever for the loss or theft or damage of any personal equipment.

Every Friday at Spotswood is a "**Walking Friday**". Walking to school is a great way for kids to get exercise and is a great way to start the day! We will be partnering with Harrisonburg Safe Routes to School Program and Central Shenandoah Valley Safe Kids Coalition to encourage students (with parents and caregivers) to walk and bike to school whenever possible.

## **Birthday Celebrations:**

Pre- arranged birthday celebrations are permitted with the teacher's consent. Most birthday celebrations take place in the cafeteria at the child's lunch time.

## **Bus Safety/Accident**

If there is a change in your child's transportation home, please send a note in with your child or **call the office by 3:20 p.m. stating the change.** **Please do not email bus changes as this information may not be received**



**before dismissal time.** If your child does not have a signed note, (s)he will be sent home by their normal method. Procedures regarding bus safety and bus accidents will be covered with students during the bi-yearly bus evacuation drills. Please refer to the division handbook for more information.

## **Clubs**

Spotswood's staff puts in numerous before and after school hours to help meet the special needs and interests of our students. Our club program is one example of this. Once or more a month, staff members sponsor clubs on various subjects. Most clubs are open to third through fifth grade students. Students are responsible for securing a ride from school when attending these after school activities. Possible clubs that could be provided are listed below:

- Spotswood Singers (3rd - 5th Grade Students)
- Orff Ensemble (5th Grade Students)
- Violin Club (3rd-5th Grade Students)
- Art Club (4<sup>th</sup> Grade Students)
- Drama Club (5th Grade Students and 4th Grade if space is available)

## **Conferences**

Parents are invited to make conference appointments with teachers and/or the principal at any time. Any concern or question you or your child has is important to us. Conferences may be initiated by either a parent or a teacher at any time during the school year to discuss a special concern or the child's progress. Conferences with teachers or the principal may be arranged by:

1. Writing a note;
2. Calling the school office to arrange for an appointment;
3. Marking the appropriate space on the report card envelope/interim progress report;
4. Emailing a request to the teacher or principal.

One day is scheduled for parent-teacher conferences each semester. We encourage all parents to take advantage of these opportunities to conference with their child's teacher. You are invited to visit your child's class. The class visit should not be considered as a conference time. The teacher cannot provide instruction to the class and also give full attention to a conference with a parent.

## **Daily Schedule**

The school maintains a full-day schedule of 6 hours and 50 minutes for kindergarten through fifth grade, which includes teaching and learning activities, lunch and recess. This daily schedule provides instructional blocks of time designed to protect instruction from interruptions.

**Please do NOT drop off or have your child walk to school before 8:10AM. The school doors WILL NOT BE OPEN TO STUDENTS UNTIL 8:00 AM.** This is the time the first bus arrives. There is no supervision before the doors open at 8:10 AM. Children arriving between 8:10 and 8:20 will wait in designated areas in the school under the supervision of school staff assigned to morning duty. Parents should leave items in the office that were forgotten by students to help further reduce interruptions in the classroom.

Students are not permitted on the playground before the school day begins.

8:10 – School Opens  
8:10 - Children enter classrooms and begin eating breakfast  
8:35 - Instruction Begins  
3:22 – Kindergarten Dismissal  
3:25 - School Dismissal

## **Discipline**

Spotswood Elementary School is a place where community members are taught to act in a respectful and responsible manner that is conducive to the learning process and creates a positive school environment. In this environment community members feel safe, valued, and understand the expectations and consequences of their actions. Spotswood adheres to HCPS School Board Policy 412 regarding student conduct. All students will be taught the Spotswood Elementary School rules:

**Be Safe**  
**Be Kind**  
**Be Focused**

These will be the three main guidelines at SES. The children will be taught how these three rules look and sound in all school settings - the classroom, hallways, cafeteria, bathrooms, playgrounds, and on the bus. Teachers will spend time teaching and modeling the appropriate behaviors the first few weeks of school and periodically throughout the year. The faculty and staff will reinforce these behaviors by giving “Knight Bucks” to students who display appropriate behaviors. Students will be able to redeem the “Knight Bucks” for special privileges and responsibilities that help build school community. This positive approach can have documented benefits: less student frustration, less disruptive classroom behavior, fewer suspensions, and absences. Most importantly, over time students will learn to take responsibility for their own actions.

## **Dress Code**

Appropriate student clothing or attire promotes self-esteem, respect, and safety during school activities. All hats and head coverings should be removed when entering the school building, with the exception of those connected to religious beliefs, etc. Any clothing that is considered a disruption to the learning environment will not be allowed. Some examples (not an exhaustive list) of inappropriate dress or appearance are halters, see-through shirts, tank or tube tops that bare the midriff, no shoes, no shirts, clothing which conveys an inappropriate message such as violence, symbols for illegal substances, gang affiliation insignias, displays offensive or obscene language, or clothing that reveals undergarments, etc.

## **Early Release of Students**

When it is necessary for a student to be excused during the school day, a note or call should be received in the office in the morning stating the reason for an early dismissal. The parent should then come to the office and our office staff will call the student to the office. Students are not permitted to walk home alone during school hours. **An adult MUST come to the office to check a student out of school.** It is the responsibility of the parent and student to ensure that any instruction missed while away from school is completed

There are scheduled early release days built into our school division calendar. Students will be dismissed at 1:15pm on these scheduled early release days. Please consult the 2017-18 school division calendar for specific dates. This calendar can be found on the division webpage at the following address – [www.harrisonburg.k12.va.us/home](http://www.harrisonburg.k12.va.us/home)

### **Field Trips**

Educational field trips are valuable experiences that expand classroom instruction, support the curriculum, and provide real life educational experiences. Field trips are planned for the benefit of our students. Parents and guardians are encouraged to chaperone at the teacher's discretion. Since this is quality time for our students, siblings are not permitted to attend. No student will be denied access to any field trip for financial reasons. Teachers and administrators reserve the right to revoke field trip privileges if concerned about the safety of the child or others when out of the school building, based on the student's behavior. If a child does not attend a field trip, that child is expected to come to school and arrangements will be made by his/her teacher for instruction. All school rules are enforced during field trips.

### **Food At School**

Some of our students have moderate to severe food allergies. For this reason we ask that parents communicate with teachers prior to bringing in snacks or other foods. Students are not permitted to share food at lunch. In support of a healthy food environment, parents and students are encouraged to **NOT** bring carbonated beverages or fast food meals to school. If students elect to bring Takis or other snacks to school these should be individual serving sizes, not 8-12oz bags.

### **Gifted Services**

We have a formal identification process in place to identify gifted students in the areas of language arts and math. This will be expanded to include other curriculum areas in the future. Our instructional program offers a differentiated curriculum in all areas. Within the regular curriculum, students will be extending their independent study and research skills. They will also participate in learning activities to increase their ability to think critically and solve problems. Our Advanced Learning Specialist works with classroom teachers to provide appropriately challenging instruction and activities for all students. For more information regarding the identification or appeals process for our gifted program, please contact Deb Cook, Assistant Principal and Gifted Coordinator.

### **Guidance Program**

The Elementary Guidance and Counseling Program is designed to serve the needs of all elementary children at each stage of their development. The focus will be on the developmental needs of children in order to enhance healthy social, physical, emotional and intellectual growth. The objectives of this program are to help children develop self-awareness, and to prepare them to make choices and decisions that will lead to effectiveness as individuals, students and members of a community. Through the Elementary School Counseling Program, the school counselor will assist children in strengthening their skills to be better learners as well as productive contributing members of the school community. School counselors will address developmental issues through small group and individual counseling sessions and school-wide meetings. Through individual counseling, small group counseling, and coordination of services, counselors will also help children with challenging personal issues and crises that interfere with learning and social development. Parents may contact the counselor at any time to review materials used in the Elementary Counseling Program. Questions or concerns

about your child's participation in the Elementary Counseling Program should be directed to the counselor or the principal. Please visit our school counselor's webpage to learn more about our guidance program - <http://staff.harrisonburg.k12.va.us/~aadamek/>

Talk It Out is a city wide conflict resolution program that teaches elementary students how to solve their own conflicts. Talk It Out focuses on resolving real life problems that most children experience, such as teasing, putdowns, gossiping, leaving students out, or refusing to share. Students are taught to use the following steps:

1. Stop and cool off.
2. Talk and listen.
3. Think of ways to solve the problem.
4. Choose the idea you both like.

Some children use these steps independently to resolve conflicts. When needed, children are supported by adults to use these steps to resolve conflicts. Talk It Out helps prepare children with the skills needed to negotiate everyday conflicts and problems.

## **Health**

Health is taught both by prepared units and by the use of the adopted text from the Harcourt Brace Jovanovich Company. Instructional units in general safety, fire safety, bus safety, nutrition, etc. are incorporated into the health program.

The Standards of Learning objectives for the Family Life Education Program are implemented each school year. A locally developed plan was approved by the school board, which incorporates the Family Life Education objectives into existing units of study. Should you wish to have your child **NOT** attend these lessons, please notify the principal's office and a form will be provided for you to "opt out" your child from these lessons.

## **History, Social Science and Science Programs**

Our history and social science program is based on the Virginia Standards of Learning which include the development of student understanding of local, state and world geography, local, state and world history, world resources, economics, current issues, career choices and citizenship. The curriculum is rich and diverse and is taught using a variety of resources. Instructional field trips are taken in conjunction with the social studies program.

The Science program develops attitudes, values and understandings about the environment, develops skills to seek and evaluate information, and encourages experimentation, discovery and research with a variety of materials to strengthen basic concepts and processes. Teachers use a hands-on approach to make learning science more meaningful. I-STEM lessons are a valuable part of this program as well.

## **Homebound Instruction**

Homebound instruction is available to students who are confined at home for an extended period of time that would prevent normal educational progress. Parents should contact the school office and be prepared to submit a doctor's note.

## **Illness at School and Health Services**

If a student becomes ill or injured at school, he/she will be taken to the nurse's clinic where a decision will be made as to what procedures need to be followed. If the child is too ill to remain at school, the parents will be

notified and asked to come for the child. Students leaving early should be signed-out on the computer, provided in the school office. If we are unable to contact the parent(s), we will then call the person designated as an emergency contact (sitter, neighbor, etc.). This same procedure will be used if a child is injured. If a serious injury occurs, parents will be notified and the student will be transported to the hospital emergency room. Accident reports are completed and filed in the office. **IT IS IMPORTANT TO KEEP THE SCHOOL INFORMED OF ANY CHANGE OF WORK/HOME PHONE, SITTER, OR EMERGENCY CONTACT PERSON.**

Parents should be aware of School Board Policy 427-428 which has procedures to be followed for infectious or communicable health conditions.

School bus illnesses and injuries will be handled in a reasonable, prudent manner as they arise. The bus driver will handle each case to the best of his/her ability and may return ill or injured students to the school if this is appropriate. Parents and school officials will be notified of illnesses or injuries which would require a change in the usual manner that a child would return home and/or arrive here.

No employee of the school will administer any medication to students, except for circumstances under School Board Policy 428. This means that no aspirin or any other type of drug will be given to students unless the proper form has been filled out by the parent. If any student needs to take medication during the course of the school day, the school nurse should have written directions from both medical authorities and parents in order to administer those medications. (Policy 428) The parent may come to the school to administer the medicine if preferred. All medications must be kept in the office and administered there. The office clinic includes a cot and a restroom.

### **Inclement Weather Procedures**

Harrisonburg City Public Schools uses Blackboard Connect Voice Messaging System to send information about school openings, closings and delays via telephone. Notifications about school openings, closing and delays will also be posted on the division's main website page.

The automated calling system is populated from the division student information system, therefore, it is important that information maintained in that system is up to date and accurate. **Please make sure that your child's school has current phone numbers and email addresses if you wish to receive automated division and school announcements.**

### **Instructional Technology**

A networked computer lab is available for class use as well as two mobile laptop labs and an iPad lab. Spotswood has PC computers in all classrooms and wireless Internet access. There are Smartboards and Document Cameras in each classroom. We are dedicated to the effective integration of instructional technology into the instructional program

### **Internet Usage**

Internet access is provided. Students are supervised while using the Internet. A filter is in place to block inappropriate websites; in addition, available websites are periodically evaluated. To access the school's webpage, go to: **<http://www.harrisonburg.k12.va.us/kes>**. There you will find general information about the school.

A notice on technology usage by students is included in the school division handbook. Parents are required to read this notice and return the form found in the handbook each school year if they do not want their child participating in the use of various technologies.

### **Insurance**

School accident insurance is available by completing an application directly to the insurance company approved by the school board. This insurance covers injuries caused solely by accidents while the students are on the school grounds, on a field trip, or going to and from school. A 24-hour policy is also available.

The school does not file claim forms. It is the parent's responsibility to complete and forward claim forms, medical bills, etc. to the insurance company.

### **Language Arts**

We believe the purpose of language learning is to develop the ability to communicate effectively. Language learning is a developmental process integrating reading, writing, listening, speaking and thinking. Reading and language instruction is aligned with the Virginia English Standards of Learning and is organized within thematic units, following the scope and sequence of the Houghton Mifflin Harcourt Reading Series K-5. Our reading program includes instruction in phonics, phonemic awareness, comprehension, oral fluency, and vocabulary development. Our language program includes specific instruction in the writing process as well as language usage and mechanics. Students also work to develop oral language proficiency, listening skills, study skills and handwriting skills.

We are fortunate to have a reading intervention program that is federally funded through a Title 1 grant. This program concentrates on needs pre-determined by the student's performance in the area of reading and is set up to supplement a student's regular classroom instruction in reading. Reading specialists work collaboratively with classroom teachers to address individual student's areas of need in order to improve student achievement.

Other opportunities that strengthen our language arts program include: myON reading program for all students, the JMU Duke Dog reading program, and the school's annual reading incentive program.

### **Lost and Found**

A lost and found box is located outside of the gym on the fourth grade hallway entrance. Throughout the year a considerable quantity of unclaimed clothing and articles accumulate in this lost and found box. After a period of time, the items which are not claimed are given to local charity organizations. If your child has lost an item, please encourage him/her to check the lost and found box and with the office immediately. If the lost item has been turned in, it will be gladly returned.

To assist us in doing a more efficient job in returning lost items all articles such as books, purses, clothing, lunch boxes, etc. should be marked plainly with the child's name. This will greatly help identify and find the proper owner. At the end of the year any unclaimed items will be given to a local charity.

### **Mathematics**

The Virginia Standards of Learning for Mathematics are taught through the use of our core Math in Focus program. The Math in Focus program is based on the Singapore Approach to learning math. Houghton Mifflin Harcourt is the U.S. distributor of Math in Focus. Math in Focus offers the authentic Singapore math pedagogy



with fewer topics taught in greater depth at each grade level. The program features visual representations and modeling strategies to solve complex problems. A consistent concrete-pictorial-abstract progression and strong development of both conceptual understanding, place value, and computational fluency is utilized so students understand the “how” as well as the “why” of math concepts. Additionally, teachers use a systematic calendar program called *Calendar Counts* that utilizes calendar activities to promote concept understanding. An individual math folder is kept on each student that monitors their progress and proficiency in mastering the Commonwealth of Virginia's Standards of Learning.

### **Media Center**

The media center is the resource center of the school and is open daily from 8:30 a.m. to 3:45 p.m. The media center provides a unified program of activities and resources for all students and staff. The media specialist is involved in supporting the school curriculum. The media center has a committee for handling challenged, controversial materials. All students and staff members in the school are entitled to use the library and checkout materials. No books or materials may be taken from the library without first having them checked out. Most books may be checked out for one week. All losses and damage to books and materials beyond reasonable wear must be paid for according to current prices. This is the responsibility of the parent/guardian.

### **Money in School**

Students should only bring money for school-related expenses. The school will not be responsible for lost or stolen money and/or property. Money should be sealed in an envelope with the child's name and reason for which the money is being submitted.

### **Music**

The purpose of the music program is to develop an understanding and appreciation of music through the use of the voice, instruments and rhythms. Students experience making music, performing, listening, and reading music. The music Standards of Learning are the curriculum and can be found at [www.doe.virginia.gov/testing/sol/standards\\_docs/fine\\_arts/index.shtml](http://www.doe.virginia.gov/testing/sol/standards_docs/fine_arts/index.shtml). All students have formal music instruction once every six days for 60 minutes.

### **Office**

The school office is open Monday through Friday from 8:10 AM-4:10 PM. The school telephone number is 434-3429. Parents are asked to call the school office when a student is going to be late or absent. Parents may call before or after school hours and leave a message. Students may be permitted to use the office telephone for rare and non-repetitive circumstances with permission from their teacher.

### **Olweus Bullying Program**

In 2013-2014 a bullying committee was established and classroom teachers began holding weekly class meetings. In 2014-15 school year, classroom teachers began holding a daily 15 minute class meetings. We are excited to continue our Olweus Bullying program and our daily class meetings to support the social and emotional growth of our students

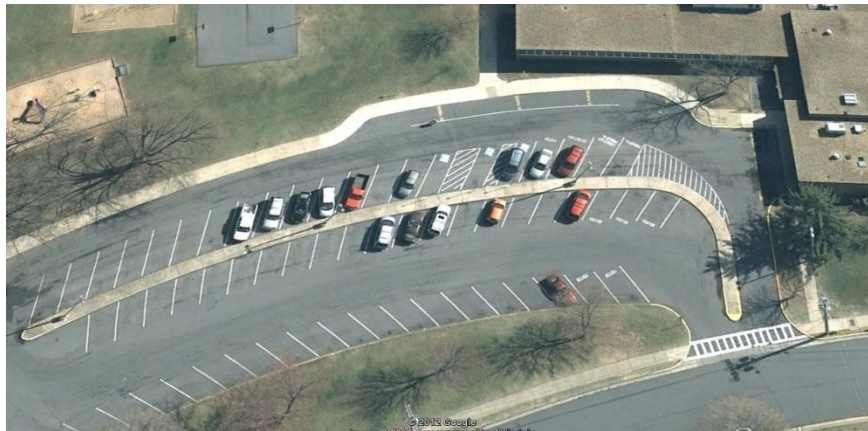
## Parking

We have two parking lots available for our patrons. The visitor's lot on Carlton Street is open all day starting at 8:40 a.m. The lot behind the school is always open and visitor slots are clearly marked. "No parking areas" are designated by yellow curbs and no parking signs. There is **no parking** in the loop in front of the school as it is a designated fire lane. Fines of up to \$250.00 can be imposed for parking in a fire lane.

Carlton Street Lot



Back Parking Lot



## Physical Education

A well rounded program of rhythms, gymnastics, games, and physical fitness characterizes our physical education program. It provides sequential developmental experiences based on the student's abilities and needs. Activities are designed to develop body fitness and attitudes of fairness and sportsmanship. The physical education Standards of Learning are incorporated into the curriculum for this area of learning. The SOL can be found at [www.doe.virginia.gov/testing/sol/standards\\_docs/physical\\_education/index.shtml](http://www.doe.virginia.gov/testing/sol/standards_docs/physical_education/index.shtml).

A written note from parents or the family doctor is needed in order to be excused from physical education.

Tennis shoes are required of all students. Competitive sports of a varsity nature are prohibited in the elementary schools of Harrisonburg.

### **Parent Teacher Organization (PTO)**

We have a very active and very supportive PTO at Spotswood. This parent/teacher group celebrates school successes, supports children and teachers, and provides enjoyable programs and events during the school year. The school encourages and supports the PTO and works closely with them throughout the year. The PTO meets regularly during the school year. Many interesting and educational programs are held with the assistance of the PTO. All persons in the school community are invited to become members. The PTO meets every other month during the year to communicate school-wide topics as well as to plan for educational and meaningful PTO programs. The principal and several teachers serve as the school liaisons to the executive board. Parents are invited to attend these PTO meetings.

### **Report Cards and Interim Progress Reports**

Parents will receive reports regarding their child's progress at the middle (Interim Progress Reports) and end of each nine week periods. Report Cards and Interim Reports are issued one week following the end of the reporting period. Please see the school division calendar for specific dates.

Parents are urged to examine the report cards carefully and indicate that they reviewed the report card by signing the envelope and returning it to school. The signature is not an indication of satisfaction, but informs the school that the parent has examined the report card. The envelope should be returned to the school.

### **Retention**

It is the purpose of the Harrisonburg City Public Schools to meet the education needs of all students, kindergarten through twelfth grade. It is recognized that each child is unique and that all students in a class will progress at a different rate. All students enrolled in the Harrisonburg City Public Schools will be assigned to grades or to classes from which they can best profit educationally and in conformity with state laws and recommendation of the building principal. The curriculum and schedule of elementary, middle, and high schools will provide flexibility in placing certain students in programs or subjects to meet their individual needs.

Teachers and administrators recognize the detrimental effect failure has on the future success of students; and, therefore, every effort must be made to prevent retention. Children should be retained in a grade when it is determined by the teacher, principal, and parent that retention is in the best interest of the child. Since the placement of students is a function of administration, the principal shall make the final decision about promotion/retention of students.

### **Returned Checks**

A service charge of \$10.00 is imposed on all checks returned to us by the bank for insufficient funds.

### **Safety Awareness**

Please support us in the following procedures that are being implemented by the staff:

1. All staff members wear identification badges. These badges are designed for student safety.

2. **Visitors sign in!** All visitors must sign in at the office and put on a sticker to identify yourself. If you do not obtain a sticker, you will be asked to do so by staff members.
3. All doors leading to the outside will be locked at 8:40 A.M. Parents visiting the school after 8:40 A.M. should enter the main entrance near the office.

## **Safety Drills and Emergency Procedures**

We have three safety drills we conduct throughout the school year. These drills include:

- **Fire drills** - these will be held once a week the first month of school and then one drill per month the remainder of the year.. Teachers lead their students to a safe distance from the building until the all clear bell is sounded;
- **Lock-down drills** - these will be held at least twice during the first 20 days of school and then two additional lock down drills will be held during the remainder of the year. In this drill teachers lock their rooms and await further instructions.
- **Severe Weather Alert**- in this drill students are instructed to assume a protective position away from doors and windows.

We appreciate your cooperation with the above areas to allow us to better protect your child here at school. Your input is always invited and gladly received. Please contact the school's office if you have any questions or concerns about any of our safety procedures.

## **School Community Relations**

Spotswood Elementary School serves, along with the recreation department's Kiwanis Park and Eastover Tennis Courts, as a hub and focal point for activities in the Northeast section of Harrisonburg. The school facilities are used by local organizations and groups. Prior to using the facilities, request forms should be obtained from the school office and when completed, returned to the school. The forms will then be submitted to the Assistant Superintendent of Operations and School Safety for the school division.

## **School Nutrition Program**

Harrisonburg City Public Schools cafeterias serve nutritious breakfasts, lunches, and after school snacks (to students participating in an approved after school activity) through USDA National School Lunch, Breakfast and Snack Programs. The School Nutrition Department's goal is to offer nutritious meals that are acceptable to students at a reasonable price for parents. In addition to providing healthy foods, the program has the goal of educating students about the importance of healthy eating. Menus are posted in each room and are also available on the HCPS and individual school websites. Additional nutrition related information is available on the School Nutrition website at [www.harrisonburg.k12.va.us/Departments/School-Nutrition.aspx](http://www.harrisonburg.k12.va.us/Departments/School-Nutrition.aspx).

Spotswood Elementary participates in the Community Eligibility Provision (CEP). This means that both breakfast and lunch is available to ALL Spotswood students at no cost. Families are also no longer required to complete a free and reduced meal application each school year. Please note that this provision applies only to Spotswood; if you have students at other Harrisonburg City schools, standard meal prices and application procedures will apply.

Other pricing:

Adult lunch: \$3.50

Adult breakfast: \$1.50

Breakfast is served at the start of the day in classrooms instead of in the cafeteria. Students are encouraged, but not required, to participate in classroom breakfast, so please discuss with your elementary student whether they will eat breakfast at home or at school.

We are fortunate that we are eligible for the federal program called the Fresh Fruit and Vegetable Program (FFVP). Students are given fresh fruits and vegetables 2-3 times per week within the time frame of the program.

### **Cafeteria Procedures**

- Enter and leave the lunchroom in an orderly manner.
- Bring only your lunchbox to the cafeteria.
- Talking should be done in a quiet manner.
- Practice proper use of trays and utensils at all times.
- Leave food you do not want on your tray/no trading of food.
- Food spilled must be cleaned up at once to avoid accidents.
- All paper is to be kept on your tray until thrown away at the proper time.
- In support of a healthy food environment, parents and students are asked to **NOT** bring carbonated beverages, chips, candy, or fast food meals to school.

### **Spotswood Cafeteria Rules**

#### **BE KIND**

- Say “please” and “thank you”
- Use an inside voice
- Be a good example

#### **BE SAFE**

- Stay in your seat
- Raise your hand for help

### **Special Education Programs**

Harrisonburg City Public Schools are committed to providing a full educational opportunity for identified disabled individuals. This commitment is demonstrated, in part, through the following efforts:

- An ongoing child find effort is made to locate and identify disabled individuals from birth through age 21
- A free and appropriate public education is provided to all disabled students, ages 2 through 21 inclusive, in the least restrictive environment. All federal and state regulations are either met or exceeded by local school practices
- An active and involved advisory committee meets on a regular basis to review programs and the special education annual plan. The committee is composed of parents and community agency representatives. These meetings are open to the public and are publicized
- Parents are involved throughout the educational process. Parental permission and notification of procedural safeguards are obtained before an evaluation takes place. Parents are also invited to attend child study and eligibility meetings, and participate with educators in jointly developing their child’s individualized education program.

### **Speech and Hearing Screening**

Each year all students in kindergarten have their hearing and speech screened by the speech therapists in the school system. All new students entering the system receive both speech and hearing screenings. Parents will be notified if their child fails any of the screenings and a follow-up on the child will be recommended. If you do not wish for your child to be screened, you must contact the school office within two days after school starts or within two days of their enrollment date.

### **Standards of Learning (SOL) Testing**

Harrisonburg City Public Schools use the Virginia Standards of Learning as the core of their academic curriculum. Spotswood Elementary uses the Virginia Standards of Learning as defined for grades K through 5. For information regarding the academic standards, curriculum framework, test blueprints and released tests, please visit the Virginia Department of Education website at: [www.doe.virginia.gov](http://www.doe.virginia.gov).

Students at Spotswood will take SOL tests in May each school year as mandated by the Virginia Board of Education in the Regulations Establishing Standards for Accrediting Public Schools in Virginia. The exact dates will be communicated to parents when the school division schedule is set by the Department of Education.

Students in grade 3 will take SOL tests in Mathematics, and English. Students in grade 4 will take SOL tests in Reading, Mathematics and Virginia Studies. Students in grade 5 will take SOL tests in Reading, Mathematics, and Science. Alternative tests/forms as well as specific accommodations may be provided to students with disabilities and/or students identified as limited-English proficient. Student test results are used as one of multiple criteria developed by the Harrisonburg City School Board to determine promotion or retention at grades 3 - 8.

### **Title I Program**

Spotswood Elementary School is a Title I school. In a Title I School-wide program, parents may request information regarding the professional qualifications of the student's classroom teachers, which will include, at a minimum, the following:

- whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree and
- whether the child is provided services by paraprofessionals and, if so, their qualifications. 20 U.S.C. 6311(h) (6)

Schools receiving Title I funds must also give timely notice to parents if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified, as defined by NCLB 20 U.S.C.6311(h)(6)(B) (ii).

### **Toys**

No toys, games, electronic games, or trading cards will be permitted to be brought to school in grades K - 5



unless permitted by the teacher. TOY GUNS AND WEAPONS ARE ALWAYS PROHIBITED! Any student bringing in these types of toys will be subject to disciplinary action.

### **Volunteers**

Volunteers are an integral part of our school program. We encourage mothers, fathers, grandparents, and other community members to assist us in providing supplemental and enriching activities. We also encourage volunteers to provide supportive services to our teachers. Persons interested in volunteer work should contact the assistant principal at 434-3429. Our Volunteer Handbook outlines policies and procedures. Volunteers will be required to attend a brief volunteer orientation that can be scheduled with the assistant principal.

### **Withdrawal of Students From School**

Parents should contact the school office before withdrawing a child. This allows us to complete withdrawal procedures that are in the best interest of your child.

### **World-Class Instructional Design and Assessment (WIDA)**

Harrisonburg City Public Schools uses the WIDA English Language proficiency standards for English Language Learners in Pre-K through Grade 12 to assess oral and written language fluency. The assessment component (ACCESS Test) will be administered to all English Language Learners during the spring to assess their proficiency in meeting these standards. This test is given to all pre-K through 12 students whose first language is not English.

