

## 2003-2004 School Calendar

<i>September 2, 2003</i>	<i>School Begins</i>
October 13, 2003	Columbus Day Holiday
October 31, 2003	First Grading Period Ends*+
November 3 & 4, 2003	Student Holidays
November 26, 2003	Students Released Two Hours Early
November 27 & 28, 2003	Thanksgiving Holidays
December 22-January 2, 2004	Winter Vacation
January 19, 2004	King's Birthday Holiday#
January 23, 2004	Second Grading Period Ends*+
January 26 & 27, 2004	Student Holidays#
February 16, 2004	Washington's Birthday Holiday#
April 1, 2004	Third Grading Period Ends*+
April 2, 2004	Student Holiday#
April 5-9, 2004	Spring Vacation
May 31, 2004	Memorial Day Holiday
June 15, 2004	Graduation on or after this date*
June 18, 2004	Last Day of School *+ #

\* Schools are open.

+ Report cards are provided to parents at the end of each grading period and at the end of the school year.

# Date subject to change if more than three school days are lost because of inclement weather.

### INCLEMENT WEATHER

On days of *inclement weather* tune in radio or television after 6:00 a.m. and listen for announcements concerning the school schedule. The **Fairfax County Public School's cable Channel 21** has up-to-the-minute schedule change information and a **hotline number, 246-2500**. For further details see the section on **Delayed Openings and Emergency Closings**. **PLEASE DO NOT CALL THE SCHOOL.**

<u>Days Missed</u>	<u>Makeup Days</u>	<u>Days Missed</u>	<u>Makeup Days</u>
1,2 and 3	Will not be made up	7	June 21
4	Jan. 27	8	June 22
5	Feb. 16	9	June 23
6	Apr. 2		

**School Mascot:** Panther  
**School Colors:** Burgundy & Gold  
**Printing:** Day & Night Printing

**Handbook:** Edited, approved by Roger D. Vanderhye  
**Handbook/Directory:** Debbie Myren & Kim Fruin

**SPRING HILL ELEMENTARY SCHOOL**  
***HANDBOOK AND DIRECTORY***

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## School Staff

2003-2004

### *Administration*

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Mr. Roger D. Vanderhye, Principal  
Mrs. Shirley Long, Assistant Principal

Mrs. Pat Ickert, Financial Secretary/Principal's Secretary  
Mrs. Pam Derrickson, Registrar  
Mrs. Rebecca Abbott, Educational Secretary  
Mrs. Judy Summerfield, Educational Secretary

### *Classroom Teachers*

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<u>Teacher</u>	<u>Grade</u>	<u>Room</u>
Mrs. Arlene Connolly	K	
Mrs. Laura Hummel	K	
Mrs. Nancy Stansberry	K	
Mrs. Carol Boehly	1	
Mrs. Jennifer Littlefield	1	
Mrs. Amy Parente	1	
Ms. Desiree Romeo	1	
Mrs. Maria Swanson	1	
Mrs. Kate Barker	2	
Ms. Julie Evans	2	
Mr. Erik Lindemann	2	
Mrs. Beth Nichols	2	
Mrs. Shirl O'Brien-Tate	2	

<u>Teacher</u>	<u>Grade</u>	<u>Room</u>
Mrs. Susan Bauer	3	
Mrs. Nancy Kenefick	3	
Mrs. Karen Hess	3	
Mr. Tony Huang	3	
Mrs. Tracy Young	3	
Ms. Elizabeth Cawley	4	
Mrs. Judy DuHaime	4	
Ms. Elizabeth Manning	4	
Mrs. Melissa Waltman	4	
Ms. Cathy Guy	5	
Ms. Brianna Hawkins	5	
Ms. Lauren Kiely	5	
Mrs. Kathleen Metcalf	5	
Mrs. Betty Wolfe	5	
Mr. Barry Chase	6	
Ms. Mary Papathanassiou	6	
Ms. Cecilia Smith	6	
Mrs. Hope Sullivan	6	
Mr. Richard Tritle	6	

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*Special Teachers*

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Art	Mrs. Karen Allard
Computer Training Specialists	Mrs. Mary Mudre
	Mrs. Amy McFarlin
	Mrs. Karen Pearson
	Mrs. Karen McMichael
Elementary School Guidance Counselors	Mrs. Dona Sasala
	Mrs. Judy Trigiani
ESOL (English for Speakers of Other Languages)	Mrs. Holli Rafferty
	Mrs. Jean-Marie Seidman
	Mrs. Juliana White
Enrichment Specialist	Mrs. Holly McGuigan
Instructional Assistants(Classroom)	Mrs. Julie Issa
	Mrs. Laurie McHarg
	Mrs. Sarita Rosen
	Ms. Tina Hughes
Instructional Assistants(Kindergarten)	Mrs. Stacy Blake
	Mrs. Carolyn Swartz
	Mrs. Katherine Kinniburgh
Media Specialist	Mrs. Janet Hugger
Secretary	Mrs. Luanne Bloom
Music	
- Band	Ms. Rebecca Friedman
- General Music	Ms. Dale Cross
	Mrs. Deborah Rudd
- Orchestra	Mrs. Ruth Donahue
Physical Education	Mr. Dave Edwards
	Mrs. Linda Shaheen
Psychologist	Mrs. Daniella Wiseman
Reading Specialist	Mrs. Heidi Hogan
Social Worker	Mrs. Marley Jerome-Featherson
Special Education	Mrs. Barbara Darcy
	Mrs. Linda Lesch
	Ms. Jackie Johnson
	Mrs. Allison Gossweiller
	Mrs. Stephanie Trapaso
Occupational Therapy	Ms. Mimi Eldridge
Physical Therapy Services	Ms. Cathy Melton
Speech	Ms. Stephanie Halbig
Vision Itinerant Teacher	Ms. Susan Sturrock

### *Other Professionals*

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Cafeteria Manager	Mrs. Nannette Thompson
Hostesses	Mrs. Jane Wang
	Mrs. Farecha Ali
Clinic	Mrs. Denise Kelly, Clinic Room
Custodial Staff	Mr. Ricky Thompson, Bldg. Supr.
	Ms. Deborah Bush, Asst. Bldg. Supr.
	Ms. Linda Bell
	Ms. Gifty Kumi
	Mr. Triem Pham
SACC (School-Age Child Care)	Mrs. Mary Ann Phillips, Supervisor

### *Student Cooperative Association Officers (S.C.A.)*

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President	Rose Lichtenfels
Vice President	Liza Mayman
Secretary	Allie Leitch
Treasurer	Will Mannon
Newspaper Editor	Brenna Hill
Character Ed Representative	Sara O'Connor
Advisors	Mrs. Mary Papathanassiou
	Mrs. Jackie Johnson
Webmaster	Steven Christopher

### *Safety Patrols*

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Captain	Steven Richards/Melissa Lund
Lieutenants	Jawaad Al/Nikki Jahromi
Sergeants	Michael Levy/Sky Sprayberry
Advisors	Mrs. Karen McMichael
	Mr. Richard Tritle



## **PARENT-TEACHER ORGANIZATION BOARD**

### **Executive Board:**

President  
Vice President (Teacher Rep)  
Treasurers  
  
Recording Secretary  
Corresponding Secretary  
President Elect  
Past President/Advisor

### **Officers:**

Susan Mayman  
Nancy Stansberry  
Kimberly Page  
Kristen Franklin  
Elizabeth Hefferon  
Karen Calpin  
Rebecca Ferrer  
Diane Miller

### **General Board:**

Art Appreciation  
  
Birthday Board  
Book Fair  
  
Box Tops  
Bus Notes  
Character Ed Liaison  
Clinic Coordinator  
Community Liaison  
Cooper Liason  
Cultural Arts  
  
Directory  
  
Fun Fair  
  
Giftwrap  
  
Hospitality  
  
Landscaping  
  
Library  
Longfellow Liaison  
Membership

### **Committee Chairpersons:**

Paula Gorman  
Meredith Wilson  
Sarah Rogers  
Carolyn Bremer  
Rosie Oakley  
Debbie Penenburgh  
Carol McNamara  
Catherine Weaver  
Annelle Johnson  
Holly Mostafa  
Mary-Liz Lichtenfels  
Cyndi Gray  
Marissa McCaffrey  
Marie Stinger  
Kim Fruin  
Debbie Myren  
Melissa Eklund  
Mary Ellen Overend  
Virginia Kennedy  
Nancy Rau  
Connie Shabshab  
Kathy Barton  
Michela Gorham  
Donna Martin  
Judy Smith  
Stevie Sanford  
Izolda Halmi  
Nancy Ayoub  
Jennifer Smoyer

Outside Bulletin Board	Beth Ann Newton
Parent Ambassadors	Cindy Brockwell
	Karen Esherick
	Anne Shaw
Parliamentarian	Carole Schryber
Programs	Nancy Chajet
	Suzanne LaFuria
Publicity	Leslie Christopher
Receipts Coordinator	Donna Hofman
Rising Stars Administrator	Lynne Giordano
Room Parents	Mary Louise Ebinger
Room Parents	Ellyn Pontell
Science Courtyard	Betsy Shomaker
	Jennifer Trainor
Scripts	Joan Evans
	Janet Monroe
Special Events	Diane Chow
	Joan Inglesby
Staff/Teacher Appreciation	Cynthia Cross
	Debra Stuhlmuller
Sunrise Liason	Joan Dreux
Technology	Rachel Small
Volunteers	Andrea Sotter
Yearbook Advisor	Tanya Meyer
	Leila Surratt

### **PTO After School Programs**

After School Coordinator	Amy Lund
After School Activities	Amy Mannon
	Cindy Pivik
Chess Club	Karen Cox
Foreign Languages	Jennifer Carley
Junior Great Books	Nicole Martin
Student Newspaper	Connie Beyer
	Jayne Hoffman

### **Standing Committees**

Appropriations	Chip Anderson
	Anne Bergamesca
	Joanne O'Malley
Sixth Grade Party	Suzie Fowler
	Betty Olcott
Track Research	Jan Flatley
	Catherine Kinniburgh

#### Interpreters

Spanish	Kathy Matson
Arabic	Mary Ibrahim
Persian/Farsi	Frank Jafar
German	Renate Harrison
Korean	Eun Sun Kim
Japanese	Yuka Makino
Turkish	Ugur Ipek
Chinese	Jane Hsu
	Litong Yang
Swedish	Cecilia Gyllenhoff
Dutch	Ellie Hooykaas
Vietnamese	Kevin Lee

### **FAIRFAX COUNTY PUBLIC SCHOOL ADMINISTRATION**

Since 1968 Fairfax County has utilized the Urban County Executive form of government. The powers of local government are vested in an elected Board of Supervisors--one member from each of the eight magisterial (electoral) districts, plus a chairman elected at large. (McLean is in the Dranesville District.) The Supervisors appropriate annual sums from the county budget to fund the public school system.

A ten-member elected school board represents each of the eight magisterial districts, plus two "at large" members. The Student Advisory Committee selects one non-voting student representative on the School Board. Board members serve two year staggered terms. (Jane K. Strauss and Earnestine Heastie are our Dranesville and Providence district members, respectively, of the School Board.) The primary function of the School Board is to develop policies to guide operation of the school program. These policies, as well as regulations and notices, are placed in the "Blue Books." The school office maintains updated copies of the "Blue Book" for inspection by the public. The "Blue Book" is also available in any Fairfax County Public Library.

Dr. Daniel Domenech, the Division Superintendent, is hired by the School Board. The Superintendent is the full-time chief executive officer of the School Board. His immediate staff includes deputy superintendents for curriculum and staff development, school operations, financial and support services, and cluster directors.

The schools are administratively configured into eight clusters supervised by directors. Each director is responsible for approximately 25 schools and centers grouped into two or three pyramids. The director is responsible for evaluating, hiring, and mentoring principals. The director will also work with parents to resolve concerns and monitor student achievement. Cluster directors' staffs include a coordinator and an administrative assistant. Additional support for cluster offices will be given as functional departments assign personnel to work with cluster staffs in school teams.

Spring Hill is in the Langley Pyramid. The Langley, McLean and Herndon pyramids comprise Cluster One.

<b>Superintendent</b>	Dr. Daniel A. Domenech 10700 Page Avenue, Fairfax, Virginia 22030	703-246-2631
<b>Cluster 1 Director</b>	Mr. Denny Deardon Dunn Loring Center 2334 Gallows Road, Dunn Loring, Virginia 22027	703-204-3811
<b>School Board Representative</b>	Janie K. Strauss Dranesville District 1437 Balls Hill Road McLean, Virginia 22101	703-246-4780
	Earnestine Heastie Providence District 10700 Page Ave Fairfax, Virginia 22030	703 246-4783
<b>Board of Supervisors</b>	Mr. Stuart Mendelsohn Dranesville District 1437 Balls Hill Road, McLean, Virginia 22101	703-356-0551

### **PARENT/STUDENT HANDBOOK**

All policies and regulations of the school are made with the safety and welfare of the children in mind. The information contained in this handbook will answer many of your questions concerning school policies. Parents will be notified of changes as they occur. *Please keep this handbook for later reference.*

The teacher is your first source of information regarding the child's academic achievement and social adjustment. The office staff will be able to answer many questions for you or they will direct you to the person who can most readily respond to your questions or concerns.

#### **ABOUT SPRING HILL**

Spring Hill Elementary School opened its doors to 310 students and a faculty of 11 classroom teachers on August 30, 1965. The gymnasium (named for Ruby Dunkum), music rooms and primary classrooms were added in 1971 and a nine-room addition completed in 1988. The library is named in memory of Mary Buttery, who taught at Spring Hill from 1965-82. A complete renovation of Spring Hill was completed in January 1998. Current enrollment is 850.

Ruby Dunkum, Principal	1965-1971
Nolan Arritt, Principal	1971-1980
Cosimo Renzi, Principal	1980-1982
Joe Ross, Principal	1982-1984
Nat Emery, Principal	1984-1986
Elizabeth K. Rice, Principal	1986-1999
Sandra W. Furick, Ed.D, Principal	1999-2003
Roger D. Vanderhye, Pincipal	2003-

#### **Mission Statement**

We strive at all times to be a community of life-long learners who are caring, cooperative, respectful, responsible, honest and courageous.

#### **SCHOOL HOURS**

Grade 1-6	Monday's	8:35 -12:45
	Tuesdays - Fridays	8:35 - 3:10
Kindergarten (A.M. Session)	Mondays	8:35 - 10:40
	Tuesdays - Fridays	8:35 - 11:55
Kindergarten (P.M. Session)	Mondays	10:40 - 12:45
	Tuesdays - Fridays	11:55 - 3:10

The bell rings at 8:35 a.m. and classroom instruction begins. **Children are requested NOT to arrive at school before 8:20 am. Staff is not available for supervision before this time.**

School dismisses at 12:45 p.m. each Monday during the school year. The purpose of the weekly early closing is to provide faculty members with additional time to plan and prepare lesson plans, etc...which will enhance the learning environment for your children. The time may also be used for in-service training and parent conferences. The school day has been lengthened proportionately Tuesday through Friday so that no instructional time is lost. School dismisses Tuesday - Friday at 3:10 p.m.

#### **DELAYED OPENINGS AND EMERGENCY CLOSINGS**

There are times when changing weather conditions make it prudent for safety reasons to close school or alter the normal time schedule. On days of inclement weather, especially snow, tune in to radio or television to listen for announcements concerning the school schedule. Cable Channel 21 is the first to have schedule changes. You can also check the Fairfax County website at <http://www.fcps.k12.va.us>. At this site there is a link to register your e-mail so you can be notified of school closings as they happen and be notified of any other important bulletins, as well. **THERE IS ALSO A "HOTLINE" NUMBER TO CALL FOR INFORMATION ABOUT CHANGES IN SCHEDULES: (703) 246-2500. Please do not call the school.** The lines must be kept open so that we can receive important instructions. *It is necessary to instruct your child where to go should he/she ever return home early in the day and not find anyone home.* On days of inclement weather, one of the following plans will be in effect if conditions warrant:

1. **Cancellation**--All Fairfax County Public Schools will be closed all day. All extracurricular activities, interscholastic contests, team practices, and non-school activities in school

buildings will be canceled. Adult evening classes and recreation programs will be canceled. Extended day care and SACC will be closed all day.

2. **One Hour Late Opening**--*All students, except afternoon kindergarten students*, report to school one hour late and leave at their regular closing time. *Afternoon kindergarten students* report at their regularly scheduled Tuesday through Friday time. Extended day care and SACC will be open by 8:00 a.m. when possible.
3. **Two Hour Late Opening**--*Morning kindergarten students and students in grades 1-12* report two hours later than their regular schedule. *Morning kindergarten students* will be dismissed approximately one hour later than the usual Tuesday through Friday time (12:55p.m.). *Afternoon kindergarten students* report approximately one hour later than usual Tuesday through Friday time (12:55p.m.).

	<u>Regular Kindergarten Schedule</u>	<u>Two-hour Delayed Schedule</u>
Morning Class	8:35 - 11:55	10:35 - 12:55
Afternoon Class	11:55 - 3:10	12:55 - 3:10
Grades 1-6	8:35 - 3:10	10:35 - 3:10

4. **Monday Only**--Elementary schools will not observe Monday early closing when there is a one- or two-hour delayed opening. School will close at the usual Tuesday-Friday time (3:10 p.m. for Spring Hill).
5. **One or Two-Hour Early Closing**--Extracurricular activities and adult programs will be canceled as noted above for an all-day closing. *When schools close one hour early*, the announcement will be made by 9:30 a.m. on Monday and 10:30 a.m. Tuesday through Friday. **If it is on Monday, elementary schools will close one hour earlier than their Tuesday-Friday time (2:10 p.m. for Spring Hill).** Afternoon kindergarten will operate and will close one hour earlier than the usual Tuesday-Friday time unless the announcement includes information to the contrary. ***When schools close two hours early***, morning kindergarten students will not be transported home at their normal midday time. They will be retained in the school, provided a lunch and sent home with the regular school population. Morning Kindergarten students bused to school will be bused home; however, there will be no special Kindergarten bus stops. Children should know where to go if the parent will not be at home. Afternoon kindergarten will be canceled. Principals will notify parents of the make-up days.

#### STANDARDS OF CONDUCT

Spring Hill faculty, students, and parents are expected to conduct themselves properly at all times. We have implemented a program that makes more visible this expectation of proper conduct. **“Project: Build a Better You!”** uses literature, discussion, and modeling so that faculty, students and parents are more vividly exposed to the attributes of caring, cooperation, courage, honesty, respect, and responsibility. When we care about others, work cooperatively with others, are courageous and stand up for others, are honest and willing to tell the truth, respect others and their property, and take responsibility for our own actions, we are acting properly. By having these six character traits at the center of all our decision-making, each of us will be doing our part to

contribute to a positive, welcoming school environment dedicated to learning. Parents and teachers have worked to add a service component to this program, **Rising Stars!** which will sponsor service projects in which each grade level participates (see Other School Sponsored Programs: **Rising Stars!**).

#### STATEMENT OF SHARED EXPECTATIONS AND CONDUCT

Students, parents, and school personnel share the responsibility to create and maintain a school environment that is conducive to learning. Clearly defined roles are essential to carrying out these responsibilities. The following summary details expectations for all students recognized by the Fairfax County School Board under the document “Student Rights and Responsibilities”:

##### *Expectations For Students*

- ? Attend school regularly.
- ? Come to school prepared to learn.
- ? Demonstrate behavior that recognizes and respects the rights and property of others.
- ? Know and follow your school’s rules and expected standards of behavior.
- ? Know the sanctions for violations of the school’s rules.
- ? Accept the consequences of your behavior.
- ? Prevent problems from occurring and help solve problems when they occur.
- ? Demonstrate good citizenship.

##### *Expectations For Parents*

- ? Establish an educational attitude at home by your actions and deliver the proper messages to your child (children) that education is very important to you.
- ? Teach your child (children) proper behavior that recognizes the rights and property of others.
- ? Know the school’s rules and sanctions for violations of the rules and discuss them with your child (children).
- ? Require and monitor daily school attendance.
- ? Maintain regular communication with your school and participate in school activities.
- ? Participate in policy development and implementation.
- ? Support the school’s policies and programs.
- ? Review your child’s (children’s) performance in school on a regular basis with them to evaluate their progress.

##### *Expectations For School Personnel*

- ? Maintain a safe school environment conducive to learning.
- ? Explain the purpose of school and goal of education.
- ? Establish clear rules for acceptable behavior that includes strong corrective action that is caring but firm.
- ? Enforce policies for violations of school rules consistently and fairly.
- ? Demonstrate respect for the dignity of every parent, employee, and child.
- ? Maintain regular and open communication with parents.
- ? Involve parents and students in the development of school rules and regulations.

- ? Follow the same standards of behavior we expect from our students.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Fairfax County Public School policy on student conduct and attendance, the *Students Rights and Responsibilities* (Regulations 2601.15P) is reviewed in each classroom at the beginning of school and reviewed during the year. The legal rights and responsibilities are explained in these regulations.

#### **SCHOOL RULES**

Students should:

- ? Walk quietly in the hall.
- ? Obey and respect all school personnel and the safety patrols.
- ? Comply with copyright and technology-related Code of Ethics.
- ? Respect school grounds and other students' property and equipment.
- ? Respect others' rights to be safe: no hitting, kicking, pushing, biting, pinching, spitting, hurting, or flagging (such common law offenses are defined as "assault" by Virginia State Code).
- ? Students know that there is:
  - No gum chewing in the building or on the playground.
  - No leaving the classroom prior to the dismissal bell without permission.
  - No writing or using bad language or teasing.
  - No use of public phone without permission.
  - No wearing of hats in the building, except for special events.

#### **DISCIPLINE**

School-wide Rules of Conduct are necessary in order to ensure (1) a safe place for each and every student, and (2) a classroom environment which allows students to learn up to their maximum potential.

The student whose behavior in school endangers the safety, health and/or well-being of him/herself or other students, or of school staff, or whose behavior interferes with or prevents delivery of the instructional program for him/herself or for other students is subject to one or more of the following actions:

1. Exclusion from class by the teacher(s) through referral to the school principal or his/her designee.
2. Temporary exclusion from class.
3. Suspension from school.
4. Recommendation for expulsion from FCPS.

For more specifics contact the principal or assistant principal.

When a student performs a distressing or prolonged pattern of misbehavior, parents are contacted. This practice of contacting parents alerts the child to the fact that home and school DO communicate, and has been most effective in correcting the problem. Parents are urged to go over all rules and regulations thoroughly with their children. Your cooperation and understanding is requested as it is of vital importance to help our students succeed.



#### **PLEDGE OF ALLEGIANCE TO THE FLAG**

The FCPS School Board enacted a regulation, which recognizes that: " The American Flag is a symbol of our national ideals. Traditionally standing and pledging allegiance to it honors the flag. It shall be the policy of Fairfax County School Board that in each public school in the school division - elementary (including kindergarten), middle, and high - a time shall be included in every instructional day for students to recite the Pledge of Allegiance to the Flag." Immediately before the pledge, students are instructed during the morning television show to remain seated and participate in a moment of silence. The minute of silence was passed by the General Assembly in July 2000.

#### **ENROLLMENT**

Children who reside within the Spring Hill attendance area are expected to attend Spring Hill unless specifically assigned elsewhere. Children living outside the Spring Hill attendance area must obtain permission from the Area Superintendent to attend Spring Hill. Further information may be obtained by calling the school (506-3400).

Children who are living with someone other than their parents or legal guardian must pay tuition if their parents live outside the County.

It is necessary for children from foreign countries to register at Devonshire Center, 2831 Graham Rd., Falls Church.

#### **ADMISSIONS**

By state of Virginia law children who will be five years old on or before September 30 of the *current school year* may enroll in the Fairfax County kindergarten program, except in instances where the parent/guardian notifies the School Board that he/she does not wish the child to attend.

Kindergartners attend school on a half-day basis, either attending morning session or a session in the afternoon. Kindergarten children ride the regular buses to and from school in the morning and afternoon if they are on the bus route. There is a special kindergarten bus to pick up and deliver the children at midday.

Students who enter Fairfax County Schools for the first time MUST have a birth certificate and a certificate of immunization or other medical evidence with the months, days and years when they were immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps and rubella, signed by a physician (Virginia State Law 32.1-46). The Virginia General Assembly has passed legislation requiring a second dose of measles vaccine (rubella) prior to entering school for the first time in either Kindergarten or first grade and for all rising sixth grade students. The only exceptions to the latter requirement are stated parental objection for religious reasons or a physician's statement that immunization would be detrimental to the child's health. Immunization can be acquired at any Fairfax County Health Department Clinic. Call 534-8343 for further information.

Each child is also required to have a physical examination by a licensed physician no earlier than twelve months prior to the date the child enters school.

It is required that all parents provide the school with their child's social security number.

#### **CHANGE OF ADDRESS, WITHDRAWAL OR TRANSFER**

Please notify the school of any change of address or phone number (home, work or emergency). If your child is changing schools or if you are moving outside the Spring Hill boundaries, please give the office advance notice so that the proper records will be ready when the student leaves.

#### **ASSIGNMENT TO CLASSES**

Great care and consideration are given to your child's assignment at the beginning of the year. Teachers are assigned to Spring Hill on the basis of 28:2 ratios in Kindergarten; 25:1 in grade 1; 25:1 in grades 2-3, and a 27:1 ratio in grades 4-6. Children are assigned to a classroom on this ratio basis. This sometimes will cause the school to have split grade (combination) classes in grades 1-6. Please refrain from making requests for specific teachers since such requests cannot be honored. Parental input prior to the opening of school on the type of environment a parent feels is the best for their child is always welcome and will be honored to the best of the school's ability within the framework of each grade level. Letters will be passed on to the assigned classroom teacher so parental expectations for their child are shared with that teacher prior to the start of school. Once classroom placement letters are mailed, all placements are final, unless the Personnel Department changes teacher staffing.

If enrollment variations should occur (such as a large increase or decrease in student population), some changes may be made by the school officials in order to ensure the best instructional placement for all children. If a child has an assignment change, the school will notify parents as soon as possible. Parents are asked to help their child make the adjustment by explaining the procedure. We will also talk with a child to help make the transfer as comfortable as possible.

#### **SAFETY PROCEDURES/POLICIES**

In an effort to provide our children a secure and non-threatening environment in which to go to school, the school personnel with parental input and agreement have defined the following procedures.

1. All school doors are locked with the exception of the main entrance from 7:00 a.m. to 4:30 p.m. and Door #7 (the door we use for entering after recess and activities) from 8:10 a.m. to 8:35 a.m.
2. During arrival and dismissal times, the unlocked doors are monitored by staff and/or safety patrols.
3. Only SACC personnel monitor the SACC door for arrival/dismissal of SACC students.
4. Signs are located throughout the building directing visitors to sign in and receive a badge at the office. All adults **MUST** wear a name badge in the school building during school hours.
5. All Fairfax County Public School (FCPS) staff wear I.D. badges.
6. Students are asked to travel in pairs in the halls.

7. Students do not use the adult restrooms without adult supervision.
8. Teachers use walkie-talkies while on duty on the playground for two-way communication with the front office.
9. FCPS security personnel check our school on a regular schedule to ensure the students' safety.
10. All Persons using our school facility before or after school hours are expected to adhere to our safety rules and are advised accordingly.

#### **SCHOOL SAFETY PATROLS**

Each principal is required by State Board regulations to organize a patrol for each bus and identified walker posts. Duties of the patrol are:

1. To report for duty on time.
2. To know and help fairly enforce all walking and bus safety rules and regulations.
3. To report to the Patrol Sponsors regularly.
4. To encourage walkers and bus students to observe "safety" at all times.
5. To cooperate closely with bus drivers and duty teachers.
6. At least two patrols should be on each bus. One should ride in the rear to maintain a high order of safety. The other should ride in the front. He/she should see that pupils safely cross the highways before signaling for the driver to move the bus.
7. In addition to the walker post and bus duties, the patrols serve in many other areas of safety throughout the school, i.e., patrols are in charge of raising and lowering the flags each school day and walking kindergarten students to their buses in the afternoon. The school patrol acts in matters of *safety and not discipline*.

#### **SAFETY PATROLS**

Spring Hill has a very large safety patrol force of over 80 boys and girls. The safety patrols are generally selected from our fourth, fifth and sixth grade students. Spring Hill has approximately a dozen walking patrols assigned throughout the community to assist walking students and well over 70 bus patrols to assist the bus drivers. Our third, fourth, and fifth grade teachers recommend candidates for patrols from their classrooms. Then candidates are required to submit a parent permission form, along with an essay on why they would like to be a school safety patrol. Next, the candidates are trained by our current patrols, given a test on the responsibility and importance of being a safety patrol, and, finally, selected as a member of our patrol force. The new safety patrols work with our present patrol force for a couple of weeks at the end of the school year, so that they are fully prepared to assume their new duties in the fall once school begins. Each summer, Spring Hill sponsors Safety Patrol Camp for prospective patrol officers.

#### PERMISSION TO GO HOME WITH ANOTHER STUDENT

If a student is to visit another student after school, parents of **BOTH** children **MUST** send a note to school as a safety precaution. These notes are initialed the morning of the day that permission is granted. The school encourages parents to use the new “Transportation Change Request” form which can be purchased in the school store for \$1.

**Children who go home with a friend on a different bus must bring a note from the parent giving the specific date and reason for changing buses. Please note BOTH children must provide the note. This note must be signed in the office and the child must give it to the bus driver. Permission will be granted on a space available basis. The office and bus driver reserve the right to deny guest privileges when necessary. With many bus runs at full capacity, permission for children to ride home with another on certain bus runs may be denied throughout the school year. The safety of our children is our number one priority. The PTO is in charge of this benefit to the students/parents. Please contact Catherine Weaver for further information or questions.**

#### BUS RIDERS

Bus transportation is a privilege and provided for those children who live more than one mile from the school or when an unsafe situation exists. The single exception to this is that all Kindergartners in the middle of the day will be given bus service--morning class going home and afternoon class coming to school.

A list of bus runs and bus stops are sent home in our Back-to-School Packet at the beginning of the school year. According to Fairfax County policy, a child may ride only the bus to which he/she is assigned. If a child wishes to visit a classmate after school, a written request from *both* parents must be presented to the office for approval. (See **PERMISSION TO GO HOME WITH ANOTHER STUDENT**.)

Riders are required to observe rules of safety and good citizenship when riding on a bus and while waiting at a designated bus stop. All children will receive a copy of *Regulations for Pupils Riding School Buses*. It is essential that bus riders cooperate and adhere to the bus regulations. Children who interfere with the safety of others will be suspended from riding the bus. Bus riders may not walk or ride a bike home under any conditions. Parents are reminded that it is illegal to pass a school bus when the red safety lights are flashing, **even in front of the school**.

#### WALKERS

For safety reasons, walkers are asked to walk to and from school with a “buddy,” and to arrive at school between 8:20 a.m. and 8:30 a.m. Supervised entrances for walkers are provided at the front door or one back entrance. “Walking Safely” rules are reviewed with the students by the principal and a Fairfax County Police Officer.

#### BICYCLE RIDERS

If a student rides a bike to school, please remember that it is a Virginia State law that a student must wear a bicycle helmet. Bicycles should be locked while on school property. The school is not responsible for damaged or stolen bicycles.

#### **CAR RIDERS**

IT IS HIGHLY RECOMMENDED THAT PARENTS HAVE THEIR CHILDREN RIDE THEIR ASSIGNED BUS OR WALK TO SCHOOL AS APPROPRIATELY ASSIGNED. Lewinsville Road is heavily utilized and our children are safer in the school busses.

If there is an occasion when you must drive your child to school (student is on crutches, class project is too large to be carried on the bus etc.), the “Kiss & Drop” lane should be used for the safe egress and access of car riders. **Please note there is NO left turn out of the parking lot during arrival/dismissal.**

**\*\*PARENTS SHOULD ONLY USE THE KISS & DROP LANE. CHILDREN SHOULD NOT BE DROPPED OFF ON LEWINSVILLE ROAD OR ON THE CAFETERIA SIDE OF THE BUILDING.**

#### **VISITORS**

All visitors are requested to **CHECK IN AT THE OFFICE** to make their presence known before going to an appointment during school hours of 8:15a.m.-3:10p.m. The “check-in” procedure is imperative to help prevent unauthorized persons and strangers from entering the building. It also helps the office get in touch with the parent or visitor in case of an emergency call. **ALL VISITORS MUST WEAR A NAMETAG.** For pick-up at the end of the day, please remain in the foyer at 3:00p.m. for your child unless prior arrangements have been made.

We get many requests from families who have children visiting from out-of-town for the visitors to attend school with the Spring Hill students. To ensure a stable instructional environment for all students, these visitors are welcome at lunchtime but full-time attendance is not permitted.

#### **TELEPHONE USAGE**

The office phones must be reserved for business--they are in constant use. If a child becomes ill, he/she should report to the clinic and the adult on duty will phone the parents with regard to the illness. Their parents should inform children that only emergency calls might be made from the office. Children are allowed to call their parents if their teacher will keep them after school.

#### **TELEPHONE MESSAGES**

Messages for teachers or pupils may be given to the school office staff, which will be glad to take the message and put it in the teacher's office mailbox for pickup. Only in a real emergency will a teacher or pupil be called to the telephone during school hours.

#### **DELIVERY OF FORGOTTEN ITEMS**

Any parent who may need to deliver some forgotten article to a child (lunch, instrument, library books, etc.) should leave it in the office. The office will notify the child that it is available for pickup.

#### **LOST ARTICLES**

PLEASE LABEL ALL PERSONAL BELONGINGS. Lost clothing is kept in the cafeteria so children can check it daily. Valuable items are kept in the office (watches, glasses, etc.). All

unclaimed items are donated to needy students. Parents are encouraged to check the Lost/Found regularly.

#### **MONEY TO SCHOOL**

We request that parents send to school only the amount of money a student will need for the day. The school cannot be responsible for lost money. Money for special items should be put in an envelope with the child's name on it and the intended use - book order, school supplies, etc. The school is required to charge a fee for returned checks.

#### **ABSENCES OR TARDINESS**

Each day we are required to account for each one of our students by 9:30 am. Therefore, parents are requested to call the school when their child will be absent or tardy. A recording system is "on line" to receive messages regarding absences. Calling the office provides a real service to the office staff; it saves them time trying to reach parents to verify absences. Please call **506-3413** (automated attendance line) anytime or send the office a note via another child. Your cooperation in providing this information to the school is very much appreciated. Students are expected to complete missed assignments due to absences.

Students arriving after the 8:35 a.m. bell has rung are considered tardy. A tardy student should report to the office so that the attendance record can be corrected. Parents will be contacted if there is a pattern of tardiness, as students are missing important educational experiences.

Per School Board Regulation 2230, each child who has been absent or tardy from school for any reason other than for school business shall, upon return, or certainly by the day after return, present to the teacher a note from the parent/guardian, which sets forth the reason(s) for the absence.

#### **RELEASE OF STUDENTS**

If a pupil needs to leave school during the day for any reason, please send a note to the teacher in the morning with the dismissal time. Come to the office to call for the child. **Students being picked up during school hours must be signed out in the office.** We will not release a child to anyone except the guardians unless there is a note of permission signed by the guardian. If you wish to arrange for another adult to take care of your child in the event illness occurs when you are not at home, please make a note on the *Emergency Care Card*. Parents dropping off or picking up children should use the "Kiss & Drop" lane to avoid the bus lanes.

**DUE TO TRAFFIC SAFETY REGULATIONS, STUDENTS ARE NOT PERMITTED TO GO DIRECTLY FROM SCHOOL TO THE SPRING HILL RECREATION CENTER WITHOUT FIRST RETURNING TO THEIR HOME.**

#### **CHILD CARE**

Spring Hill is fortunate to have after-school childcare available on-site. School Age Child Care (SACC) is provided by the Fairfax County Office of Children. Children may come before school, after Kindergarten, and/or after school. This program serves children whose parents both work. Space is limited and a fee is charged. To register, call Fairfax County Office of Children (449-8989). **To reach Spring Hill SACC, call 749-9545.**

## **COMMUNITY USE OF SCHOOL FACILITIES**

The Fairfax County School Board strongly encourages wholesome youth and civic activities that contribute directly to the development of the democratic process of a free society. Accordingly, the Board shall make the public schools generally available for community activities. Use of public school facilities and grounds outside of school hours shall be granted for worthwhile educational, recreational, civic and cultural activities to the fullest extent possible under the law, so long as these activities do not interfere with the regular school program or renovation and are conducted in accordance with the Board's rules and regulations.

Anyone wishing to use the school facilities should come into our office and request an application, which must then be approved by the principal and the County Recreation Department. In the interest of safety, approved applicants will acknowledge responsibility for compliance with safety regulations set forth by the Fairfax County Public Schools. Particular attention is directed to the safety requirement for leaving all cafeteria-type tables in an open, horizontal position, never to be moved by children.

## **HOMEWORK**

Homework is defined as additional preparation in a given subject area, to provide essential practice in needed skills and/or enrich, enhance, or extend school experiences. Homework encourages growth in responsibility, gives practice in developing good work habits and affords opportunities for increasing self-direction and learning how to budget time wisely. Homework needs to be geared to the student's age and individual learning style. On the average, in the primary grades (1-3), homework assignments should not exceed 30 minutes per day and in grades 4-6, one hour. Additionally, daily class assignments that are not completed during the allocated time should be completed by the next school day. Each student in grades 3-6 has a required Spring Hill assignment book, which matches an assignment board utilized by the classroom teacher.

## **HOMEBOUND INSTRUCTION**

Five hours of instruction per week in the home are available when it is anticipated that a child will be out of school at least four weeks due to an injury or illness. Parents should contact the school to obtain more specific information regarding regulations governing this service.

## **WORK FOLDERS**

Organized folders of work will be sent home on a regular basis during the school year. These folders should contain samples of the child's written work. The folder and papers should be returned to the teacher, unless otherwise notified, filed and kept as an ongoing record throughout the school year. Other papers will be sent home daily or weekly.

## **TEXTBOOKS AND SUPPLIES**

Elementary school children are provided the use of textbooks and workbooks without charge. It is necessary to require payment for books that are lost or damaged through negligence or abuse. All students in grades 3-6 are asked to purchase a school-wide assignment book, which matches assignment boards in each classroom. Teachers may encourage the purchase of a newsmagazine or other optional materials. This money will be requested as needed. Parents unable to pay for any materials should notify the classroom teacher. Funds are available for such circumstances and are handled with complete confidentiality.

## SCHOOL STORE

At the Open House, held prior to the opening of school, and during the first week of school, students will be given time during the day to purchase needed supplies in the school store. The school store is open daily from 8:15 - 8:35 a.m.

## STANDARDIZED TESTS

*Ability Testing*--Given to all second graders on a scheduled basis in November, the Cog-At (Cognitive Abilities Test) measures verbal, quantitative and non-verbal skills. The test is given as the initial screening for the various gifted and talented programs offered in Fairfax County Schools. Parents receive a copy of their child's individual test results on the Cog-At test by mail.

*Academic Achievement Tests* -- Grades 4 and 6 are given The Stanford Achievement Test in the first two weeks of October. These tests cover achievement across all areas of the curriculum.

*Virginia Standards of Learning Tests* -- For students in grades 3 and 5 academic achievement across the curriculum is measured against the state curriculum objectives. Grade four is tested only in social studies.

*Stanford Diagnostic Reading Test*—The purpose of the testing is to diagnose students' strengths and weaknesses in the major components of the reading process. The test measures the important pre-reading skills in phonetic analysis, auditory vocabulary, and word recognition, as well as comprehension of sentence and short paragraphs. Teachers will not be adjusting the curriculum in any way to prepare students for the test, and students will be told that they are not expected to know all the answers to the questions on the test. General school and countywide results are made available through PTO meetings, principal's newsletters in the local press, and at the school system's web site.

*Naglieri Nonverbal Ability Test* is given to all second graders. It is a nonverbal measure of school learning ability that is related to classroom achievement. It is designed to assess ability without requiring the student to read, write or speak.

## TESTING SCHEDULE

Month	Name of Test	Grades Taking Test	Dates
November	Cognitive Abilities Test	2 (new students also)	11/11 & 11/12
December	Naglieri	2	12/9
March	Standards of Learning-writing	5	3/9-10
May	SOL Reading	3	5/18
May	SOL Writing	3	5/19
May	SOL Science	3	5/25
May	SOL Social Studies	3	5/26
May	SOL Math	3	5/27
May	SOL Social Studies	4	5/20
May	SOL Reading	5	5/20
May	SOL Science	5	5/25
May	SOL Math	5	5/26
May	SOL Social Studies	6	5/27



#### STATE OF VIRGINIA MANDATE REMEDIATION PROGRAM

The requirement for remediation is found in the *Standards of Quality for Public Schools in Virginia*-- July 1988 and in the *Standards for Accrediting Public Schools in Virginia*, adopted by the Board of Education, June 19, 1987. Remediation programs must address students in the bottom national quartile of the Virginia State Assessment Program Tests.

A student must be in a remedial program if:

He or she is not succeeding in the local grade-level curriculum for grade K-3.

*or*

He/she failed all four sections of the standard reading/vocabulary, language, or mathematics section of the Virginia State of Learning (SOL) tests given in grades 3,4 and 5.

*Or*

He/she needs additional instruction in *reading* after grade 3 in order to profit from academic learning on grade-level and to succeed with vocational requirements or post-secondary schooling.

#### CONFERENCES

Each teacher will arrange at least one conference with parents, preferably as a Progress Report conference during the first grading period, and follow-up conferences as needed. Teachers and the principal welcome conferences with parents and encourage parents to call the office to arrange appointments at any time. To preserve the instructional program and to create the best climate for a conference, the school strongly discourages unscheduled conferences. PLEASE MAKE AN APPOINTMENT. Any parental concerns should be first shared with the classroom teacher.

#### PROGRESS REPORTS

The Automated Progress Reports for grades 1-6 are sent home four times a year at nine-week intervals. The Kindergarten Progress Report is sent home three times a year, at the end of the second, third and fourth quarters. The Progress Report for grades 1-3 utilizes the O, G, S, N achievement marks for "academic" and "citizenship" as well as "effort" marks. The Progress Report for grades 4-6 utilizes the A, B, C, D, U achievement marks for "academics" and O, G, S, N achievement marks for "citizenship" and "effort" marks. Progress Report comment sections utilize automated comments, which reflect progress made on the grade level *Program of Studies*. The grading periods are noted in the School Calendar published in this Handbook. Parents are asked to sign the front of each Progress Report envelope, make comments on the Parent Comment Sheet, and return both to the classroom teacher.

#### RETENTION

When it appears that a child will benefit from another year at the present grade placement, either at the end of the third grading period or as soon as retention seems to be a possibility, parents will be informed of the child's specific academic, social/emotional or developmental needs. Retention will be affected after prior consultation with the parent. However, the final decision rests with the school.

## **STUDENT RECORDS**

As required by the Family Educational Rights and Privacy Act of 1974, Fairfax County Public Schools has adopted Policy 2610 which:

- ? Provides that parents have the right to inspect any and all records relating directly to their dependents.
- ? Authorizes students with written parental permission to inspect their records.
- ? Provides for release of information to others only under carefully described conditions.
- ? Establishes fees for the duplication of records.
- ? Provides a procedure for challenge of the contents of a student's record by parents or adult students.

Educational records are forwarded following a written request to a school to which a student has applied for admission.

As provided by the Act, certain information may be classified as "directory information" and may be released to others without parental consent.

**PARENTS NOT WISHING ANY OR ALL OF THE DIRECTORY INFORMATION RELEASED WITHOUT THEIR PRIOR CONSENT MUST NOTIFY THE PRINCIPAL IN WRITING.**

Parents wanting a release of records or teacher surveys completed for private testing services or schools must sign a release for the school/teacher requesting such information, and the information will then be forwarded directly to the institutions involved.

## **HUMAN RELATIONS COMMITTEE**

The mission of the Fairfax County Public Schools is to share in the community's responsibility for the development of each student into a citizen who can stand confidently, participate fully, learn continually, and contribute positively in his/her world. The School Board recognizes that the achievement of the above mission for all children of Fairfax County depends, at least in part, on the practice of good human relations and the elimination of discrimination particularly in the areas of race, sex, and ethnic origin by all members of the school community.

In order to facilitate reaching this goal, each Fairfax County Public School has a Human Relations Committee made up of students, parents and staff. Input to the Human Relations Committee from parents, staff, and students are always welcome. The Human Relations Committee also serves as the standing committee to review complaints about instructional materials. An administrator is the chairperson of the Human Relations Committee. The President-Elect of the PTO is the PTO representative to the Human Relations Committee.

## **SCHOOL-PARENT-COMMUNITY RELATIONS**

Healthy and active school-community relations are essential to a successful school situation. We would like to urge parents to attend school functions, participate in PTO committees and projects, as well as read carefully all communications from the school and PTO. In this manner you will have a better understanding of school curriculum, organization, methods, changes, and efforts to continuously evaluate and upgrade the educational progress of your child. To further enhance school-community relations, Spring Hill parents may expect:

- ? The *Principal's BI-Line* newsletter each Wednesday on the Spring Hill website and *THE SCOOP*, a PTO newsletter, as needed.
- ? Progress reports prepared every nine weeks.
- ? Interims to individual students each nine weeks as needed.
- ? Student work folders sent home on a regular basis.
- ? Progress Report conferences (required at the end of the first nine weeks, as needed after the first quarter) and parent-teacher conferences held as needed. Parents desiring a conference with a teacher should call the school office at 506-3400.
- ? Monthly PTO meetings.
- ? Back-to-School Night/Curriculum Night.
- ? Telephone conferences conducted as needed.
- ? Special Interest Principal's Coffee.
- ? Counselor sponsored parenting events.
- ? Principal and assistant principal conferences conducted as needed. Parents desiring a conference with the principal or assistant principal should call the school office (506-3400). A specific concern about your child's instructional program must be discussed initially with the teacher.
- ? A "Familygram" newsletter periodically issued by Fairfax County Public Schools (FCPS) and sent home with students.
- ? Special school functions to which parents are invited, including cultural programs, musicals, talent shows, plays, fairs, International Days, etc.

## **SPRING HILL'S PARENT TEACHER ORGANIZATION**

### **PARENT TEACHER ORGANIZATION (PTO)**

The goal of the PTO is to support the school in ways that will enrich the education of each child. This support is demonstrated in many ways, including coordinating a volunteer program, publishing an annual student directory and handbook, encouraging character education through an after-school service program, and purchasing a variety of instructional and enrichment materials and technology. Enrichment programs such as: Art Appreciation, Junior Great Books, foreign language classes, Rising Stars! and chess, are all PTO sponsored programs. The PTO also facilitates communication between parents, teachers, administrators and the community at large.

Our PTO Back-to-School/Curriculum nights are held in September. PTO Meetings are held on one Wednesday of each month at 9:15 A.M., and all members are invited and encouraged to attend. Watch *THE SCOOP* (a PTO newsletter which will keep you up-to-date regarding the various activities) *The Principal's Bi-Line* or look at our web page for dates and times of the various PTO events.

### **VOLUNTEER OPPORTUNITIES**

There are many ways that parents can become involved in the education of the children at Spring Hill. Volunteers assist teachers and staff by serving as room parents, computer aides, library aides, health screening and clinic aides, and technical assistants in photocopying and other workroom related activities. In addition, the PTO sponsored events are successful only through the cooperation and support of dedicated parents. Volunteers are needed for the Book Fair, Gift Wrap, Fun Fair,

Hospitality and Special Events, the Talent Show, Rising Stars, and all the many after-school activities. All members of the community are welcome and each hour volunteered helps to improve the quality of education at Spring Hill.

All volunteers must **SIGN IN AND OUT** at the school office and wear an identification badge, which can be picked up and returned as you sign in and out. Following these procedures ensures that only authorized individuals are in the building and that each volunteer can be reached in an emergency.

## **SPRING HILL FUNDRAISING ACTIVITIES**

The PTO does far more than raise money, it is a crucial part of our efforts at Spring Hill. We feel that it is important for every parent to understand the benefits that fundraising provides for our children. Our tax dollars provide for a school budget that covers routine operating and maintenance costs. Our fundraising dollars supplement the school budget, and allow us to enrich our children's education. Last year our fundraising dollars provided for extra office, computer and musical equipment, software, books, videos, teacher continuing education, field trips and school activities that would not be possible to have within the normal school budget.

Fundraising at Spring Hill is accomplished in three ways; through corporate donation programs, fundraising events, and membership & patron donations. We hope that by informing you of the different opportunities available, you will be able to participate in ways that best suit your family.

## **CORPORATE DONATION PROGRAMS**

Participation in corporate donation programs is an easy way to raise money for our school. Participating companies give Spring Hill either cash or products based on a percentage of goods purchased by Spring Hill patrons. There is no additional cost to you! These programs include the following:

**Grocery Store Receipts-** You can help raise money for our school just by doing your regular grocery shopping. Please link your Safeway Club Card, Giant Bonus Card and/or Harris Teeter VIC card to Spring Hill only once at the beginning of the school year and contribute without spending an extra cent for the entire year. These grocery stores give Spring Hill a percentage, in cash, of purchases that are linked to our school. The easiest way to link your card is to send in your card numbers to school (attn: Receipts Program) and we will register them for you. You may also register online. Our school ID numbers are as follows: Safeway (#6567207) [www.escrip.com](http://www.escrip.com); Giant (#02004) [www.giantfood.com](http://www.giantfood.com) then go to A+ Bonus Bucks; and Harris Teeter (#5144) [www.harristeeter.com](http://www.harristeeter.com) then go to Together in Education. *PTO Chair: Donna Hoffman*

**Scripts-** Pre-purchase gift certificates from the PTO and use them when you shop at Giant. Spring Hill receives 4% of the gift certificate value when you purchase by check. There is no additional cost to purchase these certificates; \$100 buys \$100 worth of certificates. Sign up for a standing monthly order or purchase the certificates as needed. Certificates are delivered to your child's classroom or sent in the mail to your house the first week of each month. *PTO Chairs: Janet Monroe or Joan Evans*.

**Box Tops for Education-** Cut off the "Box Tops for Education" logo on the General Mills cereal,

Betty Crocker snacks and Yoplait Yogurt products. This program donates 10 cents to Spring Hill for each box top collected. Send your box tops to the school with your child. The collection box is in the front office. *PTO Chair: Carol McNamara*

**Gardening Receipts-** Turn in your receipts from J. Byron and Merrifield Garden Center. Spring Hill receives a credit worth 10% of each purchase (labor costs are not included). We use this credit to buy shrubs and annuals for the school grounds. Receipts from Spring 2003 are valid. Receipts may be deposited in the "Garden Receipts Box" in the school office. *PTO Chairs: Judy Smith and Stevie Sanford*

**Target Charge-** Use your Target charge card and Spring Hill will get credit worth 1% of your store purchase. When you apply for your charge, merely designate Spring Hill as your school.

### **FUNDRAISING EVENTS**

The Spring Hill PTO puts on several fundraising events throughout the school year. These events include the following:

**Sally Foster Gift Wrap and Chocolates-** Gift Wrap is the first and biggest fundraising event of the school year. Fifty percent of the purchase price goes back to the school in the form of a check from Sally Foster. As high quality wrap and chocolates are already a good value for the money, this event is a win-win for all involved. All children are asked not to sell door-to-door to strangers, but can practice their selling skills on family, friends and neighbors. Gift Wrap starts early in September; orders are due in early October; products will be distributed November 10-11. *PTO Chairs: Virginia Kennedy or Nancy Rau Connie Shabshab*

**Scholastic Book Fair-** The Book Fair is a great way to do some Holiday shopping and earn credits for Spring Hill at the same time. An assortment of Scholastic books and products for elementary-age children, and parents are offered for sale. The children are given time to browse through displays during the school day and make a wish list to give their parents. Teachers also compile wish lists for their classroom libraries. The Book Fair is open for business during selected school and evening hours. This year's Book Fair will be held October 20-24. *PTO Chairs: Carolyn Bremer or Rosie Oakley or Debbie Penenburgh*

**Fun Fair-** The Fun Fair is an exciting indoor event that is fun for the entire Spring Hill Community. Activities geared for children K-6, such as a moon bounce, arts and crafts, and karaoke are set-up in classrooms and common areas. Tasty international foods, pizza and drinks are available for lunch in the cafeteria. During this event the PTO also sells houseplants and gently used books. This year the Fun Fair will be held in early spring. *PTO Chairs: Melissa Eklund or Mary Ellen Overend*

### **MEMBERSHIP AND PATRON DONATIONS**

It only costs \$10.00 for a family to become a member of the Spring Hill PTO. Our goal is to have 100% participation! In addition, Patron Donations, or direct cash donations, may be given directly to the PTO at any time of the year. These donations are much appreciated and are used in ways that directly benefit the education of our children. : *Membership Chair: Jennifer Smoyer PTO co-treasurers: Kimberly page and Kristen Franklin*

## **CAFETERIA**

### **RULES**

Students should:

- ? Use their best table manners.
- ? Speak in a soft voice.
- ? Not push or shove nor pop bags or milk cartons, or throw food.
- ? Clean up their area after they've eaten and push in their chairs.
- ? Not eat food or beverages outside of cafeteria (i.e., playground, halls, etc.).
- ? Remain seated during lunch.
- ? Be respectful of the cafeteria hostess.
- ? Pick up all necessary utensils and food items as they pass through the line.
- ? Be limited to one (1) ice cream or sweet treat.
- ? Walk at all times.
- ? Never utilize another student's lunch card.

### **SCHOOL LUNCH**

The school participates in the Federal Lunch Program. Well-balanced, hot lunches are served daily in the school cafeteria. Lunch menus are sent home at the beginning of each month for the whole month. Students may choose to purchase either the regular hot lunch, the salad for that day or a la - carte items. Ice cream will be sold only to those students who either buy or bring a lunch. A la - carte prices are included on monthly menus. Lunch from McDonald's or similar fast food is not encouraged as an alternative for home or cafeteria lunches. We hope you understand the reason for this reminder.

Milk may be purchased separately by those bringing their own lunch for \$.40 a half- pint. The cost of a complete school lunch is \$1.70 for pupils, and \$2.50 for adults.

Occasionally it is necessary to change the menu. Menu changes are usually announced to students on "Good Morning Spring Hill".

### **LUNCH CARDS**

Lunch Cards (Energy Zone and Bite Right cards) with which students can purchase their meals or a la carte items, are sold in the cafeteria prior to the opening of school daily. With the bar code readers on the cards in the cafeteria, the accounts will be debited as students go through the serving line, and the student will be informed when the account balance is low. Additional deposits to the account can be made anytime and in any amount by either cash or check. The cards eliminate the possibility of a child being upset about having lost or forgotten his/her money. Please make checks payable to Spring Hill Elementary Food Service. Lunch card money should be brought to the cafeteria before school, not at lunchtime when the cafeteria staff is busy serving. Children can only utilize their own lunch card.

### **FORGOTTEN LUNCHES/MONEY**

Every child needs to eat a balanced lunch daily. If a child is without money to purchase a lunch or does not have a lunch packed from home, the child will be provided milk and a cheese sandwich.

## **FREE AND REDUCED-PRICE LUNCHES**

Food service is offered in all public schools in Fairfax County. In order to be sure that the school system is meeting the nutritional needs of all school age children, it is the policy to provide free or reduced-price meals to all children (K-6) in need of assistance. The free and reduced-price meal applications will be mailed home to all enrolled students and are available in the school office upon request.

## **HEALTH SERVICES AND SAFETY**

### **CLINIC**

The school clinic operates to care for sick and injured students, maintain health records, and to coordinate the health-screening program. In the event a child becomes ill or is injured, the school will contact the parent by phone with the expectation that the child be picked up within 45 minutes. When arriving for your child, please report to the office. If the parents cannot be reached, the office will call the emergency number listed on the child's record.

A clinic aide from the Fairfax County Health Department will be on duty in the clinic from 8:00 a.m. to 1:30 p.m. on Monday, and from 8:15 a.m. to 3:30 p.m. Tuesday through Friday. We appreciate the help of volunteer aides on an as needed basis. To reach the school clinic, phone **506-3410**. If clinic line is busy, please call main school office at **506-3400** and ask for the clinic.

### **EMERGENCY CARE CARDS**

An EMERGENCY CARE CARD is sent home in the Back-To-School Packet. It is *very important* that this card be completed and returned to school promptly. This card gives us permission to call a doctor or ambulance in case of a serious accident or illness. It also gives us the name of someone to contact in case your child becomes ill at school and you cannot be reached. EMERGENCY CARDS MUST BE KEPT UP TO DATE. IT IS EXTREMELY IMPORTANT THAT THE SCHOOL BE NOTIFIED OF ANY CHANGES OF TELEPHONE NUMBER, ADDRESS, ETC., WHICH OCCUR DURING THE YEAR.

Please note at the top of the emergency care card if your child has allergies (bee stings, asthma, etc.). If medication is needed, contact the office immediately so that the proper forms may be sent to you to allow medication to be stored in the clinic. (See item under **Medication and Treatment**.) If religion prohibits any form of first aid, please note this fact on the Emergency Care Card.

### **PEANUT ALLERGY**

Currently there are several students at Spring Hill School who suffer from allergies to peanuts, which could be fatal. Parents are asked to voluntarily adhere to specific classroom guidelines in order to preserve all students' health safety.

## **MEDICATION AND TREATMENT**

According to School Board Regulations, **school personnel shall (as appears on the chart “Suggestions for Temporary Care of Emergencies in Schools,” or supported under the American Disabilities Act of July 1992) give NO MEDICINE AND NO TREATMENT other than first aid to pupils.** Such preparations as Tylenol, Advil, gargles, ear drops, eye washes, ointments, Pepto-Bismol, throat lozenges, and the like are classified as over-the-counter medicines and are not to be used without proper medication forms filled out in the clinic. This provision is made to prevent possible harm to pupils through the improper administration of medicine and treatment, and to avoid possible liability on the part of the School Board and its personnel or your family, should this medicine get into the hands of another child.

If your child must have prescribed medication during the school day, you must obtain and complete specific forms available in the office or clinic. A physician must sign a long-term prescription. Any such medicines must remain in a safe place in the clinic, **NEVER** with the child in the classroom. Asthma inhalers are the lone exception, but still require completion of a physician signed inhaler form.

In addition, please remember, in accordance with FCPS policy, for elementary students, **ALL** medications (prescription, OTC, inhalers, etc.) must be transported to and from school by the parent or guardian only, never by the student.

## **HEALTH SCREENING PROGRAM**

The Health Screening Program is conducted annually in the fall with follow-up as needed, by Fairfax County Health Department nurses. Vision and hearing tests are done in kindergarten and third grade, to any students new to Fairfax County Schools or any student whose teacher feels the test is warranted.

## **PHYSICAL AND DENTAL EXAMINATIONS**

FCPS recommends that each child have a yearly dental examination by a dentist. Dental forms are always available at your dentist's office.

Children that are new to Fairfax County and all children in kindergarten must have a complete physical by their physician. Physical examination forms are distributed to all students entering Virginia schools for the first time. It is a state law that these forms be completed by a physician and returned to the school for the student's records. Updated physical information is always a welcome addition to your student's records as he/she progresses through school.

## **STUDENT ACCIDENT AND/OR DENTAL INSURANCE**

Some parents mistakenly believe that the schools carry medical insurance for accidents that occur at school. However, this is not true.

The student accident insurance program is a low-cost way to defray medical and dental expenses resulting from student accidents. If you already have medical or dental insurance, this coverage can help fill in the gaps that are often left by deductibles, limitations, and exclusions to health insurance. If parents have no other medical insurance, these accident policies provide primary coverage.



You can purchase school-time accident insurance for \$10.00, or 24-hour (12 months a year) accident insurance for \$74.00. Both provide limited dental coverage, or you can buy a separate dental policy for only \$6.50, with greater benefits.

The medical accident insurance provides a maximum of \$100,000 per accident for up to 12 months from the date of injury. The dental accident insurance has no dollar maximums. Call 1-800-394-2500 for more information.

## **PHYSICAL EDUCATION**

The school physical education program is comprised of a wide variety of movement and social experiences. The emphasis at the elementary level is in the areas of movement exploration, ball handling, rhythms, physical fitness, life-long good health habits, and gymnastics. Basic objectives are organized within these categories. Our instructors plan sequential County Program of Studies (POS)-based activities for our students in our double gym and outdoors. For safety reasons, each student is required to wear athletic shoes and socks. The shoe must have a non-slippery sole and lace across the top of the foot. Students will not be allowed to participate without the appropriate athletic shoe for their own safety.

Regarding medical excuses, students will be involved in as much activity as possible without jeopardizing any recovery from illness or injury. If a child is under a doctor's care, a written notice of limitations is needed from the doctor. If appropriate, the child will be given an *adaptive* activity during the time of injury or illness.

## **PHYSICAL FITNESS TESTS**

All children in grades 4-6 must take the Virginia State Physical Fitness Test. The physical education teacher in evaluating physical fitness throughout the school year uses this test as one tool of measurement.

## **PUPIL DRESS-FCPS DRESS CODE, REVISED SECTION 1.D. STUDENT RESPONSIBILITIES AND RIGHTS BOOKLET**

**AUGUST 1, 2003**

All students are expected to dress appropriately for a k-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language that is vulgar, discriminatory or obscene, or that promotes or depicts weapons, drugs, alcohol, tobacco, drug paraphernalia, violence, or gang symbols are prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, and clothing constructed of see-through materials.

Athletic attire not in accordance with these standards may only be worn by students while they are participating in physical education class and other athletic events, not at other times during the school day.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

Also, we have seen many injuries related to open toed shoes, such as sandals and flip-flops. For safety reasons, we are asking that children do not come to school wearing them.

The principal or any group of students, parents, and faculty petitioning to do so, may initiate consideration of additional dress code guidelines.

### **FIRE/TORNADO/BUS EVACUATION DRILLS**

School fire drills are held once a week in September, and monthly for the remainder of the year. Tornado drills are held three times per year to prepare the students for such an emergency. On the first day of school, students are informed of which exits or hall areas to use. Bus evacuation drills are held twice a year, in September and January.

### **PETS AND ANIMALS**

Due to possible student allergies, any animal brought to class for instructional purposes must have prior approval of the teacher and/or principal. These animals are not to be brought on the bus, and they must be securely caged or leashed. It is also illegal for dogs and other animals to be loose on the school playground. The school must call the dog warden to have these animals picked up.

### **CLASSROOM PARTIES**

School policy is to have no more than two classroom parties per year. Room parents usually assist the teacher at these times.

### **BIRTHDAY GIFTS/PARTY INVITATIONS**

The school classroom is not the place to present birthday gifts or to distribute out-of-school party invitations. As you can imagine, there is a tremendous potential for hurt feelings when some students are left out, and therefore the classroom is not the place for such activities. Thank you for your cooperation in this matter.

Student birthdays are recognized throughout the school year, by having that child's name be noted on the morning TV news program on their birthday. If a student's birthday should fall on a holiday, Saturday or Sunday, their name is announced on the next available school day. A school hall bulletin board is also dedicated to honoring student birthdays. If you choose to send a treat for each member of your child's class in celebration of the birthday, please check with the teacher. The time to deliver the snack, as well as student allergies and dietary concerns need to be considered.

### **NUTRITIONAL SNACKS**

The importance of good nutrition is part of the instructional thrust at Spring Hill. This concept has received support from both staff members and PTO members. If you send a snack to school, please send something not heavy in sugars. Fruit, popcorn, Jello, and cheese are strongly encouraged. We thank you in advance for your support in this school-wide effort to increase awareness of the principles of good nutrition.

## **FIELD TRIPS**

Fairfax County Public Schools no longer is able to fund any classroom field trips. Occasionally, the School Board funds a field trip as a curriculum experience. PTO funds will be utilized to provide field trip experiences for our Spring Hill students. All pupils must have permission from parents or guardians before they are permitted to go on field trips. Parents are always notified in advance regarding all upcoming field trips. If there is a cost related to any particular field trip, PTO and school funds are available to subsidize needy students so that all children can participate. All such transactions are confidential.

All parents acting as chaperones on field trips are requested to sign the volunteer register in the office. This provides liability coverage if there is an accident. Younger siblings may *not* ride the school bus on field trips under Fairfax County's insurance policy.

## **ASSEMBLY**

Students should:

- ? Use proper assembly manners to include: clapping only at appropriate times, sitting quietly and attentively, arriving and dismissing in an orderly fashion, etc.
- ? Show respect for people presenting the program.
- ? Settle down immediately and listen to the program introduction following "rhythm clap" signal.
- ? Listen to the directions of the adult giving seating/dismissal instructions.

## **PLAYGROUND**

Students should:

- ? Play away from classroom windows and cottages.
- ? Not push or shove.
- ? Be considerate of organized games/P.E. classes.
- ? Not participate in contact sports including touch or tackle football, rugby or lacrosse. Softball can be an organized classroom event if monitored by the teacher.
- ? Not dig or throw earth/stones.
- ? Not litter or eat on the playground.
- ? Play fairly and show good sportsmanship.
- ? Allow anyone and everyone an opportunity to play in all games.
- ? Follow directions of the adults on duty.
- ? Use and care for equipment properly.
- ? Respect students using playground equipment by not running or throwing balls near the equipment.

## **SCHOOL SPONSORED PROGRAMS**

### **FAMILY LIFE EDUCATION (FLE)**

Family Life Education, a State of Virginia mandated program, is a sequential and comprehensive program addressing the following topics:

? Family living and community relationships	Grades K-12
? Postponing sexual activity until marriage	Grades 6-12
? Human sexuality	Grades 5-12
? Human reproduction and contraception	Grade 12
? Sexually transmitted diseases	Grades 5-12
? Stress management and peer pressure	Grades K-12
? Positive self-concept/respect for others	Grades K-12
? Parenting skills	Grades 7, 10-12
? Substance abuse	Grades 1-3
? Child abuse/self protection	Grades K-12
? Alcohol, Tobacco, and Other Drugs Prevention	Grades 4-6

Parents have the right to fill out an “opt-out” form and have any or all of the above FLE programs eliminated from their child’s education in school. The parents, teacher, and/or principal will work together to make the necessary academic adjustments in such cases. All FLE materials are available at the school for parental review.

#### **LOCAL SCREENING COMMITTEE - SPECIAL EDUCATION**

A Screening Committee, comprised of the Learning Disabilities Teacher, the School Psychologist, the School Social Worker, and the Principal or Assistant Principal, receives referrals from teachers and/or parents. Children who have difficulties with learning are discussed. If evaluated by this Committee, the records of the testing are reviewed to determine a student’s eligibility for Special Education assistance. Parents are involved in these procedures and are invited to participate in the eligibility meeting. Parent permission is required for all educational and psychological evaluations, as well as Special Education placement.

#### **LEARNING DISABILITIES PROGRAM**

The learning disabilities program is a special education program designed for students who manifest severe to moderate difficulties in one or more of the skills involved in receiving, processing, or transmitting information, and are achieving below expected levels in one or more basic skill areas. Students are mainstreamed into regular school life to the degree that they are prepared and able to meet with success.

The teacher provides supplementary individual and small group instruction to students through one or a combination of the following methods: instructional support within regular classroom inclusion, working with students for assigned blocks of time within the Learning Lab or the classroom setting, or by nearly full-time instruction within the Learning Lab. Students receive assistance in coping with or circumventing learning problems via adapting individualized programs based on their assessed needs. Collaborative efforts between the learning disabilities teachers and the regular classroom teachers in implementing instructional strategies are an integral part of the resource program.

## **SPECIAL EDUCATION PROGRAMS**

Special education programs, which meet the Virginia State mandate for providing an educational program for each disabled youngster between the ages of two and 21 are available within the public school system. Following is a list of programs available.

Hearing Impaired	Autistic Children
Visually Impaired	Multiple Handicapped
Speech & Language Impaired	Mildly Retarded
Learning Disabled	Moderately Retarded
Physically Handicapped	Preschool Program
Emotionally Disturbed	Occupational Therapy
Non-Categorical	Physical Therapy

Contract services are approved for attendance at state-approved private schools for children who cannot be accommodated in available public programs. A program description on each special education program offerings is available. For further information call the school.

## **GIFTED/TALENTED PROGRAMS**

Fairfax County offers four programs for identified gifted/talented elementary students. Gifted and talented programs in the elementary school are designed to match the cognitive abilities and developmental levels of identified students and to support their unique personal and social needs. A range of services is available:

- K-3 Response lessons for all children, differentiated services for identified students matched to their individual needs.
- 4-6 Process lessons for all children.
- 4-6 School-based pullout program providing resource assistance for multi-talented students (October through May).
- 3-6 Center program providing full-time service for highly intellectually gifted students (available at Haycock and Churchill elementary schools).

Students are screened for the full-day center-based G/T program yearly. Data reviewed by FCPS for determining eligibility for this program includes:

- Various test scores
- Gifted Behavior Rating Scale
- Progress Reports
- Additional information submitted by parents

## **THE ELEMENTARY GUIDANCE COUNSELOR/PSYCHOLOGICAL AND COUNSELING SERVICES**

The elementary school counseling and guidance program is a part of the total school program and complements learning in the classroom. It is child-centered, preventive, and developmental. The program encourages students' social, emotional and personal growth at each stage of their development. The purpose of counseling with students, parents, and teachers is to help students

maximize their potential. The elementary school counselor also conducts classroom guidance lessons; consults with parents, teachers, and other professionals, and coordinates student services in the school.

Psychological services are available to children who have school-related learning, emotional, or social adjustment problems. These services include conferences with the counselor, principal, parents, teacher and psychologist as well as individual testing by the psychologist, with written parental consent. Usually the classroom teacher makes the referral; however a parent may also request this service.

Parents have the right to review counseling materials and “opt-out” for their children. Students always retain the right to self-refer to our counselors or other school personnel.

### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

Spring Hill is designated as an ESOL Center. All non-English speaking students from two area schools (Spring Hill and Wolf Trap) are assigned to Spring Hill. Resource teachers trained to teach English as a second language work with each of these students. The objective of the program is to enable ESOL students to function in a regular classroom as soon and as much as possible.

### **READING PROGRAM**

The reading teachers coordinate the Elementary Language Arts (ELA) Program for the school. The integrated language arts approach is the framework of the FCPS program. It is one in which the child is given daily practice in the four aspects of language arts: reading, writing, listening and speaking. The teachers present a variety of learning activities which will pull these four aspects together in a natural way, and permit the child to explore his or her own ideas associated with the activities. The three “cueing systems” - meaning cues, language structure cues, and phonic/visual cues, spelling and grammar are a major part of the integrated language arts program and are taught as part of this program.

Spring Hill has the services of one full-time reading teacher who works with the teachers, students and parents. Below is a list of services provided by the reading teacher:

1. Tests and reports student reading level.
2. Provides additional small group instruction to those students that need remediation or enrichment in support of the classroom reading program
3. Works with teachers on developing ELA strategies and units and determining appropriate learning styles and teaching methods.
4. Conferences with parents.
5. Serves on the school’s Child Study Committee.
6. Initiates reading incentive programs, which encourage student reading for pleasure.

(Students work with the reading teacher on a scheduled basis upon recommendation by their teacher, with approval of the principal.)

The total reading program at Spring Hill combines the use of theme units, the basal reader, individualized materials, novels, and integrated language experience approaches to teach skills

necessary to become a competent reader. Students are provided instruction on a level that is appropriate for them. Continuous assessment is an important part of the reading process.

### **SCIENCE PROGRAM**

Our new science lab has been established to provide hands-on opportunities for all students from Kindergarten to sixth grade. Core science units are taught in the classroom. The lab in room 115 is paired with the developing habitats in the outdoor classroom located in the courtyard. Together they are providing places for our student scientists to discover, observe, experiment, test, record and learn to love science. Donations of equipment, plants or scientific expertise are gladly accepted. Please contact PTO chairpersons Jen Trainor or Betsy Shomaker

### **TECHNOLOGY PROGRAM**

Spring Hill has a full-range technology program. Technology is stressed as both a “critical thinking” approach and the use of technological equipment as a means to advance and increase learning and problem solving. A technology matrix addresses skills needed by students and the grade level attainment levels.

Spring Hill has two computer labs. One is Macintosh and the other is IBM compatible. Our students receive direct weekly instruction in the labs and each classroom has several computers for application and practice.

It is our intent that all students will understand how a computer works, what applications it may be used for, how computers affect careers, how to use computers, and how technology can be utilized as a tool for gaining or displaying knowledge.

Our students are educated about Internet safety and upper grade students have Internet Drivers Licenses. Spring Hill also uses Internet filtering software to further ensure student safety.

Additionally, Spring Hill has a vast videodisc library of science and social studies materials utilized within the classroom; Internet capability (media center and each classroom); and Atlas research, geography, and encyclopedia software for state-of-the-art use in our Media Center.

### **GENERAL MUSIC PROGRAM**

For students in the first, second and third grade, emphasis is on the simple music fundamentals, working on both rhythmic and melodic aspects. These include pitch, identification, discrimination, rhythmic imitation, and notation. This is done through singing, listening, musical games, movement activities, dancing and the playing of simple instruments. Rhythmic notation is studied through oral and written exercises. The program should help the children learn the basics of music; as well as help develop their fine and gross motor skills. When music staffing allows, kindergarten students work with the music teacher during the week to supplement the regular kindergarten music program.

The older children study and experience the same concepts of music at a more advanced level. Harmony, tone, color, textures, and forms are introduced at this level. The study of music history and the various styles of music are also covered with the older students. More emphasis is placed on

the playing of simple instruments (particularly recorders, but to include a various instrumentarium of pitched and unpitched percussion instruments). There is also more emphasis on written activities such as studying notation, writing songs, etc. Both the K-3 and 4-6 curriculums can include the use of computer technology. Spring Hill also offers chorus, strings and band as an elective for fifth and sixth grade students as well as strings in fourth grade.

## **MEDIA CENTER**

Thanks to parental support, our library media center is a comprehensive computerized media center, providing a wide range of materials and state-of-the-art technology for the use of teachers and students. The book collection supplements and enriches classroom learning and encourages wide reading by the children for information, special interests and pleasure. Computers are available for students to access the online library catalog (it can also be accessed from home) and for student research on carefully selected internet websites. A self-service Parent Resource Library is housed in the library for parents to check out materials about parenting issues.

Children are encouraged to use the library to extend and enrich all areas of the curriculum as outlined in the Fairfax County Program of Studies. Spring Hill Library has an open schedule. The library is open for students to return and check out books at any time from 8:15 a.m. until school closing. Books are checked out for two weeks and may be renewed if needed. Fairfax County Public Libraries are also available for further resource material.

Students are expected to act responsibly in the library, and to take care of the materials. Children are charged for lost books and books damaged beyond repair.

## **WRITING PROGRAM**

Writing is an important part of our everyday lives and, consequently, receives major emphasis in the Fairfax County School's Program of Studies K-12. Our county Writing Guide emphasizes the use of the four-step writing process of pre-writing, drafting, revising, and sharing as children progress through the developmental growth strands in writing. Spring Hill students have a writing portfolio which includes a yearly fall and spring writing response which is scored by the classroom teacher.

## **OTHER PROGRAMS AND ACTIVITIES**

### **FOREIGN LANGUAGE CLASSES**

Each year the PTO sponsors foreign language classes for interested students. This year our foreign language program will be offered through Berlitz. Information about these programs is sent home early each school year. *PTO Chair: Jennifer Carley*

### **ART APPRECIATION PROGRAM**

The Spring Hill PTO sponsors an Art Appreciation Program for grades K-6. Each month, volunteers visit individual classrooms and explore different artists' lives, works, and techniques with the students. The children study reproductions of the artists' works and experiment with some of the artists' techniques through student projects. This is a program in which Spring Hill takes great pride. *PTO Chairs: Paula Gorman Meredith Wilson*  
Veronique Yousuf



## **BAND AND STRINGS INSTRUCTION**

Fairfax County provides free instruction for students in grades 5 and 6 for band and grades 4,5, and 6 for strings. These classes are held during school time. Students must have approval of the parents and teacher and must furnish their own instrument. **Some** instruments are available for rent from the school through the instructors.

## **BUILDING AND GROUNDS**

The PTO Grounds Committee keeps the outside appearance of Spring Hill bright and neat. Their efforts are much appreciated by the staff, students and community. *PTO Chairs: Judy Smith Stevie Sanford*

## **CHESS**

Spring Hill's Chess Club is off to a flying start for the Fall 2003 Session and we're thrilled to let you know that Mr. David Mehler, founder of the Chess Club at Spring Hill, will be teaching Chess Club this year. Mr. Mehler comes to us from the esteemed U.S. Chess Center, and we are particularly pleased to have him return to teach this year after so successfully founding the Chess Club here three years ago.

The Fall Session of Chess Club takes place in the Cafeteria, each Friday from September 26<sup>th</sup> through January 30<sup>th</sup>. Players of all levels are welcome, from Grades 2 through 6, and from beginners on up!! The fee is \$50 per child. Checks should be mailed, along with the registration form that was sent home with students, to Spring Hill PTO P.O. Box MM, McLean, VA 22101. Attention: Chess Club.

## **CHORUS**

Spring Hill's choral programs provide students with an opportunity to develop their singing and performing talents. Members of the chorus group participate in several programs during the year including a countywide concert. Students from the fourth grade through sixth grade are eligible. Students who are interested in becoming a member must notify their music teacher.

## **JUNIOR GREAT BOOKS**

Junior Great Books is an extracurricular reading/book discussion activity for students in grades K-6. Small groups of children meet once a week before school or after school with a trained parent volunteer for 9-12 weeks to discuss literature they have previously read from the Junior Great Books series. This program promotes critical thinking skills and reading comprehension, while exposing children to a wide variety of literature. *PTO Chair: Nicole Martin*

## **MORNING TV NEWS TEAM**

Our morning news program, "Good Morning Spring Hill" is broadcast to each classroom over television. Students are selected to be part of the morning announcements team. The program can include: school news, world news, birthdays, sports, weather, current school activities, lunch menu, Pledge of Allegiance, etc.

## **PEER MEDIATORS**

The counselors have selected and trained students to help their peers mediate conflicts. Again this year, new students interested in this program will be trained in how to help their fellow students bring a positive result to conflicts.

## **RISING STARS!**

**Rising Stars!** is an in-school and/or after school grade level(s) community service project program that fosters development of the six building blocks of character (caring, cooperation, courage, honesty, respect, and responsibility). Developmentally appropriate projects will be scheduled throughout the school year to allow each grade level to participate. This program helps children respond to the needs of others and promotes empathy with action. *PTO Chair: Lynne Giordano*

## **SCHOOL NEWSPAPER**

The Spring Hill student newspaper is an after-school club sponsored by the PTO. It provides all students with another avenue for written expression and further development of their reading skills. For the newspaper staff it is an opportunity to learn journalism skills such as interviewing, collecting articles, editing, illustrating and collating materials. PTO Chairs: Connie Beyer and Jayne Hoffman

## **SERVICE PROJECTS**

Spring Hill Elementary staff, students, and parents, are proud of the importance we set on community service projects. Many of these projects are done in collaboration with our "Rising Stars!" program. There are many service projects in which the school participates and would welcome your participation whenever possible. These projects will be announced throughout the year in the Spring Hill "BI-LINE".

## **STUDENT COOPERATIVE ASSOCIATION**

The Student Cooperative Association is the governing body for student activities. SCA officers are elected in the spring for the following year. SCA elected officers, committee chairmen, and a representative from each classroom serve on the SCA Council, which meets monthly. Through class meetings, work on committees, and service on the SCA Council, students develop a sense of responsibility and loyalty to their school and an awareness of effective citizenship. In 1992, Spring Hill's SCA was recognized for excellence by the National Association of Elementary School Principals for projects such as "Adopt-A-Highway", Family International Potluck Dinner, coffee & donut sale during November elections, canned food drive, etc. For the offices of President, Vice President, Character Ed Rep., Or Newspaper Editor, you must be a rising sixth grader at the time of the elections. For the offices of Secretary, and Treasurer, you can be either a rising fifth or sixth grade student. We also have a newly created position of Webmaster; however, it is still being defined. Classrooms have representatives and alternates in the second through sixth grades.

## **STUDENT AMBASSADORS**

This committee involves two representatives from each classroom to serve as "ambassadors" to help orient all new students to Spring Hill. The ambassadors will conduct tours of our building, explain rules and programs, and answer any and all questions about our school.

## **SCHOOL PICTURES**

Individual school pictures will be taken in the early fall and again in the late spring. We attempt to have them taken and returned in a timely fashion. A make-up day will be scheduled for students who are absent on the scheduled day. All pictures are sold at a very nominal fee and are of high quality.

The proceeds from school pictures are used by the school at the discretion of the staff and principal. In previous years, funds were made available to computerize the library circulation system, purchase books for the classrooms, purchase classroom computers, handle renovation needs, etc.