

# PRINCE WILLIAM COUNTY PUBLIC SCHOOLS



## 2009-10 Elementary Guide and Calendar



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Prince William County  
PUBLIC SCHOOLS  
*Providing A World-Class Education*

# Message from the Superintendent



Welcome to Prince William County Elementary Schools. I am proud to be leading an outstanding team that will take you and your child on an exciting educational journey designed to ensure that every student reaches his or her full potential.

2009–10 promises to be another exciting year for our elementary schools. This marks the third year of full-day kindergarten at every one of our elementary schools. While no new elementary schools are opening this year, a rebuilt Yorkshire Elementary School was recently completed on the same campus, and the same will occur at Triangle Elementary School during this school year.

We hope you will become our partner in your child's education. This calendar provides valuable information you will need to play a personal role in his/her school experience. It can also guide you in working effectively with teachers and other school staff.

Consider this guide an important first step in exploring our schools. An index will help you find the information you need, but don't stop there. I am confident that the more you see and discover about Prince William County Public Schools, the more you will share in our mission to ensure students receive a *World-Class* Education.

  
Steven L. Walts  
Superintendent of Schools

## MISSION AND GOALS

The mission of Prince William County Public Schools (PWCS) is to provide a *World-Class* Education. We commit to achieving the following goals:

- All students meet high standards of performance.
- The teaching, learning, and working environment is caring, safe, healthy, and values human diversity.
- Family and community engagement are focused upon improved student achievement and work readiness.
- Faculty, staff, and leaders are qualified, high performing, diverse, and motivated.
- The organizational system is aligned, integrated, and equitable.



**KELLY HAYES**  
Grade 3  
Bennett Elementary

# Prince William County School Board

## BOARD MEMBERS

The Prince William County School Board makes the policies that govern the School Division. There are eight members on the School Board, one from each magisterial district with an at-large member who serves as chairman. Prince William County residents elect their School Board representatives, who serve four-year terms. The current term of all School Board members ends in December 2011. Each school board member can be reached at the phone number listed below.

Milton C. Johns, Chairman At-Large .....	571.261.2157
Denita S. Ramirez, Vice Chairman, Woodbridge ...	703.490.0528
Betty D. Covington, Dumfries .....	703.221.0883
Grant Lattin, Occoquan .....	703.491.1780
Julie C. Lucas, Neabsco .....	703.490.2338
Michael I. Otaigbe, Ph.D., Coles .....	703.791.2475
Don Richardson, Gainesville .....	703.753.6551
Gilbert A. Trenum Jr., Brentsville .....	703.594.2492

## BOARD MEETINGS

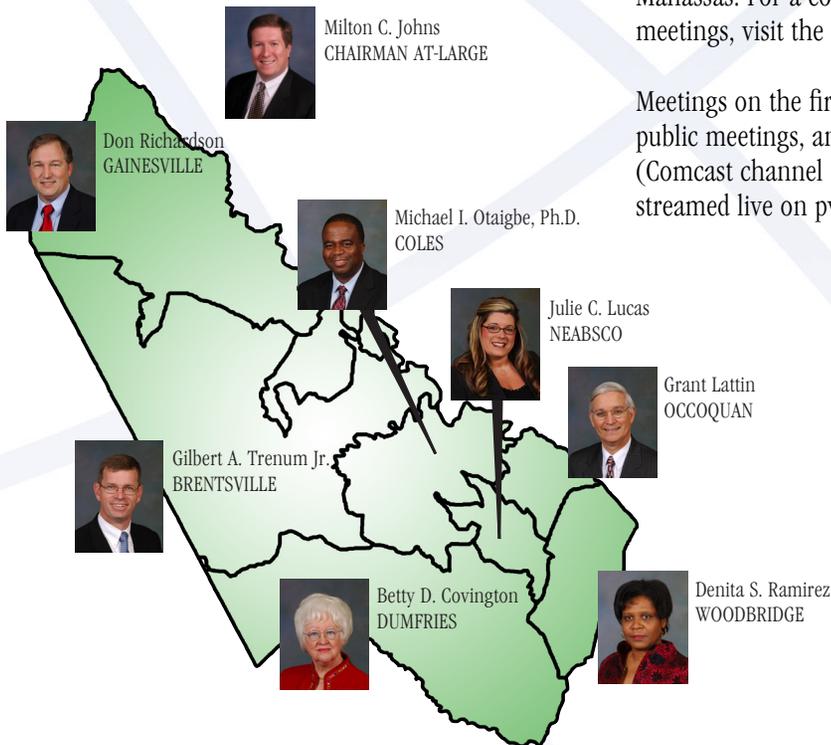
The School Board meets during the school year on the first and third Wednesdays of each month at 7 p.m. in the School Board Meeting Room, 14715 Bristow Road, Manassas. For a complete schedule of School Board meetings, visit the PWCS Web site.

Meetings on the first and third Wednesdays are public meetings, and are broadcast live on PWCS-TV, (Comcast channel 18 and Verizon channel 36) and streamed live on [pwcstv.com](http://pwcstv.com). Regular meetings are also available for viewing at any time via Video on Demand at [pwcstv.com](http://pwcstv.com). Closed session meetings are held prior to the public meetings at 6 p.m. Special meetings are called when necessary to conduct school business and are announced in advance through local news media.

All School Board meetings, except closed sessions, are open to the public. Citizens are invited to attend and become informed about the operation of PWCS. Additionally, each meeting's agenda is available online in advance of the meeting. These can be found at [pwcs.edu](http://pwcs.edu) under School Board. Citizens who wish to address the School Board during citizens' comment time must notify the Board Clerk in writing, by telephone, or by email at the address below prior to noon on the day of the Board meeting. Please provide your name, address, telephone number, and topic. Citizens may also sign on to the list of speakers at the entrance to the School Board meeting room prior to 6:55 p.m. on the evening of the meeting.

Clerk to the School Board  
P.O. Box 389  
Manassas, VA 20108  
Telephone: 703.791.8709  
Email: [pwcsclerk@pwcs.edu](mailto:pwcsclerk@pwcs.edu)

A summary of the actions taken by the School Board at each meeting is also available via the publication "Board Briefs." You may view these online at [pwcs.edu](http://pwcs.edu).



# Division Level Leadership

While the School Board is responsible for creating policy, Prince William County Public Schools has a full-time leadership staff dedicated to managing school policies, standards, and daily operation. This staff is led by the Superintendent of Schools.

Additionally, each elementary school is placed into one of three management areas which are led by an associate superintendent. Please check the school listing that appears later in this handbook to see each school's area designation.

## Superintendent of Schools

Dr. Steven L. Walts ..... 703.791.8712

## Superintendent's Staff

### Deputy Superintendent of Schools

Rae Darlington..... 703.791.8703

### Elementary Associate Superintendents

Central – R. Todd Erickson ..... 703.791.7236

Eastern – Diana Lambert-Aikens ..... 703.791.8800

Western – Alison Nourse-Miller ..... 703.791.7234

### Associate Superintendent for Middle Schools

Dr. Pat Puttre ..... 703.791.8176

### Associate Superintendent for High Schools

Michael A. Mulgrew ..... 703.791.7238

### Department of Communications and Technology Services

Keith A. Imon, Associate Superintendent ..... 703.791.7451

### Department of Finance and Support Services

David S. Cline..... 703.791.8701

### Department of Human Resources

Keith J. Johnson, Associate Superintendent ..... 703.791.8377

### Department of Student Learning and Accountability

Pamela K. Gauch/Wayne K. Mallard/Kris Pedersen,  
Interim Associate Superintendents..... 703.791.8710

# Prince William County Elementary Schools

There are 55 elementary schools in the Prince William County Public School Division, as well as two traditional schools and one special education school that also serve elementary-age children. We are proud to report that all of our schools are fully accredited. Information about how to contact each school directly is listed below. (W=Western, C=Central, E=Eastern)

## Alvey Elementary School

5300 Waverly Farm Drive  
Haymarket, VA 20169 (W)  
571.261.2556 • pwcs.edu/AlveyES  
Principal: Candace Rotruck

## Antietam Elementary School

12000 Antietam Road  
Woodbridge, VA 22192 (E)  
703.497.7619 • pwcs.edu/AntietamES  
Principal: Linda Moniuszko

## Ashland Elementary School

15300 Bowmans Folly Drive  
Manassas, VA 20112 (C)  
703.583.8774 • pwcs.edu/AshlandES  
Principal: Amy Jordan

## Bel Air Elementary School

14151 Ferndale Road  
Woodbridge, VA 22193 (C)  
703.670.4050 • pwcs.edu/BelAirES  
Principal: Clint Mitchell

## Belmont Elementary School *Signature School for Mathematics and Science*

751 Norwood Lane  
Woodbridge, VA 22191 (E)  
703.494.4945 • pwcs.edu/BelmontES  
Principal: Bridget Outlaw

## Bennett Elementary School *Home of Bennett Gifted Center*

8800 Old Dominion Drive  
Manassas, VA 20110 (W)  
703.361.8261 • pwcs.edu/BennettES  
Principal: Sharon Fogarty

## Bristow Run Elementary School

8990 Worthington Drive  
Bristow, VA 20136 (W)  
703.753.7741 • pwcs.edu/BristowRunES  
Principal: Andrew Buchheit

## Buckland Mills Elementary School

10511 Wharfdale Place  
Gainesville, VA 20155 (W)  
703.530.1560 • pwcs.edu/BucklandMillsES  
Principal: Janet Greer

## Cedar Point Elementary School

12601 Braemar Parkway  
Bristow, VA 20136 (W)  
703.365.0963 • pwcs.edu/CedarPointES  
Principal: Rebecca Miller

## Coles Elementary School

7405 Hoadly Road  
Manassas, VA 20112 (C)  
703.791.3141 • pwcs.edu/ColesES  
Principal: Alfie Turner

## Dale City Elementary School

14450 Brook Drive  
Woodbridge, VA 22193 (C)  
703.670.2208 • pwcs.edu/DaleCityES  
Principal: Cinthia Crowe-Miller

## Dumfries Elementary School

3990 Cameron Street  
Dumfries, VA 22026 (E)  
703.221.3101 • pwcs.edu/DumfriesES  
Principal: Melvina Michie

# Prince William County Elementary Schools

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## Ellis Elementary School

14000 Kim Graham Lane  
Manassas, VA. 20109 (W)  
703.365.0287 • pwcs.edu/EllisES  
Principal: Jewell Moore

## Enterprise Elementary School

### *Foreign Language Elementary School for Spanish*

13900 Lindendale Road  
Woodbridge, VA 22193 (C)  
703.590.1558 • pwcs.edu/EnterpriseES  
Principal: Melanie McClure

## Featherstone Elementary School

14805 Blackburn Road  
Woodbridge, VA 22191 (E)  
703.491.1156 • pwcs.edu/FeatherstoneES  
Principal: Felicia Norwood

## Fitzgerald Elementary School

15500 Benita Fitzgerald Drive  
Woodbridge, VA 22192 (C)  
703.583.4195 • pwcs.edu/FitzgeraldES  
Principal: Deraine Simpson

## Glenkirk Elementary School

8584 Sedge Wren Drive  
Gainesville, VA 20155 (C)  
703.753.1702 • pwcs.edu/GlenkirkES  
Principal: Lisa Gilkerson

## Gravelly Elementary School

4670 Waverly Farm Drive  
Haymarket, VA 20169 (W)  
571.248.4930 • pwcs.edu/GravellyES  
Principal: Michele Salzano

## Henderson Elementary School

### *Foreign Language Elementary School for Spanish*

3799 Waterway Drive  
Dumfries, VA 22026 (C)  
703.670.2885 • pwcs.edu/HendersonES  
Principal: Lisa Reinshuttle

## Independent Hill School

### *Special Education School, Grades K-12*

14780 Joplin Road  
Manassas, VA 20112 (High School)  
703.791.8150 • pwcs.edu/IndependentHill  
Principal: Terry DeCarbo

## Kerrydale Elementary School

13199 Kerrydale Road  
Woodbridge, VA 22193 (C)  
703.590.1262 • pwcs.edu/KerrydaleES  
Principal: Anthony W. Leonard, Ph.D.

## Kilby Elementary School

1800 Horner Road  
Woodbridge, VA 22191 (E)  
703.494.6677 • pwcs.edu/KilbyES  
Principal: Carolyn DeLaFleur

## King Elementary School

13224 Nickleson Drive  
Woodbridge, VA 22193 (C)  
703.590.1616 • pwcs.edu/KingES  
Principal: Laura A. Pumphrey

## Lake Ridge Elementary School

### *Foreign Language Elementary School for French*

11970 Hedges Run Drive  
Woodbridge, VA 22192 (E)  
703.494.9153 • pwcs.edu/LakeRidgeES  
Principal: Stefanie Sanders

## Leesylvania Elementary School

15800 Neabsco Road  
Woodbridge, VA 22191 (E)  
703.670.8268 • pwcs.edu/LeesylvaniaES  
Principal: Mark Boyd

## Loch Lomond Elementary School

7900 Augusta Road  
Manassas, VA 20111 (W)  
703.368.4128 • pwcs.edu/LochLomondES  
Principal: William Horan

## Marshall Elementary School

12505 Kahns Road  
Manassas, VA 20112 (C)  
703.791.2099 • pwcs.edu/MarshallES  
Principal: Kay Hermeling

## Marumsc Hills Elementary School

14100 Page Street  
Woodbridge, VA 22191 (E)  
703.494.3252 • pwcs.edu/MarumscHillsES  
Principal: Joanne Alvey

## McAuliffe Elementary School

13540 Princedale Drive  
Woodbridge, VA 22193 (C)  
703.680.7270 • pwcs.edu/McAuliffeES  
Principal: Cynthia West

## Minnieville Elementary School

13639 Greenwood Drive  
Woodbridge, VA 22193 (C)  
703.670.6106 • pwcs.edu/MinnievilleES  
Principal: Glynis Taylor

## Montclair Elementary School

4920 Tallowood Drive  
Dumfries, VA 22025 (C)  
703.730.1072 • pwcs.edu/MontclairES  
Principal: Tawnya S. Soltis

## Mountain View Elementary School

5600 McLeod Way  
Haymarket, VA 20169 (W)  
703.754.4161 • pwcs.edu/MountainViewES  
Principal: Kirsten Fisher

## Mullen Elementary School

### *Foreign Language Elementary School for Spanish*

8000 Rodes Drive  
Manassas, VA 20109 (W)  
703.330.0427 • pwcs.edu/MullenES  
Principal: Kathy Notyche

## Neabsco Elementary School

3800 Cordell Avenue  
Woodbridge, VA 22193 (C)  
703.670.2147 • pwcs.edu/NeabscoES  
Principal: Marvin Rodriguez

## Nokesville Elementary School

12625 Fitzwater Drive  
Nokesville, VA 20181 (W)  
703.594.2155 • pwcs.edu/NokesvilleES  
Principal: Bruce McDaniel

## Occoquan Elementary School

12915 Occoquan Road  
Woodbridge, VA 22192 (E)  
703.494.2195 • pwcs.edu/OccoquanES  
Principal: Sandra Carrillo

## Old Bridge Elementary School

3051 Old Bridge Road  
Woodbridge, VA 22192 (E)  
703.491.5614 • pwcs.edu/OldBridgeES  
Principal: Anita G. Flemons

## Pattie Elementary School

16125 Dumfries Road  
Dumfries, VA 22026 (C)  
703.670.3173 • pwcs.edu/PattieES  
Principal: Margaret Otterblad

## Washington-Reid

### *Annex of Pattie Elementary School*

703.221.3104

## Parks Elementary School

13446 Princedale Drive  
Woodbridge, VA 22193 (C)  
703.580.9665 • pwcs.edu/RosaParksES  
Principal: Jarcelynn Hart

## Penn Elementary School

12980 Queen Chapel Road  
Woodbridge, VA 22193 (C)  
703.590.0344 • pwcs.edu/PennES  
Principal: Jane Wheelless

# Prince William County Elementary Schools

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## Pennington School

*Traditional School, Grades 1–8*

9305 Stonewall Road  
Manassas, VA 20110 (Middle School)  
703.369.6644 • pwcs.edu/PenningtonSchool  
Principal: Joyce Stockton

## Porter School

*Traditional School, Grades 1–8*

15311 Forest Grove Drive  
Woodbridge, Virginia 22191 (Middle School)  
703.580.6501 • pwcs.edu/Porter  
Principal: Darci Whitehead

## Potomac View Elementary School

14601 Lamar Road  
Woodbridge, VA 22191 (E)  
703.491.1126 • pwcs.edu/PotomacViewES  
Principal: Susan Porter

## River Oaks Elementary School

*Foreign Language Elementary School for Spanish*

16950 McGuffeys Trail  
Woodbridge, VA 22191 (E)  
703.441.0050 • pwcs.edu/RiverOaksES  
Principal: Aerica A. Williams

## Rockledge Elementary School

2300 Mariner Lane  
Woodbridge, VA 22192 (E)  
703.491.2108 • pwcs.edu/RockledgeES  
Principal: Amy Schott

## Signal Hill Elementary School

*Foreign Language Elementary School for French*

9553 Birmingham Drive  
Manassas, VA 20111 (W)  
703.530.7541 • pwcs.edu/SignalHillES  
Principal: Cynthia Wrenn

## Sinclair Elementary School

7801 Garner Drive  
Manassas, VA 20109 (W)  
703.361.4811 • pwcs.edu/SinclairES  
Principal: Donna T. Fagerholm

## Springwoods Elementary School

3815 Marquis Place  
Woodbridge, VA 22192 (E)  
703.590.9874 • pwcs.edu/SpringwoodsES  
Principal: Virginia Ripperger

## Sudley Elementary School

*Signature School for Mathematics and Science*

9744 Copeland Drive  
Manassas, VA 20109 (W)  
703.361.3444 • pwcs.edu/SudleyES  
Principal: Pam Moody

## Swans Creek Elementary School

17700 Wayside Drive  
Dumfries, VA 22026 (E)  
703.445.0930 • pwcs.edu/SwansCreekES  
Principal: Barry Rosenberg

## Triangle Elementary School

3615 Lions Field Road  
Triangle, VA 22172 (E)  
703.221.4114 • pwcs.edu/TriangleES  
Principal: Mark Marinoble

## Tyler Elementary School

*Foreign Language Elementary School for Spanish*

14500 John Marshall Highway  
Gainesville, VA 20155 (W)  
703.754.7181 • pwcs.edu/TylerES  
Principal: Matthew Phythian

## Vaughan Elementary School

2200 York Drive  
Woodbridge, VA 22191 (E)  
703.494.3220 • pwcs.edu/VaughanES  
Principal: Lillie Jessie

## Victory Elementary School

12001 Tygart Drive  
Bristow, VA 20136 (W)  
703.257.0356 • pwcs.edu/VictoryES  
Principal: Donna Cude

## West Gate Elementary School

8031 Urbanna Road  
Manassas, VA 20109 (W)  
703.368.4404 • pwcs.edu/WestGateES  
Principal: Nikishia Lluvera-Holman

## Westridge Elementary School

12400 Knightsbridge Drive  
Woodbridge, VA 22192 (E)  
703.590.3711 • pwcs.edu/WestridgeES  
Principal: Pat Hayden

## Williams Elementary School

3100 Panther Pride Drive  
Dumfries, VA 22026 (E)  
703.445.8376 • pwcs.edu/WilliamsES  
Principal: Paula C. Jackson

## Yorkshire Elementary School

7610 Old Centreville Road  
Manassas, VA 20111 (W)  
703.361.3124 • pwcs.edu/YorkshireES  
Principal: Damon Cerrone



**KAYCEE JENNINGS**

Grade 5  
Bennett Elementary

## TITLE I SCHOOLS

Title I is a federal grant program designed to give educational assistance to students living in areas of high poverty. The Title I program originated in 1965 when Congress passed the Elementary and Secondary Education Act, and was reauthorized in 2001 with the passage of the No Child Left Behind act. Title I is one of the oldest and largest federal programs supporting elementary and secondary education in existence, and over 90 percent of the school systems in the United States receive some sort of Title I funding. Title I works with students who need additional assistance in reading and/or mathematics.

Title I Schools are required to report their progress to the Virginia Board of Education annually. The Board checks to make sure that the schools have made Adequate Yearly Progress (AYP), which is a minimum level of improvement that schools are required to achieve. If these schools do not meet their AYP after two or more years, sanctions are put into place by the School Division.

As with any educational initiative, parents are an important part of the Title I program. Each Title I school holds meetings throughout the school year and all parents are encouraged to attend. For more information about the Title I meetings held at your child's school, please contact your school's office staff.

## YOUR SCHOOL'S WEB SITE

All PWCS elementary schools recently launched new "SchoolFusion" Web sites with updated features and new capabilities, including enhanced classroom pages. Parents can sign up online to receive email regarding important school and student information and view up-to-date announcements, calendars, curriculum and homework assignments, and other information for all their children, even if they attend different schools. Parents and students can also save their own files and calendars on their school's site. With these new features, administrators, staff, and teachers can provide better information and communication to our elementary families.

## THE SCHOOL DIVISION WEB SITE — PWCS.EDU

The PWCS Web site is an excellent source of information concerning Division policies, developments, and the latest news about our schools. The site is also a great place to learn about any school closings or delays. Information and stories on the site are updated regularly so be sure to check often.

## SUBSCRIBE TO PWCS E-NEWS

For the latest news releases and special announcements, sign up for the School Division's electronic messaging service. You can subscribe through the pwcs.edu Web site. From the "How do I...?" box in the upper right-hand corner, select "Receive Email News?" and follow the directions or click on the E-News button at the bottom of the page.



**GISELLE GONZALEZ**

Grade 5  
Pattie Elementary



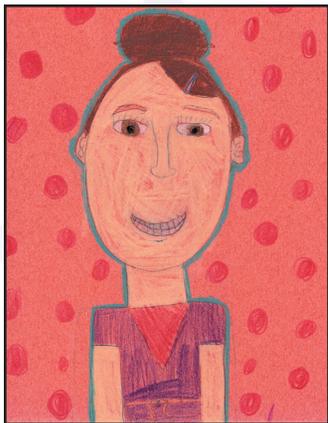
## PWCS-TV

PWCS-TV is programmed and operated by the Prince William County Public Schools Media Production Services Office, part of the Prince William County Public Schools Office of Communications Services, and can be viewed by all Comcast subscribers via channel 18, Verizon TV subscribers on channel 36, or streamed live on the Internet. PWCS-TV offers a wide variety of programming that is both educational and entertaining while reaching out to a community of learners made up of students, teachers, parents, and staff members. The television channel is also an excellent resource for the most up-to-date information on activities, emergency announcements, events, and school closings in Prince William County, as well as live broadcasts of important school events such as regular School Board meetings. A "Video on Demand" feature also allows users to view some of the shows at any time from any location with Internet access. For more information about PWCS-TV and the programs available, visit [pwcstv.com](http://pwcstv.com)

## POLICIES AND REGULATIONS (Policy 250)

It is the policy of the Prince William County School Board to make information about existing Board policy available to all school personnel and to citizens. Copies of both the Policy Manual and Regulation Manual are maintained on the School Division Web site, pwcs.edu, with a hard copy maintained in the Office of the Clerk to the School Board.

Many policies and regulations have been summarized in this handbook. Regulations and policy numbers are in parentheses for your reference if you wish to familiarize yourself with the complete document.



**COLLEEN CHAPLIN**  
Grade 5  
Sudley Elementary

## NUMBERS TO KNOW

### Associate Superintendents

Central Elementary .....	703.791.7236
Eastern Elementary.....	703.791.8800
Western Elementary.....	703.791.7234
Middle Schools.....	703.791.8176
High Schools.....	703.791.7238
Lunch Menus.....	703.791.2776
PWCS Information/ Administration Offices.....	703.791.7200
PWCS TTD Line.....	703.791.7348
Safety Tipline (Drugs/Weapons) .....	703.791.2821
School Closing Information.....	703.791.2776
Student Services.....	703.791.7257
Transportation .....	703.368.0566

### ADD YOUR OWN NUMBERS

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## STUDENT PHOTOS — THE BIG PICTURE (Regulation 790-3)

Pictures are a vital part of telling the PWCS story. As set forth in current policies and regulations, photographs and video images of any student engaged in school activities may be produced and used in any school or School Division program, publication, or exhibit, if deemed appropriate by the principal or other School Division designee. Photos and images may also be authorized for external use, such as by the news media and scholarship providers, so long as this is in the best interests of students, the school, and/or School Division, and complies with other regulation guidelines.

Any parent not wishing to grant permission for use of their student's photos and images may fill out and submit an opt-out form. The form, along with the complete text of the relevant regulation 790-3, may be found online at pwcs.edu. Copies of both the form and regulation may also be obtained through the schools.

## SNACKS AND TREATS

The School Division's wellness policy does not prohibit parents from bringing in snacks or treats to their children's classroom as long as the parent coordinates with the teacher and administration in advance.

# School Registration

## AGE OF ENTRANCE (Regulation 723-1)

There are several guidelines that determine when a child should begin attending school. These guidelines are based on the Code of Virginia and are summarized below.

1. A child must be five years of age or older on or before September 30 in order to enroll in kindergarten that same year. The only exception to this rule would be children who were enrolled in public kindergarten in another state or country prior to reaching the age of five, and who just moved into Prince William County. These students will be allowed to continue attending public school that year. Note: This exception does not apply to children who attended a private kindergarten program, nor in an instance when the child was sent to another state for the purpose of attending school.
2. A child who will be six years of age or older on or before September 30 of the school year must attend school.
3. Once a child is officially enrolled in kindergarten, the child is expected to attend school on a regular basis except in cases of normally excused absences.
4. A child who has not attended kindergarten but meets the age requirements for school attendance may be admitted to first grade. After appropriate informal and/or formal observation and assessment, the principal, with the consent of the parents, may recommend alternative placement.

## REGISTRATION REQUIREMENTS (Regulation 715-1)

Registration is an exciting time for a child and his/her family, but it can be a bit overwhelming if they are not prepared. These following items are required for registration of all school students. In order to help the child's registration process go smoothly, please have the following items ready:

1. A valid birth certificate or certified copy.
2. Proof of residence.
3. A social security number. (However, no student will be denied enrollment because a number was not presented.)
4. A valid immunization record signed by a healthcare provider. (For a list of the required immunizations, please see Regulation 755-1.)
5. A comprehensive physical exam dated within twelve months prior to the child's entry date into the public school system.

For more details on how to fulfill registration requirements, please see the full regulation or call your school. Non-English speakers may call the Central Registration Office at 703.791.2727 (Coles) or 703.491.8432 (Ann Ludwig) for information in other languages.

# Emergency Closings

## DELAYED OPENING AND EARLY CLOSING PROCEDURES

### Delay And Closure Notification

Any decision to delay or close school will be made available via local media outlets (radio, television news, etc.) immediately. You may also call 703.791.2776 for a recorded message about late openings and closings, or access the Prince William County Public Schools Web site at [pwcs.edu](http://pwcs.edu).

School closing and delay information is also available on PWCS-TV (Comcast Channel 18 and Verizon Channel 36). In addition, you may subscribe to PWCS E-News and text messaging by visiting [pwcs.edu](http://pwcs.edu) and clicking on the E-News button at the bottom of the page. PWCS strives to post notification of school closings by 5:30 a.m. on school days.

# Emergency Closings

continued

## Make-up Days

When schools close due to inclement weather or other emergency, the missed days shall not be made up unless the total number of instructional days falls below the minimum required by the Virginia Board of Education (180 days or 990 hours).

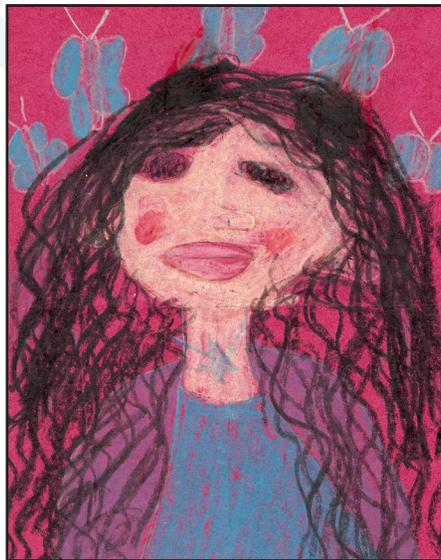
Two make-up days are included in the 181-day elementary calendar. Once make-up days are used, instructional hours accumulated from lengthening the elementary school instructional day will be used to make up lost time due to inclement weather.

## FAMILY EMERGENCY PLANS

It is important that you discuss a plan with your child(ren) so that they know what to do in the event that they should arrive home before there is anyone there to meet them. Please take the time to discuss a family emergency plan at the beginning of the school year.

## TELEPHONE TREE

At the beginning of the school year, a telephone tree will be implemented so that each child's parent and/or day care provider will be called in an effort to communicate that school is closing early or for some other emergency matter. It is important that the school office be informed of any changes in telephone numbers so that the telephone tree can be kept current. Many schools utilize an auto-dialer system for this purpose. Parents should provide a back-up plan and explain this plan to their child in the event an emergency arises and the parent or emergency contact person is not at home.



**LIDIA CEDILLO**

Grade 5  
Yorkshire Elementary

# Community Involvement and Services

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## SCHOOL ADVISORY COUNCILS

(Regulation 230.01-1)

Each school will have an active school advisory council to assist the principal in writing, updating, and monitoring the school's Strategic Plan. If you are interested in serving on the School Advisory Council, contact your school principal.

## PARENT VOLUNTEER PROGRAM

Parent volunteers are an active and important part of many school programs. An effective volunteer program helps the school staff better serve the needs of the students and the school. Volunteers serve in many areas, such as working with students by reinforcing skills taught by the teacher, providing clerical support for teachers, and helping the office staff by working in the clinic or office. Parent volunteers are welcomed. If you are interested in serving, please contact your school.

# Community Involvement and Services

continued

## SCHOOL VISITORS (Policy 926)

Parents and interested citizens are invited to visit our schools to observe the instructional program and related activities. Parents are especially encouraged to visit the schools on scheduled days for conferences with teachers, special school programs, luncheons, parent-teacher meetings, and back-to-school nights.

All visitors are required to report to the main office upon entering the building to sign in as an authorized visitor before proceeding to the instructional areas. A visitor's pass will be issued upon receipt of photo identification, and the identification will be returned at the time the visitor departs. School principals will ensure that no visitors, either invited or uninvited, engage in activities on school property which are disruptive to the educational program; detrimental to health, safety or property; or are in conflict with School Board policies or administrative regulations.

Visitors are reminded that teachers expect to continue the regular class routine during observations and that unscheduled conferences which interrupt the instructional process are strongly discouraged.

# Academic Programs

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## ELEMENTARY CURRICULUM

The PWCS elementary instructional program is curriculum-based, meaning that all class work and activities are designed to teach students knowledge and skills that have been outlined for each grade level. By establishing the objectives for each grade level and subject area in advance, PWCS assures a uniform, high quality instructional program.

The curriculum specifies the essential skills important to all students and serves as an instructional guide for teachers to assure that every child learns essential skills and concepts. The curriculum includes goals, benchmarks, learning objectives, successful teaching strategies, and materials designed to assure student achievement and progress. The Virginia Standards of Learning (SOLs) are also an important component of the PWCS curriculum.

The curriculum for grades 1–5 focuses on language, mathematics, social studies, and science as integral parts of the elementary educational program. Teaching specialists also provide instruction in music, physical education, and art to students at all grade levels.

## Kindergarten

The Prince William County kindergarten program is designed for children who are five years old, or who will be five by September 30. The kindergarten program's curriculum integrates mathematics, listening, speaking, writing, reading, and aesthetics in a developmentally appropriate context. The kindergarten curriculum also emphasizes the social

development of each child. The program was developed to meet the special needs of children this age, with experiences and activities designed to facilitate their adjustment to a classroom environment.

PWCS offers full-day kindergarten services at all elementary schools. The School Division believes strongly in providing kindergarten students with the time and attention that they need to get off to a strong start academically. In full-day kindergarten programs, students are engaged in language arts instruction and activities for the majority of their day. It is through language arts that these young students can acquire the oral language, reading, and writing skills that will be vital for them to have for future learning in all other subject areas. Kindergarten students will also have instruction in the full kindergarten curriculum, with math, science, and social studies taught daily along with weekly opportunities to engage in art, music, physical education, and other special learning classes at individual schools. With a full day to learn, kindergarten students have the instructional time and teacher attention needed to begin their life-long journey in learning.

Each school typically has a special meeting for parents of kindergarten students. These meetings are designed to acquaint parents with the school as well as with the kindergarten program. Please contact your child's school for more information about parent meetings.

## ESOL

ESOL comprehensive services are available to any student in kindergarten through grade 12 for whom English is not the primary language, and whose English is not adequate to function successfully in the regular subject areas. Federal laws require that school divisions provide services to limited English proficient (LEP) students and parents, which guarantee their right to an equitable, quality education and access to all co-curricular programs, concurrently if appropriate.

Those students identified as eligible for ESOL services receive specialized support by certified ESOL teachers located in 79 elementary, middle, and high schools throughout the county. In all cases, parents have to sign for permission for their children to receive ESOL services. ESOL instruction is aligned with all SOLs and is content-based and focuses on having students learn both language and content objectives in order to accelerate their academic literacy and perform on grade level. The Parents as Educational Partners (PEP) program is offered free to all LEP parents as part of the ESOL Program. PEP classes include information to newcomer parents about county school procedures, expectations, rules, consequences, and parental rights and responsibilities. Classes help new immigrant families feel less anxious about being in an American school, to be knowledgeable about the expectations of them, and to understand how to become involved in school activities and support their child's learning of both English and core academic subjects at home.

The Central Registration Centers, located at Coles Elementary and Ann Ludwig Schools, provide LEP families initial school registration, transcript analysis,

school, and community orientation information by bilingual staff, ESOL Program eligibility assessment, and family support all through the year. Bilingual support services (translating and interpreting for school purposes such as parent/teacher or student conferences) are available for all School Division staff both in schools and in central offices coordinated by the Translation Services Office, also a major component of the ESOL Program. All ESOL Program information is available on [pwcs.edu](http://pwcs.edu).

## GIFTED EDUCATION

Gifted education services are available for Prince William County students in kindergarten through grade 12. Students identified as potentially gifted while in kindergarten receive services in the regular classroom with resource service in the extension block every week. First- and second-grade students identified as potentially gifted in an academic area are provided with appropriate instruction in each elementary school and receive resource service in the extension block every week. In grade 3, in addition to classroom service, students receive resource service for up to 90 minutes each week. At the end of third grade, students are formally identified in the category of intellectual aptitude and specific academic aptitude. Such students receive additional services during both fourth and fifth grades in a school-based program or in a gifted education center.

Nine elementary gifted education centers provide services to identified students. Students attend a center once each week for a portion of a school day. In addition, eight elementary schools with

large numbers of identified gifted students provide comparable services within a school-based program. Pennington and Porter Traditional Schools also provide services within the school. Students may also participate in specialty programs in foreign language or mathematics and science, or in the International Baccalaureate Primary Years Programme.

## MULTICULTURAL EDUCATION

PWCS supports multicultural education as a means of addressing and recognizing the diversity and pluralism in American society. One goal of education should be to teach students to respect different cultural and religious beliefs, convictions, and practices; therefore, all schools should develop a climate in which students can feel comfortable with educational activities containing material about a religion, culture, and heritage which is not their own.

Teachers and principals must make curriculum-based decisions on how multicultural activities can be of cultural, historical, and religious significance without presenting a distorted picture of the faiths or beliefs of a religion, groups of people, or particular time period. Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs if presented in a prudent and objective manner. Additionally, schools should be aware of and responsive to the academic and social needs of students by recognizing varying learning styles and the many diverse backgrounds that exist in classrooms.

*Continued on next page*

Displays of different religions and cultures should be of a similar size, proportion, and position to avoid giving the appearance of advocating one religion or culture over another. Teachers and principals must also use PWCS regulations to determine how students and staff who do not wish to participate in particular activities due to religious beliefs can be accommodated.

## SPECIAL EDUCATION

PWCS provides a free, appropriate public education to all eligible students with disabilities, and provides a full continuum of special education services in accordance with the Individuals with Disabilities Education Act (IDEA, 2004). As specified by IDEA, children with disabilities include those persons who are aged 2–21 who have Autism Spectrum Disorder, deaf-blindness, developmental delay, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, severe disability, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment including blindness. The Special Education Advisory Committee (SEAC) meets monthly on the third Tuesday at 7 p.m. in Room 2011 at the Kelly Leadership Center, 14715 Bristow Road, Manassas. Parents are encouraged to attend and participate in SEAC meetings.

## Child Find

PWCS provides an active and continuing Child Find program to identify, locate, and evaluate children who are suspected of having a disability and in need of special education and related services. Parents of

preschool children may contact the Child Find Office at 703.791.8857.

## HOMEWORK

### (Regulation 663-1)

Homework provides out-of-class activities or projects that enrich, enhance, and/or extend the instructional program. Teachers will use discretion in assigning homework so that it may be completed in a reasonable amount of time. Suggested time allotments for homework are half-an-hour per day for grades 1–2, and up to one hour per day for grades 3–5.

Parents are responsible for ensuring that students complete their assignments. Homework may be graded, and failure to complete homework will result in a “0” in the grade book, which will be averaged as an “F” at the end of the grading period as part of the academic grade. Students and parents will be made aware of how homework will be used in determining grades.

## FIELD TRIPS

### (Regulation 642-1)

A field trip is any trip taken by students, under teacher supervision, where students leave the school grounds. Such trips are designed to afford students an opportunity to enrich their educational experience. Field trips usually occur during school hours. In order to participate, students must bring a permission slip signed by a parent or guardian. Teachers, with assistance from invited parents, are responsible for the supervision and safety of students during field trips.

## TEXTBOOKS

Schools are responsible for providing the appropriate learning tools for each student. Depending on the classroom, a variety of books, audio-visual, and supplementary materials may be used to help enforce each lesson. A textbook is available for each student in each core subject.

Students will be responsible for all textbooks and learning materials that are issued to them. Books are checked periodically, and students must present the same books that were issued to them. Books that are lost, destroyed, or damaged beyond normal use must be paid for by the student who originally received the book.

Please encourage your children to take care of their textbooks, and explain the possible consequences if a book is lost or damaged. With everyone’s cooperation, these books will provide educational opportunities for years to come.

## GRADING (Regulation 661-1)

Grades are based on the same criteria at all Prince William County Public Schools. What follows is a general outline of grading rules; however, if you need more information or have a question about a specific grading process or your child's grade, please contact your child's teacher.

### Achievement Grades: S and N Scale

In grades K–2, students do not yet receive traditional letter grades, but are instead marked along the “S and N” grading scale. In addition, students in all elementary grade levels will receive S and N grades in listening, oral language, art, physical education, music, handwriting, technology, work habits, and conduct. The S and N scale reads as follows:

S+ indicates that the student consistently meets objectives; S indicates that the student adequately meets objectives;  
S- indicates that the student inconsistently meets objectives; and  
N indicates that the student has not met objectives at the time of grading.

### Achievement Grades: Letter Grades

In grades 3–5, students begin receiving letter grades in the core curriculum subjects such as reading, math, science, and social studies. The following represents the letter grades and their respective percentages:

A is awarded for scores of 90–100 percent, and represents outstanding achievement.  
B+ is awarded for scores of 87–89 percent, and represents very good achievement.  
B is awarded for scores of 80–86 percent, and represents good achievement.  
C+ is awarded for scores of 77–79 percent, and represents above average achievement.  
C is awarded for scores of 70–76 percent, and represents average achievement.  
D+ is awarded for scores of 67–69 percent, and represents work that is frequently below average achievement.  
D is awarded for scores of 60–66 percent, and represents limited achievement of objectives.  
F is awarded for scores of 59 percent and below, and represents a failure to meet minimum requirements.

### Effort Grades and Special Provisions

Effort grades are not given in PWCS. However, there are a few marks used on report cards to denote a special circumstance:

\* indicates a modified curriculum and will be accompanied by a teacher comment on the back of the report card.  
X indicates that a student is having difficulty in the area marked. This will also be explained on the back of the report card.

For more information about grading, please speak to your student's teacher or view the full regulation on our Web site.

## GROUPING (Regulation 602.03-1)

A student's class assignment should maximize individual potential. However, every effort is made to ensure that classrooms include students with a range of abilities. A variety of instructional strategies is used to help each individual student succeed. Regardless of the type of grouping that occurs in a school, it is the principal's responsibility to prevent keeping low-achieving students together for the majority of the day, placing a disproportionate number of minority students in certain classrooms, and placing a disproportionate number of behaviorally troubled students in certain classrooms. For more information about grouping, please view the full regulation online or call your school.

## GRADE PLACEMENT (Regulation 665-1)

Grade placement should provide the best opportunity for each student to make reasonable progress. Ability and achievement are examined when determining the grade or section in which a student can learn best. Likewise, skill acquisition in reading, math, and communication, along with achievement of a passing score on the Standards of Learning (SOL) test, will be key factors when considering promotion or retention.

### Promotion

While regular progress through school is essential, PWCS maintains a policy that promotion is earned, rather than automatic. Grade-level advancement

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is based on a student's academic achievement throughout the year, and every effort is made to place the student in a grade level where he/she will be most successful. It is possible for a student to be promoted to the next grade level without achieving a passing score on the SOL tests in reading or math. However, if this is the case, the student will be required to take additional work in the area of weakness the following year (see Regulation 649-1 at [pwcs.edu](http://pwcs.edu) for more information).

## Retention

Students will be considered for retention in grades K–5 if they have not demonstrated mastery of minimum competencies as defined by PWCS, and if they have not been previously retained. For grades in which SOL tests are given, achievement of a passing score on the SOL will be one of the factors considered. Retention may also be a possibility if a student has missed ten or more days of school in which little or no make-up work was completed, and without a physician's certification. The decision to retain a child is made with the full understanding of the student and the parent. Parents are informed that retention may be a possibility by the end of the first semester (18 weeks). Written notification will again be sent to the parents by the end of the third nine-week period. Students who transfer into a school late may also be retained, with parents being notified in writing as soon as the possibility can reasonably be determined. A student should only be recommended for retention a second time after alternative approaches and programs have been considered and found inappropriate.

Parents are informed of the principal's decision to retain a child in writing at least fifteen days before the end of the school year. Parents may appeal a retention decision in writing, as described in the final school retention letter.

## Acceleration

The principal may recommend that a student be accelerated (skipped) to the next highest grade level. Often, acceleration is first done on a trial basis with the student sitting in on higher-level math or reading classes. Before a final decision is made for acceleration, a Child Study process must be completed. Students considered for acceleration are monitored to ensure that the child is socially and behaviorally ready for the change, as well as academically prepared.

## REMEDIATION

Students who have failed the reading or mathematics SOL test, or who are considered “educationally at risk” of failing the SOLs, shall participate in a program of remediation in the area(s) of weakness. Students performing below grade level, students failing more than one subject, or students having an excessive absence rate may also be eligible for remediation.

Remediation may be a long-term intervention program to strengthen and improve achievement, or it may be a short-term review program, depending on the student's need. Fifth-grade students who are recommended for remediation will participate in the program once they arrive at middle school.

## Remediation Recovery

Remediation recovery is a short-term intervention program for students who did not initially pass the reading and/or mathematics SOLs, but who have a reasonable expectation for success on a retake. Recovery programs are a minimum of ten hours in length and have a low teacher-to-student ratio. Students who do not take remediation recovery will not be eligible to retake the SOL exams.

## STUDENT RECORDS (Regulation 790-1)

PWCS maintains a “Student Educational Record” for each student. The record contains information, as applicable, for each student regarding cumulative information, special education information, gifted education information, discipline information, 504 information, and English for Speakers of Other Languages (ESOL) information. Student records are maintained in the school where the child is enrolled. If a student is no longer enrolled in Prince William County, the record is transferred to the Records Center. All student records are collected, stored, and disposed of in accordance with local, state, and federal laws.

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# Student Progress

continued

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are a primary way for instructors to keep parents informed about their student's progress. The conference may be initiated by staff, or a parent may arrange a meeting by sending a note with the student to school. Teachers will confirm receipt of a conference request and will coordinate times accordingly. Parents who do not hear from the teacher should contact the school office. Please be aware that teachers are not called to the telephone during class hours, so contacts should be scheduled either before or after the completion of the instructional day.



**YULMIRA SANCHEZ CAMPOS**  
Grade 4  
Sinclair Elementary

# Conduct and Attendance

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## ATTENDANCE AND EXCUSES (Regulation 724-1)

Virginia law requires that all children of compulsory school attendance age attend school each day that school is in session unless otherwise provided for by School Board policy or Virginia law. It is the parents' responsibility to ensure that their children attend school regularly. Parents should be aware that attendance officers are authorized to enforce attendance requirements, and to refer students and/or their parents to the courts for legal action if necessary.

### Absences

Parents must notify the school before the start of the school day on the day of their child's absence. A written and signed statement by the parent providing the reason for the child's absence should be sent to the school no later than the second day after the child returns to school. The principal may decide to contact the parent by phone, by another method of the principal's discretion, or schedule a parent-teacher conference as an alternate means of parent notification for a child's absence. Class work for excused absences may be made up; however, obtaining missed assignments is the responsibility of the student or parent.

An absence will be classified as excused once the parent has been contacted or provided a written note and has verified the absence as valid. (For a complete list of excused absences, read the full regulation at [pwcs.edu](http://pwcs.edu)) Absences due to all-day truancy, class truancy, or missing a ride or bus will be classified as unexcused. Failure to produce an appropriate explanation for the absence will also result in an

unexcused classification. Unexcused absences may result in grade penalties.

Please note that elementary students who miss ten or more days of the school year, excused or unexcused, without making up their schoolwork may be considered for retention (unless an extended absence is certified by a physician).

### Tardiness and Early Dismissal

Late arrivals and early releases are discouraged as these create disruption and make it difficult for a child to focus throughout the school day. Please use these only in case of an emergency.

### DRESS CODE (Policy 734)

Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. As such, students are not permitted to wear or display items that represent or promote drugs, alcohol or tobacco products, gang membership, or violence. Long trench coats or bulky, oversized coats are also not permitted inside school buildings. If a student's dress, appearance, and/or hygiene do not meet school standards, the student may be sent home to be properly prepared for school. Additionally, if the student's clothing is inappropriate, the student may be required to remove the offensive item(s), change into something appropriate, or may be sent home to be appropriately attired.

# Conduct and Attendance

continued

## SCHOOL RULES AND SAFETY

### “Code of Behavior” and “Elementary Workbook Supplement”

The Prince William County Public Schools “Code of Behavior” outlines student, parent, and staff responsibilities; rules and regulations; corrective measures; and the student’s right to due process. The “Elementary Workbook Supplement” describes the main terms of the “Code of Behavior” in language that an elementary-aged student can understand. Each year, every elementary school student in PWCS receives a copy of both the “Code of Behavior” and the “Elementary Workbook Supplement.” Parents are required to sign a statement that they have received and reviewed both of these documents. All students are required to abide by the rules and regulations contained in the books.

We encourage parents to read and review the contents of these books with their students each year, as changes are often made and students will be responsible for knowing and following all rules and regulations that are impacted by these changes. The School Board holds all parents responsible for reading the “Code of Behavior” and promoting proper student conduct.

### Keeping Schools Safe

School should be a safe place for everyone. Weapons have no place at school, and students must notify a teacher or administrator immediately if they have reason to believe that a weapon has been brought into the school. Disciplinary action may be taken against the student who knows of a weapon or threat and does not report it, as well as against the student who committed the initial infraction. Toy guns, paintball

guns, knives, or other weapons or weapon look-alikes, may not be brought to school for show and tell or for use as props in school performances.

A tipline has been created for students to report school safety issues. The tipline is a recorded message system and should not be used in the case of an emergency. The PWCS tipline number is 703.791.2821. Please keep this number handy and use it to keep your school safe. In case of an emergency, or when an immediate response may be required, please contact the police.

### Reporting Criminal Offenses

Parents, please keep in mind that, pursuant to Virginia Code, principals are required to report all criminal offenses to the local police department.

### Zero Tolerance

The Prince William County Public School Division has a zero tolerance policy on weapons, drugs, and violence in our schools. Any student accused of violating this policy shall have a hearing with the administrator of the school. As a result of the hearing and a decision by the principal and associate superintendent, the case may be referred to the Office of Student Management and Alternative Programs (OSMAP) for further disciplinary action.

## APPEALS PROCEDURES

One of the goals of the School Division is to resolve issues at the lowest level possible. The PWCS Code of Behavior (COB) contains specific information regarding appeals of student matters. Appeals should be directed, in writing, to the appropriate office as stipulated in the COB.

# Health and Safety

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## CHILD ABUSE AND NEGLECT (Regulation 771-1)

Virginia Law 63.2-1509 states that, “... any teacher or other person employed in a public or private school ... who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately” [to the Child Protective Services Unit at the local Department of Social Services]. Virginia Law 63.2-1509 further states, “... failure to do so shall result in a fine.” PWCS Teachers and staff shall uphold the law regarding this matter in all instances.

## EMERGENCY INFORMATION (Regulation 758-1)

Each student shall have emergency information on file at his or her school. A parent will be contacted as soon as possible in case of an emergency. If a principal or designee believes the injury or illness needs immediate care and a parent is not available to take custody of the child, the principal will arrange for the child to be taken to a doctor or hospital for treatment. Parents should be certain to update emergency information as needed to ensure prompt notification in event of an emergency. Included with this regulation are the criteria for which a child may be sent home from school or for a parent to keep the child home from school in case of illness or injury.

## FIRE AND BUS EVACUATION DRILLS

Fire drills and bus evacuation drills are held periodically throughout the year as prescribed in School Board regulations.

## HEAD LICE

### (Regulation 753-2)

A student suspected of having head lice will be sent home with a written notification and instructions on obtaining proper treatment. The student will be allowed to re-enter school only after a parent accompanies him/her to the school office and school personnel verify that the student is free of live lice. Please note that a parent must be present with their child for the lice re-inspection. A child who arrives at school alone will not be permitted to return to the classroom.

If two or more students in the same classroom are found to be infected, all children in that classroom may be examined and an exposure letter shall be sent home.

## MEDICATION AND FIRST AID

### (Regulations 757-1 and 757-4)

Children will receive temporary first aid as needed at school. When medication is required, parents should make every effort for students to receive needed medication outside of the school day. PWCS will administer medication necessary for student attendance when parents are unable to do so. However, administration of all medications, prescription or nonprescription, must be requested in writing in advance by the parents. There must be an Over-the-Counter (OTC) or Prescribed Medication Form (signed by a licensed provider) for each medication requested and the parent must sign each OTC medication request submitted. Each medication submitted must have a valid expiration date and be in the original sealed container. All medications should

be delivered to the school office by the parent unless prior arrangements have been made. Please contact your school nurse to make sure all requirements have been met before assuming that medication will be administered to your child.

Students may keep certain medications such as prescription inhalers, epipens, glucagon kits, or other emergency medications in their possession when the need is urgent and a delay could result in a serious health event. Parents must inform the school of this in writing in advance, provide a written physician's authorization, and ensure that the student has received instruction about the discreet use of the medication, including keeping it from being used by others.

## Scholastic Accident And Dental Insurance

Schools supply parents with accident and/or dental insurance information at the beginning of the school year. Parents should mail all information directly to these insurance companies if they choose to participate.

## SUPERVISION AND BABYSITTING GUIDELINES

The Prince William County Department of Social Services has established the following general guidelines for child supervision and babysitting. Please note that regardless of the situation, all children should have emergency telephone numbers and a number to locate a parent or other responsible adult.

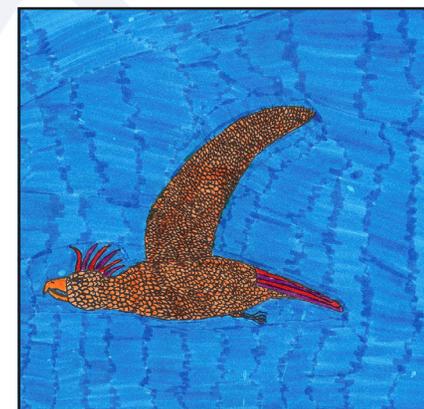
## Supervision

Children 8 and under may not be left unsupervised; Children aged 9–11 should not be left unsupervised for more than 1.5 hours (daytime only); Children aged 12–15 may be left alone during daytime hours; and Children 16 and over may be left alone all night or over the weekend.

## Babysitting Guidelines

Children aged 12–13 may babysit children for up to 4 hours; Children aged 14–15 may babysit for more than 4 hours, but not overnight or on weekends; and Children aged 16–17 may babysit overnight or over the weekend.

Contact Child Protective Services at 703.792.4200 for additional information.



**DAKOTA STEVENS**

Grade 5  
Coles Elementary

## CHILD ADVOCACY (Regulation 940.01-1)

If students or their parents feel that their best interests have been disregarded, a conference should be arranged with the school principal to address and resolve the issue(s). If the issue is not resolved at the local school level, parents are encouraged to seek help from the Office of Student Services by calling 703.791.7257. The office will help resolve the complaint or will inform parents about procedures for the next level of appeal, if necessary. Complaints should be resolved at the lowest possible level according to School Board policies. No student or parent shall in any way be treated adversely by virtue of a complaint made to the school at the local level or for any such appeal made by the student or parent. Likewise, no remarks of questionable educational value shall be placed in any part of the student's cumulative record.

## ELEMENTARY SCHOOL COUNSELING (Regulation 651-1)

The ultimate goal of a comprehensive school counseling program is to positively impact all aspects of student learning. The Comprehensive School Counseling program is a collaborative effort and functions as an integral part of the school structure. A Comprehensive School Counseling program is an integral component to the schools' academic mission. Each school shall establish a Comprehensive School Counseling program, which is based on the Standards for School Counseling Programs in Virginia

Public Schools and the American School Counseling Association's (ASCA) National Model.

Through leadership, advocacy, collaboration/teaming and a focus on systemic change, school counselors work to ensure equity and access to a rigorous curriculum for all students. School counselors' development of their school's Comprehensive School Counseling program provides each school with a guide of what all students should know, understand, and be able to do in the academic, career, and personal/social domain areas.

Comprehensive School Counseling programs are developmental and responsive. They are preventative in design, data-driven and, based on standards. Each school's Comprehensive School Counseling program is designed to address the academic, career and personal/social development of all students. Parents may review any materials used for school counseling by making arrangements with the school counselor.

## Counseling

School counseling services are delivered through classroom instruction; individual and small group activities; parent workshops; individual and/or small group planning and counseling, crisis counseling/response, referrals, consultation, collaboration, and teaming. Professional school counselors offer a range of services to help students develop educational, career, and personal/social skills. School counselors collaborate with teachers, administrators, parents, students, and the community to provide a school counseling program that prepares students for life's challenges. A student may meet with a counselor

when he/she requests counseling; is referred to a counselor by a parent, teacher, or administrator; or when a counselor initiates contact.

## Classroom Guidance

Each school has a school guidance curriculum consisting of structured, developmentally appropriate activities and lessons presented systematically by K-12 professional school counselors in collaboration with other professional educators, based on developmental needs. This is a vehicle by which school counselors deliver information and connect with every student. This component provides for classroom instruction, interdisciplinary curriculum development, group activities and parent workshops and instruction.

## Small Groups

Small group counseling is provided for students. This type of school counseling may assist students in resolving or coping with personal/social, academic, career and developmental concerns.

## Responsive Services

Each school's comprehensive counseling program includes responsive services that address students' immediate needs and concerns. These services are delivered through prevention and intervention activities; individual/small group counseling; consultation with parents, teachers, and other educators; referrals; peer facilitation and crisis counseling.

## Counseling Techniques

The use of counseling techniques that are beyond the scope of the professional certification or training of school counselors and that are normally employed in medical or clinical settings and focus on mental illness or psychopathology is strictly prohibited.

## Student Participation

A comprehensive school counseling program is designed to meet the needs of all students. Each program is designed to be inclusive, preventive, and developmental in nature. Parents may opt-out students from counseling lessons to which they object.

Parents have the option to withdraw their child(ren) from all or any portion of the comprehensive school counseling program by directing their opt-out request in writing to the school principal. This request should be appropriately filed in the Student Educational Record and school counseling staff should be advised of student non-participation. The opt-out provision excludes short duration personal/social counseling which is needed to maintain order, discipline, or a productive learning environment. Opt-out requests shall not transfer from school to school. Parents must initiate an opt-out request each time a student changes schools.

For more information about opt-in or opt-out choices for school counseling, please view Regulation 651-1 on [pwcs.edu](http://pwcs.edu) or contact the school counselor.

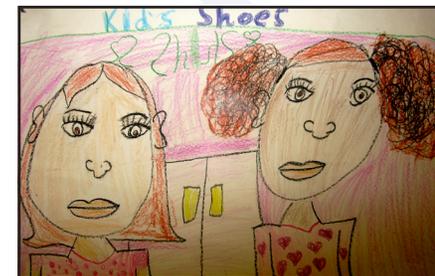
## Confidentiality

Counselors comply with the ethical standards regarding confidentiality set forth by American School Counseling Association (ASCA) in order to:

1. Inform students of the purposes, goals, techniques, and rules of procedure under which they may receive counseling at or before the time when the counseling relationship is entered.
2. Ensure the disclosure notice includes the limits of confidentiality such as the possible necessity for consulting with other professionals, privileged communication, and legal or authoritative restraints.
3. Assure the meaning and limits of confidentiality are defined in developmentally appropriate terms to students.
4. Keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed. Counselors will consult with appropriate professionals when in doubt as to the validity of an exception.
5. Ensure the understanding that his/her primary obligation for confidentiality is to the student, but balances that obligation with an understanding of the legal and inherent rights of parents/guardians to be the guiding voice in their children's lives.

6. Protect the confidentiality of students' records and release personal data in accordance with prescribed laws and school policies.
7. Ensure that student information stored and transmitted electronically is treated with the same care as traditional student records.
8. Protect the confidentiality of information received in the counseling relationship as specified by federal and state laws, written policies and applicable ethical standards. Such information is only to be revealed to others with the informed consent of the student, consistent with the counselor's ethical obligation.

As explained in Regulation 651-2 (available at [pwcs.edu](http://pwcs.edu)), no teacher, counselor, administrator, or other school staff member has an unlimited right to confidentiality. In order to understand the limits of confidentiality, parents may speak to the school counselor.



**RAQUEL WAGNER**

Grade 2  
Pattie Elementary

# School Support Services

## SCHOOL FOOD AND NUTRITION SERVICE

School food service programs operate in each school to offer students nutritious, enjoyable, high-quality meals at a reasonable price. A complete lunch offering includes an entrée with bread, two side dishes, and milk. A variety of menu choices are available each day. Breakfast can also be purchased in all schools. A complete breakfast consists of an entree, a serving of fruit or vegetable, and milk.

### Reduced Meal Fees

Free and reduced-price meals are available to students whose households qualify under federal standards. These benefits must be applied for each year, and applications are available at your school office, online at [pwcs.edu](http://pwcs.edu), or by calling 703.791.7314.

### Payment Options

Meals or a la carte purchases can be paid for with cash at the point of purchase.

In addition, school cafeterias have an automated system for advance payments of meals and a la carte items. Prepayments can be made by credit card online at [www.mylunchmoney.com](http://www.mylunchmoney.com) or with cash or check sent to the school cafeteria. The vendor charges a small transaction fee for the online service. Checks should be made payable to “Prince William County School Food Service.” Limited charge privileges are available for those students who arrive at school without money or a packed meal.

# Transportation

## ARRIVAL AT SCHOOL

If a child walks to school or is dropped off by a parent, the student should not arrive prior to the school’s announced time for entry. This is to ensure student safety as supervision is not available at the school until the published school arrival time.

### School Parking And Fire Lanes

The Prince William County Fire Prevention Code requires each school to maintain an open access (fire lane) at all times for fire fighting equipment to approach the school. Therefore, parking must be limited to designated parking areas.

School patrons are requested not to drop off or pick up children in the bus unloading/loading area during opening and closing hours because this area must be reserved for school buses. Each school has an area designated for loading and unloading children.

## BUS TRANSPORTATION (Regulation 431-1)

Students living within a school’s established walking boundary will not be provided bus transportation. School bus transportation is provided for all in-boundary students living in excess of one mile from their base school. Students eligible for bus transportation may be required to walk up to one mile to reach their regular bus stop.

### Bus Rules

Riding the school bus is a privilege, and rules are established to ensure the safety of all children riding the school bus. Bus transportation rules are listed

in the “Code of Behavior” that is given out at the beginning of each year or at registration. Please read and discuss this information with your child. All students need to be aware of the bus rules, including those who walk to school, because they may ride the bus sometime during the school year.

### Kindergarten Students

A parent or responsible person must accompany a kindergarten student to the bus stop in the morning and meet the student at the bus stop in the afternoon. If the responsible person is not at the bus stop in the afternoon, the student will be returned to school. Kindergarten students can enter and exit the bus with their siblings unless the parent has designated a responsible person to take and meet the student at the bus stop. Siblings who do not ride the bus with their kindergarten siblings must be twelve years of age or older to pick up the student.

### Transportation to Specialty Programs and Traditional Schools

Express bus service is provided for students enrolled in the Specialty Programs and Traditional Schools. This transportation service is to and from express bus stops only.

# SEPTEMBER



**GREGORY KLATT**  
Grade 5  
Bennett Elementary



**SOPHIA THOMPSON**  
Grade 3  
Sudley Elementary



**ENRIQUE MORALES PAREDES**  
Grade 5  
Bennett Elementary

# SEPTEMBER 2009

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<p>• <b>National Hispanic Heritage Month</b> 9/15–10/15</p>		1	2  School Board Meeting 7 p.m.	3	4	5																																																																																																		
6	7  Labor Day	8  School Begins for 2009–10 year  International Literacy Day	9	10	11  Patriot Day	12																																																																																																		
13	14	15	16  School Board Meeting 7 p.m.	17  Citizenship Day Constitution Week (17–23)	18  Rosh Hashana (begins at sundown)	19  Rosh Hashana (J)																																																																																																		
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(J) Jewish Holiday (I) Islamic Holiday

# OCTOBER



**AMANDA KAUFMAN**  
Grade 4  
Sudley Elementary



**ASHLEY AGRE**  
Grade 2  
Sinclair Elementary

# OCTOBER 2009

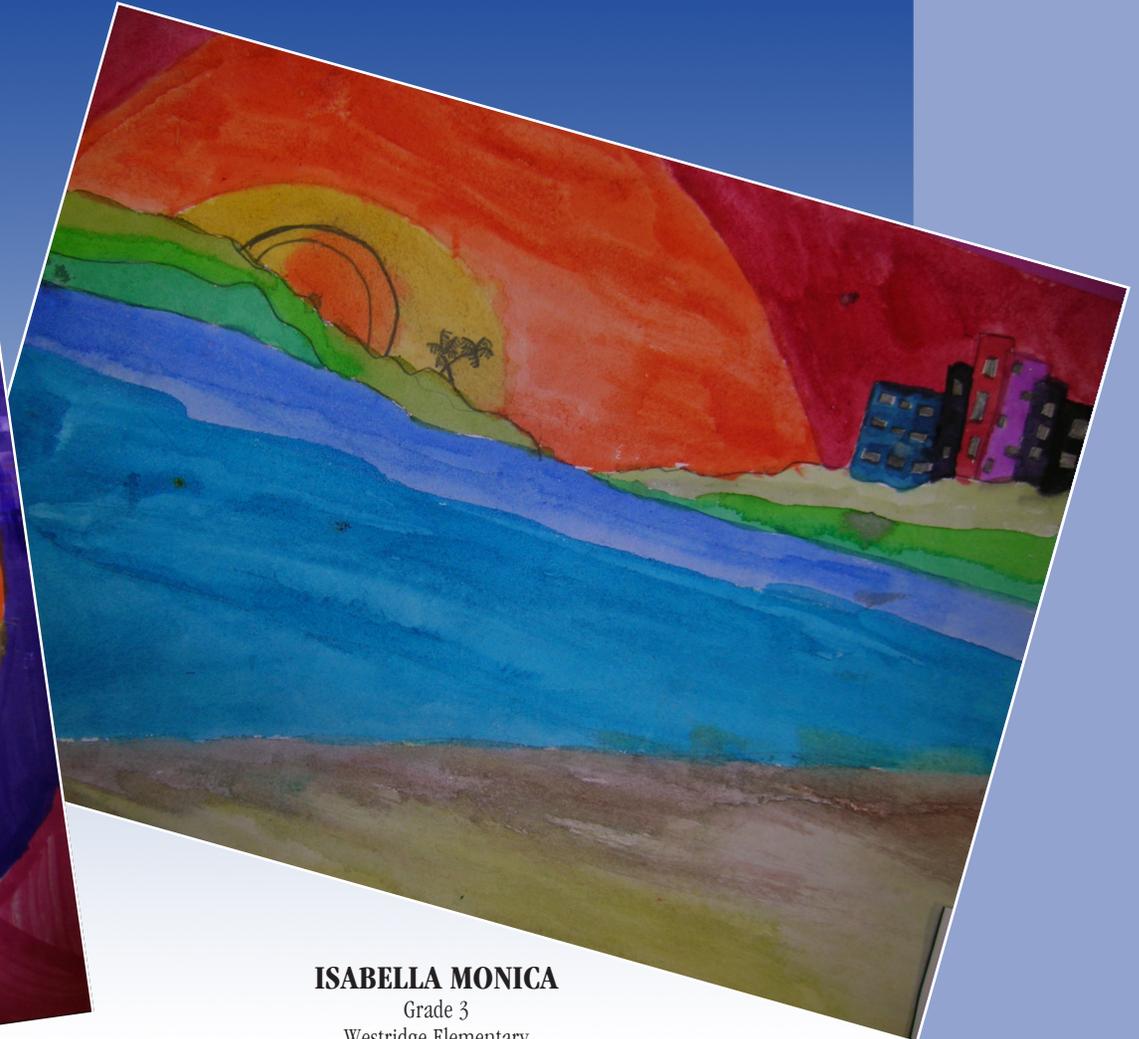
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<p>Simchat Torah (begins at sundown on the 10th) (J)</p>	<p>Columbus Day (School is open)</p>	<p>Interim Reports Sent Home</p>				<p>Diwali (Hindu/Sikh/Jain)</p>																																																																																				
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					<p>End of 1<sup>st</sup> Grading Period</p>																																																																																					

(J) Jewish Holiday (I) Islamic Holiday

# NOVEMBER



**DANIEL GRANT**  
Grade 5  
Bennett Elementary



**ISABELLA MONICA**  
Grade 3  
Westridge Elementary

# NOVEMBER 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																		
<b>1</b>  Daylight Saving Time Ends (Turn Clocks Back One Hour)	<b>2</b> <b>No School</b> Teacher Inservice/Workday  Birth of Guru Nanak Dev (Sikh)	<b>3</b> Parent/Teacher Conference Day  Election Day	<b>4</b>  School Board Meeting 7 p.m. National French Week 11/4–11/10	<b>5</b>	<b>6</b>	<b>7</b>																																																																																		
<b>8</b>	<b>9</b>	<b>10</b>  Report Cards Go Home	<b>11</b> <b>No School</b>  Veteran's Day	<b>12</b>  Birth of Baha'ullah (Baha'i)	<b>13</b>	<b>14</b>																																																																																		
<b>15</b>  American Education Week (11/15–11/21) National Geography Awareness Week (11/15–11/21)	<b>16</b>	<b>17</b>  School Board Meeting 7 p.m.	<b>18</b>	<b>19</b>  Education Support Professionals Day	<b>20</b>	<b>21</b>																																																																																		
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Half Day Thanksgiving Break Begins	<b>26</b> <b>No School, Thanksgiving Break</b>		<b>27</b>																																																																																		
<b>29</b>  First Sunday in Advent	<b>30</b>	<p style="text-align: center;"><b>OCTOBER 2009</b></p> <table style="margin: auto; border-collapse: collapse;"> <tr><td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td></tr> <tr><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td></tr> <tr><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td></tr> <tr><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p style="text-align: center;"><b>DECEMBER 2009</b></p> <table style="margin: auto; border-collapse: collapse;"> <tr><td style="text-align: center;">S</td><td style="text-align: center;">M</td><td style="text-align: center;">T</td><td style="text-align: center;">W</td><td style="text-align: center;">T</td><td style="text-align: center;">F</td><td style="text-align: center;">S</td></tr> <tr><td></td><td></td><td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td></tr> <tr><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td></tr> <tr><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td></tr> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<b>28</b>  Thanksgiving  Eid al Adha (I)
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(J) Jewish Holiday (I) Islamic Holiday

# DECEMBER



**ANDREW KIM**

Grade 3  
Coles Elementary

# DECEMBER 2009

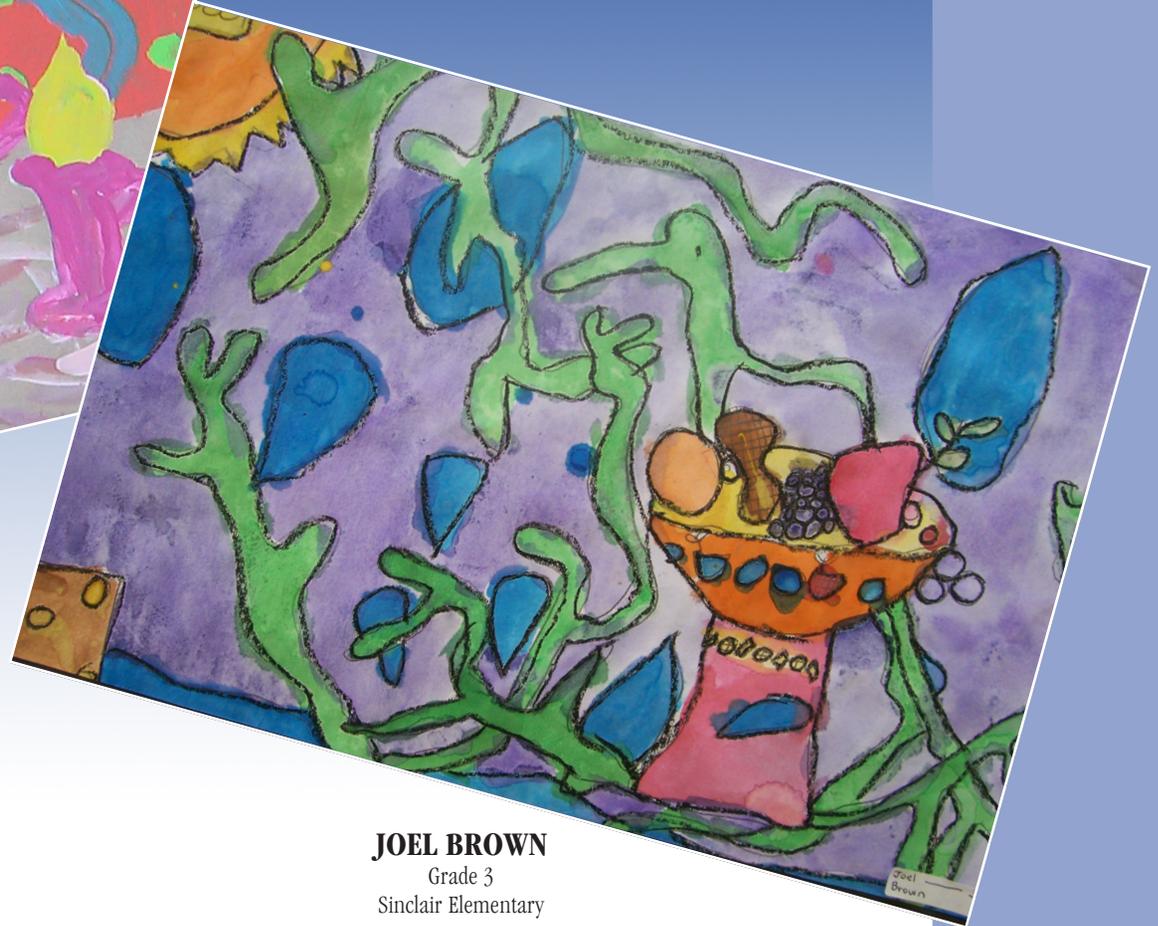
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13	14	15 Bill of Rights Day	16 School Board Meeting 7 p.m.	17	18 First of Muharram (Islamic New Year) (I)	19																																																																																																																	
20	21 First Day of Winter/ Winter Solstice	22 Interim Reports Sent Home	23 Two-Hour Early Release Winter Break Begins	24-25 No School, Winter Break		26 Kwanza 12/26-1/1																																																																																																																	
27 Ashura (I)	28-30 No School, Winter Break			31	<table border="1"> <thead> <tr> <th colspan="7">NOVEMBER 2009</th> <th colspan="7">JANUARY 2010</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> <td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>		NOVEMBER 2009							JANUARY 2010							S	M	T	W	T	F	S	S	M	T	W	T	F	S	1	2	3	4	5	6	7							1	2	8	9	10	11	12	13	14	3	4	5	6	7	8	9	15	16	17	18	19	20	21	10	11	12	13	14	15	16	22	23	24	25	26	27	28	17	18	19	20	21	22	23	29	30						24	25	26	27	28	29	30								31						
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# JANUARY



**KAYLA FEBUS**  
Grade 2  
Pattie Elementary



**JOEL BROWN**  
Grade 3  
Sinclair Elementary

# JANUARY 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
• Bullying Prevention Month	<b>DECEMBER 2009</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2010</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28			<b>1</b> No School, Winter Break  New Year's Day	<b>2</b>
	<b>3</b>	<b>4</b>  Schools Reopen	<b>5</b>	<b>6</b>  School Board Meeting 7 p.m. Epiphany	<b>7</b>	<b>8</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>  Martin Luther King Jr. Birthday	<b>16</b>
<b>17</b>	<b>18</b> No School  Martin Luther King Jr. Day (observed)	<b>19</b>	<b>20</b> Half Day Parent/Teacher Conference Day  School Board Meeting 7 p.m.	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>					End of 2 <sup>nd</sup> Grading Period End of 1 <sup>st</sup> Semester	

# FEBRUARY



**ABIGAIL BEYEN**  
Grade 4  
Dumfries Elementary



**FREDDY SEGURA**  
Grade 1  
Sinclair Elementary

# FEBRUARY 2010

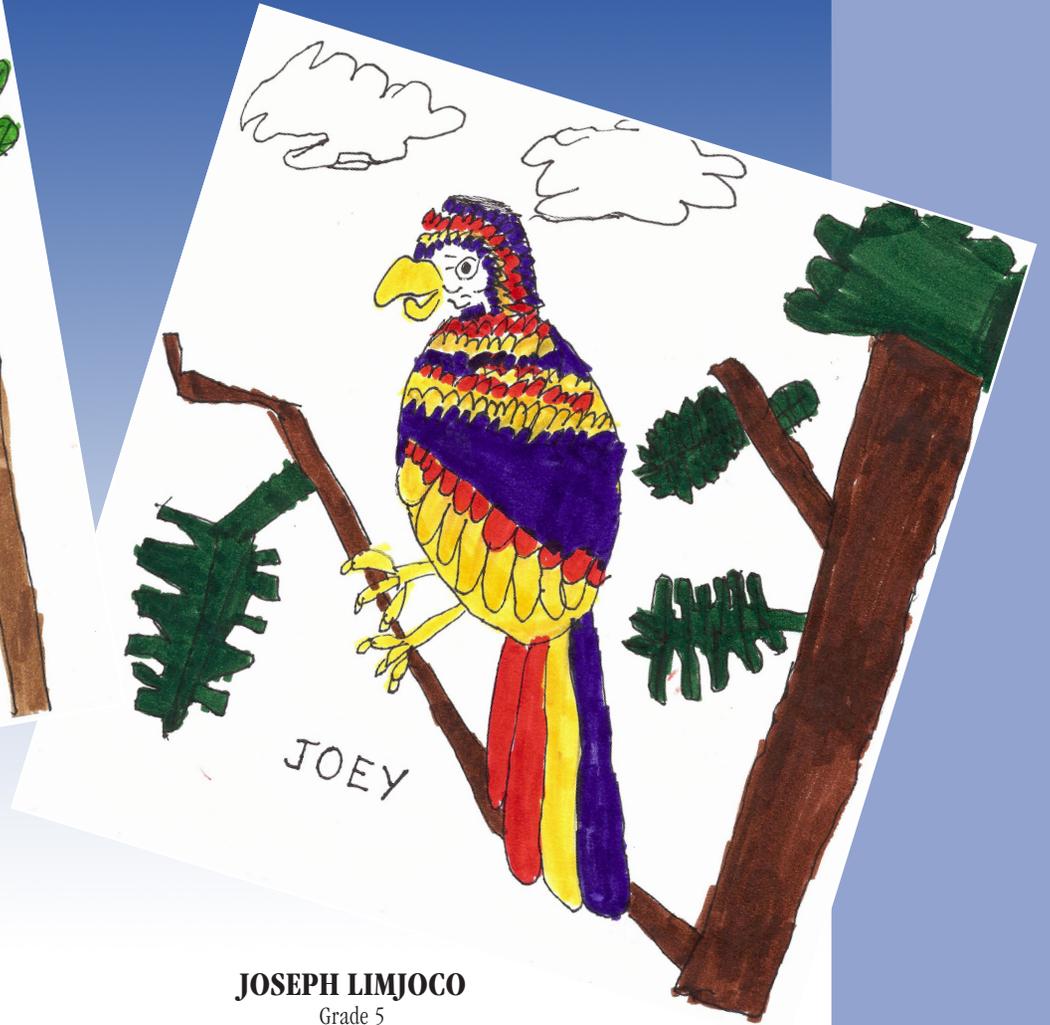
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																																						
National School Counseling Week (2/1-2/15)	<b>1</b> <div style="background-color: #0056b3; color: white; border-radius: 10px; padding: 2px; display: inline-block; margin-bottom: 5px;">No School</div> Teacher Inservice/Workday	<b>2</b>  Groundhog Day	<b>3</b>  School Board Meeting 7 p.m.	<b>4</b>	<b>5</b>	<b>6</b>																																																																																																						
<b>7</b>	<b>8</b>  Report Cards Go Home	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>  President Abraham Lincoln's Birthday	<b>13</b>																																																																																																						
<b>14</b>  Valentine's Day Chinese, Korean, Vietnamese New Year	<b>15</b> <div style="background-color: #0056b3; color: white; border-radius: 10px; padding: 2px; display: inline-block; margin-bottom: 5px;">No School</div> Presidents' Day	<b>16</b>	<b>17</b>  School Board Meeting 7 p.m. <div style="background-color: #d9d9d9; border-radius: 10px; padding: 2px; display: inline-block; margin-top: 5px;">Ash Wednesday</div>	<b>18</b>	<b>19</b>	<b>20</b>																																																																																																						
<b>21</b>	<b>22</b>  President George Washington's Birthday	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>																																																																																																						
<b>28</b>	<table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th colspan="7" style="text-align: center; border-bottom: 1px solid black;">JANUARY 2010</th> </tr> <tr> <th style="text-align: center;">S</th> <th style="text-align: center;">M</th> <th style="text-align: center;">T</th> <th style="text-align: center;">W</th> <th style="text-align: center;">T</th> <th style="text-align: center;">F</th> <th style="text-align: center;">S</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> </tr> <tr> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> </tr> <tr> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	JANUARY 2010							S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <th colspan="7" style="text-align: center; border-bottom: 1px solid black;">MARCH 2010</th> </tr> <tr> <th style="text-align: center;">S</th> <th style="text-align: center;">M</th> <th style="text-align: center;">T</th> <th style="text-align: center;">W</th> <th style="text-align: center;">T</th> <th style="text-align: center;">F</th> <th style="text-align: center;">S</th> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">14</td> <td style="text-align: center;">15</td> <td style="text-align: center;">16</td> <td style="text-align: center;">17</td> <td style="text-align: center;">18</td> <td style="text-align: center;">19</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">21</td> <td style="text-align: center;">22</td> <td style="text-align: center;">23</td> <td style="text-align: center;">24</td> <td style="text-align: center;">25</td> <td style="text-align: center;">26</td> <td style="text-align: center;">27</td> </tr> <tr> <td style="text-align: center;">28</td> <td style="text-align: center;">29</td> <td style="text-align: center;">30</td> <td style="text-align: center;">31</td> <td></td> <td></td> <td></td> </tr> </table>	MARCH 2010							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<ul style="list-style-type: none"> <li>• African American (Black) History Month</li> <li>• School Board Month</li> </ul>
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(J) Jewish Holiday (I) Islamic Holiday

# MARCH



**PETER WANG**  
Grade 5  
Coles Elementary



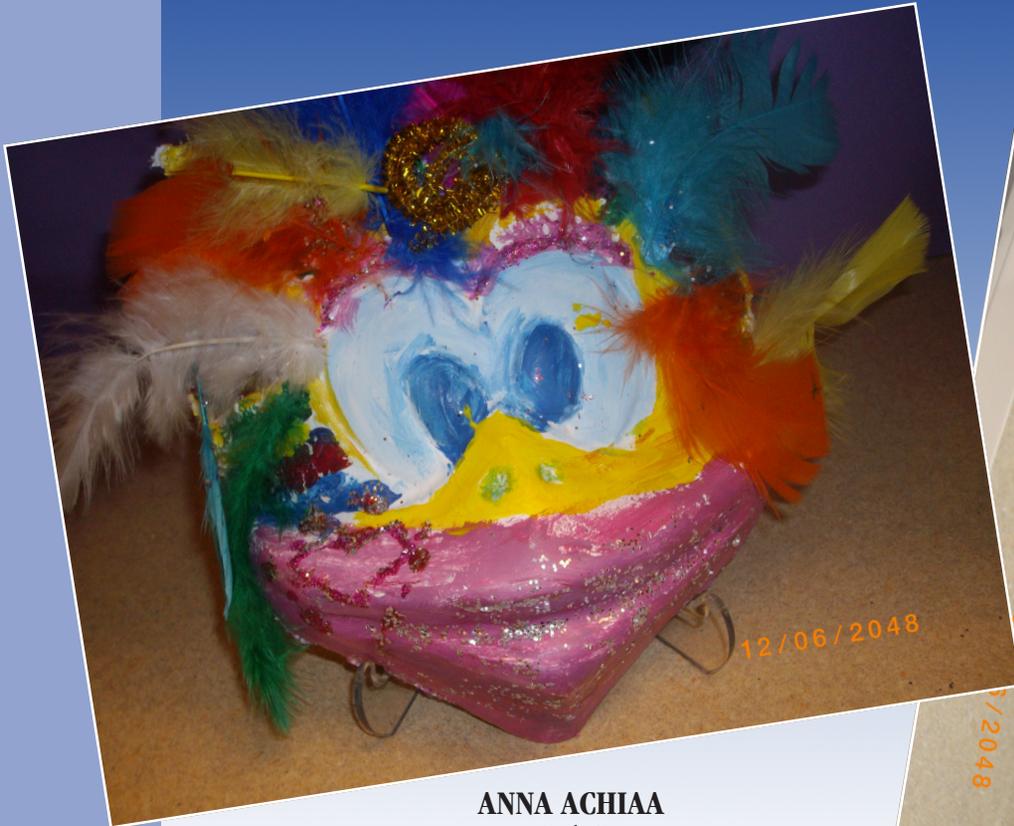
**JOSEPH LIMJOCO**  
Grade 5  
Coles Elementary

# MARCH 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																					
	<b>1</b>  Newspaper in Education Week (3/1-3/5)	<b>2</b>  Dr. Seuss' Birthday/NEA's Read Across America Day	<b>3</b>  School Board Meeting 7 p.m.	<b>4</b>	<b>5</b>  Interim Reports Sent Home	<b>6</b>																																																																																					
<b>7</b>	<b>8</b>  National School Breakfast Week (3/8-3/12)	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>																																																																																					
<b>14</b>  Daylight Saving Time Begins (Set Clocks Forward One Hour)	<b>15</b>  Interim Reports Sent Home	<b>16</b>	<b>17</b>  School Board Meeting 7 p.m. St. Patrick's Day	<b>18</b>	<b>19</b>	<b>20</b>  First Day of Spring																																																																																					
<b>21</b>  Naw-Ruz (Persian & Baha'i New Year)	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>																																																																																					
<b>28</b>  Palm Sunday	<b>29</b> <b>No School, Spring Break</b>  Passover (begins at sundown)	<b>30</b>  Passover begins (J)	<b>31</b>	<b>FEBRUARY 2010</b> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							<b>APRIL 2010</b> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<ul style="list-style-type: none"> <li>• Irish-American Heritage Month</li> <li>• Youth Art Month</li> <li>• Music in Our Schools Month</li> <li>• Women's History Month</li> </ul>
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(J) Jewish Holiday (I) Islamic Holiday

# A P R I L



**ANNA ACHIAA**  
Grade 3  
Fitzgerald Elementary



**MARIA ISENAME**  
Grade 3  
Fitzgerald Elementary

# APRIL 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
<ul style="list-style-type: none"> <li>• Mathematics in Education Month</li> <li>• School Library Media Month</li> <li>• National Autism Awareness Month</li> <li>• Keep America Beautiful Month</li> <li>• Child Abuse Prevention Month</li> </ul>	<p><b>MARCH 2010</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>MAY 2010</b></p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>1</b></p> <p>No School, Spring Break</p>	<p><b>2</b></p> <p>Good Friday</p>	<p><b>3</b></p>
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<p><b>4</b></p> <p>Easter</p>	<p><b>5</b></p> <p>No School</p> <p>Passover ends</p>	<p><b>6</b></p> <p>Schools Reopen</p>	<p><b>7</b></p> <p>School Board Meeting 7 p.m.</p>	<p><b>8</b></p>	<p><b>9</b></p>	<p><b>10</b></p>																																																																																											
<p><b>11</b></p> <p>Week of the Young Child (4/11-4/17)</p> <p>National Library Week (4/11-4/17)</p>	<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p>	<p><b>15</b></p>	<p><b>16</b></p> <p>End of 3<sup>rd</sup> Grading Period</p>	<p><b>17</b></p>																																																																																											
<p><b>18</b></p> <p>Public School Volunteer Week (4/18-4/24)</p>	<p><b>19</b></p> <p>No School</p> <p>Teacher Inservice/Workday</p>	<p><b>20</b></p>	<p><b>21</b></p> <p>School Board Meeting 7 p.m.</p>	<p><b>22</b></p> <p>Earth Day</p>	<p><b>23</b></p>	<p><b>24</b></p>																																																																																											
<p><b>25</b></p>	<p><b>26</b></p> <p>Report Cards Go Home</p>	<p><b>27</b></p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p>																																																																																												

(J) Jewish Holiday (I) Islamic Holiday

# MAY



**NAYELI FUENTES UMANZOR**  
Grade 1  
Yorkshire Elementary



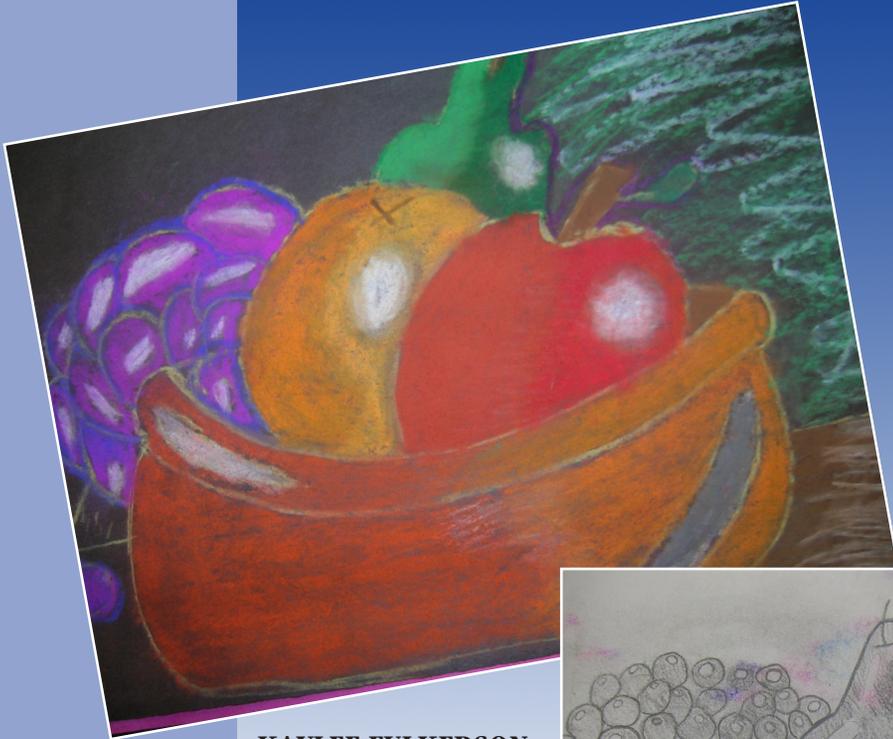
**MADISON MORIN**  
Grade 2  
Westridge Elementary

# MAY 2010

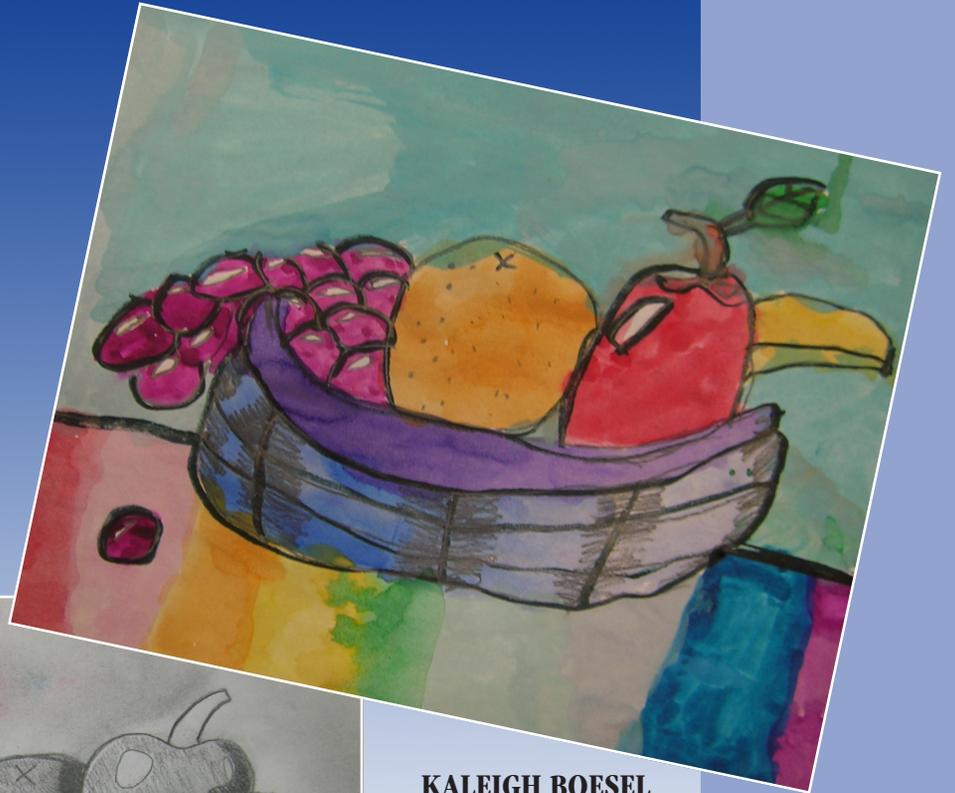
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>• Asian-Pacific American Heritage Month</b>	<b>APRIL 2010</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JUNE 2010</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				1
	2	3	4	5	6	7
Teacher Appreciation Week (5/2-5/8)		National Teachers' Day	School Board Meeting 7 p.m.			
9	10	11	12	13	14	15
Mother's Day	National Children's Book Week (5/10-5/16)		National School Nurse Day			
16	17	18	19	20	21	22
		Shavout (begins at sundown)	School Board Meeting 7 p.m. Shavout (J)			
23	24	25	26	27	28	29
30	31			Interim Reports Sent Home Wesak (Buddhist)		
	No School Memorial Day					

(J) Jewish Holiday (I) Islamic Holiday

# JUNE



**KAYLEE FULKERSON**  
Grade 3  
Westridge Elementary



**KALEIGH BOESEL**  
Grade 2  
Westridge Elementary



**GRACE MACKEN**  
Grade 4  
Westridge Elementary

# JUNE 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
		1	2 School Board Meeting 7 p.m.	3	4	5																																																																																											
6	7	8	9	10	11	12																																																																																											
13	14 Flag Day	15	16 School Board Meeting 7 p.m.	17	18 <b>LAST DAY OF SCHOOL</b> End of 2 <sup>nd</sup> Semester End of 4 <sup>th</sup> Grading Period Report Cards Go Home	19																																																																																											
20 Father's Day	21 Teacher Inservice Workday  First Day of Summer/ Summer Solstice	22 Teacher Inservice Workday	23	24	25	26																																																																																											
27	28	29	30	<p style="text-align: center;"><b>MAY 2010</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p style="text-align: center;"><b>JULY 2010</b></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2 3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	T	F	S							1 2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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(J) Jewish Holiday (I) Islamic Holiday

# JULY



**FRANKIE JOO**  
Grade 5  
Bennett Elementary



**COURTNEY KNOX**  
Grade 1  
Westridge Elementary



**MITCHELL DAIGLE**  
Grade 3  
Pattie Elementary

# JULY 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>JUNE 2010</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>AUGUST 2010</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		1	2	3
4  Independence Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20  Tisha B'Av (J)	21	22	23	24
25	26	27	28	29	30	31

(J) Jewish Holiday (I) Islamic Holiday

# AUGUST



**TAMRA GREEN**  
Kindergarten  
Yorkshire Elementary



**CHRISTOPHER CRUZ ARANDA**  
Grade 1  
Dumfries Elementary



**BRIANNA AMODEI**  
Kindergarten  
Sinclair Elementary

# AUGUST 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 August Sales Tax Holiday (8/6-8/8)	7
8	9	10	11	12 Ramadan begins (8/12-9/12) (I)	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	<b>JULY 2010</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		<b>SEPTEMBER 2010</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

(J) Jewish Holiday (I) Islamic Holiday

Absences and Excuses.....	16	Health and Safety.....	18	School Safety.....	17
Acceleration.....	15	Homework.....	13	Snacks and Treats.....	8
Appeals.....	17	Insurance, Scholastic Accident and Dental.....	18	Special Education.....	13
Area Associates		Keeping Schools Safe.....	17	Student Photos.....	8
Level Area School Assignments.....	4-6	Kindergarten.....	11	Student Records.....	15
Listing/Contact.....	4	Leadership Staff.....	4	Superintendent	
Arrival at School.....	21	Length of School Day.....	47	Contact.....	4
Attendance.....	16	Make-Up Days.....	10	Staff.....	4
Babysitting/Supervision Guidelines.....	18	Medication.....	18	Tardies.....	16
Bell Times.....	47	Mission of PWCS.....	2	Telephone Tree.....	10
Bus Rules.....	21	Multicultural Education.....	12	Textbooks.....	13
Bus Transportation.....	21	Non-Discrimination Policy.....	46	Title I Schools.....	6
Child Abuse and Neglect.....	18	Parental Consent (Counseling).....	17	Transportation.....	21
Child Advocacy.....	19	Parent-Teacher Conferences.....	16	Transportation to Specialty Programs.....	19
Child Find.....	13	Parent Volunteers.....	10	Visitors to School.....	11
Closing Notification.....	9	Phone Numbers		Web site.....	7
“Code of Behavior”.....	17	Frequently Called Numbers.....	8		
Communication from the Schools.....	7	Leadership Staff.....	4		
Community Involvement.....	10	School Board.....	3		
Conduct.....	10-11	Schools.....	4-6		
Confidentiality.....	20	Superintendent.....	4		
Counseling.....	19	Policies and Regulations.....	8		
Curriculum.....	11	Promotion.....	14-15		
Dress Code.....	16	PWCS-TV Channel 18.....	7		
Early Dismissals.....	16	Registration			
“Elementary Workbook Supplement”.....	10	Age of Entrance.....	9		
Emergency Closings.....	9	Requirements.....	9		
Emergency Information.....	17	Remediation.....	15		
ESOL.....	12	Retention.....	15		
Family Emergency Plans.....	10	Safety Drills, Fire and Bus Evacuation.....	17		
Field Trips.....	13	School Advisory Councils.....	10		
First Aid.....	18	School Board			
Gifted Education.....	12	Contact.....	3		
Goals of PWCS.....	2	Meetings.....	3		
Grade Placement.....	14	Members.....	3		
Grading		School Food Service			
Effort and Special Grades.....	14	General Information.....	21		
Letter Grade Scale.....	14	Payment Options.....	21		
S and N Grade Scale.....	14	Reduced Meal Fees.....	21		
Grouping.....	14	School Listing (Elementary).....	4-6		
Guidance.....	19	School Parking.....	21		
Head Lice.....	18	School Rules.....	17		

## Non-Discrimination Policy

The Prince William County Public School Division does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, national origin, religion, sex, pregnancy, age, veteran status, or disability.

Parents or students who have reason to believe they have been discriminated against are encouraged to discuss the matter with the school principal, or they may seek remediation through the regular student appeals process.

The following persons have been designated to handle inquiries regarding non-discrimination policies:

### Title IX Compliance

Associate Superintendent for Human Resources  
P.O. Box 389, Manassas, VA 20108  
703.791.7257

### Section 504 Compliance

Director of Special Education  
P.O. Box 389, Manassas, VA 20108  
703.791.7287

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# LENGTH OF SCHOOL DAY

Although beginning and ending times vary somewhat throughout the county for elementary school students, regulations require a seven-hour school day including lunch. In order to assist students in their daily preparation and organization, and to avoid interruptions to the instructional process, parents are encouraged to ensure that their children arrive on time and remain until dismissal each day.

## Traditional Schools

Pennington .....	9-3:30
Porter.....	8:50-3:20

## Elementary Schools

Alvey .....	8:30-3
Antietam .....	8:45-3:15
Ashland .....	9-3:30
Bel Air.....	9-3:30
Belmont.....	8:20-2:50
Bennett.....	9:10-3:40
Bristow Run.....	9-3:30
Buckland Mills .....	9:20-3:50
Cedar Point.....	9-3:30
Coles .....	9-3:30
Dale City.....	9-3:30
Dumfries .....	9-3:30
Ellis .....	9-3:30
Enterprise.....	9:05-3:35
Featherstone.....	9-3:30
Fitzgerald .....	9-3:30
Glenkirk .....	9-3:30
Gravely .....	9-3:30
Henderson .....	9-3:30
Kerrydale .....	9-3:30
Kilby.....	8:45-3:15
King.....	9-3:30

Lake Ridge .....	8:45-3:15
Leesylvania .....	9-3:30
Loch Lomond.....	9-3:30
Marshall.....	9-3:30
Marumsc Hills.....	9-3:30
McAuliffe.....	9-3:30
Minnieville.....	9-3:30
Montclair.....	9-3:30
Mountain View.....	9:10-3:40
Mullen .....	9-3:30
Neabsco .....	9-3:30
Nokesville.....	9-3:30
Occoquan.....	9-3:30
Old Bridge.....	8:45-3:15
Parks.....	9-3:30
Pattie/Washington-Reid.....	8:15-2:45
Potomac View .....	9-3:30
River Oaks.....	8:50-3:20
Rockledge.....	9-3:30
Signal Hill .....	9:15-3:45
Sinclair .....	8:15-2:45
Springwoods .....	8:45-3:15
Sudley .....	9-3:30
Swans Creek.....	9-3:30
Triangle.....	9-3:30
Tyler.....	9-3:30
Vaughan.....	9:10-3:40
West Gate .....	8:45-3:15
Westridge .....	9:10-3:40
Williams .....	9-3:30
Yorkshire .....	9:10-3:40



**DIANALEE ALCANTARA**

Grade 3  
Pattie Elementary

## **School Board**

Mr. Milton C. Johns  
Chairman At-Large

Mrs. Denita S. Ramirez  
Vice Chairman  
Woodbridge District

Mrs. Betty D. Covington  
Dumfries District

Dr. Michael I. Otaigbe  
Coles District

Mr. Grant Lattin  
Occoquan District

Mr. Don Richardson  
Gainesville District

Ms. Julie C. Lucas  
Neabsco District

Mr. Gil Trenum  
Brentsville District

## **Superintendent of Schools**

Dr. Steven L. Walts

## **Superintendent's Staff**

Ms. Rae E. Darlington  
Deputy Superintendent

Mr. David S. Cline  
Associate Superintendent for Finance and Support Services

Mr. R. Todd Erickson  
Associate Superintendent for Central Elementary Schools

Ms. Pamela K. Gauch/Mr. Wayne K. Mallard/Mr. Kris Pedersen  
Interim Associate Superintendents for Student Learning and Accountability

Mr. Keith A. Imon  
Associate Superintendent for Communications and Technology Services

Mr. Keith J. Johnson  
Associate Superintendent for Human Resources

Mrs. Diana Lambert-Aikens  
Associate Superintendent for Eastern Elementary Schools

Mr. Michael A. Mulgrew  
Associate Superintendent for High Schools

Mrs. Alison Nourse-Miller  
Associate Superintendent for Western Elementary Schools

Dr. Catherine P. Puttre  
Associate Superintendent for Middle Schools



**Prince William County**  
**PUBLIC SCHOOLS**

*Providing A World-Class Education*

P.O. BOX 389, MANASSAS, VA 20108 • 703.791.7200 • WWW.PWCS.EDU

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