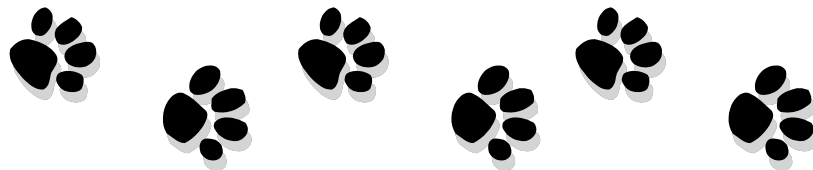


Cool Spring Primary School



Program of Studies

2018-2019

Rachel Ball, Principal
Michael Jarvis, Assistant Principal



King William County Public Schools

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King William County Public Schools

Vision

King William County Public Schools will provide a high quality education for all students to become productive members of their community.

Mission Statement

The King William County School Division provides instruction in a challenging atmosphere to meet the educational needs of all students by supporting the efforts of the professional team and encouraging community involvement.

Comprehensive Plan

In 2007 the Planning Council presented to the School Board of King William County for approval a six-year comprehensive plan that further developed the implementation of 21st century skills into the instructional practices utilized in classrooms. The Council supported the mission established in 2007 and proposed that, with minor revisions, it should continue to be used. The mission of King William County Public Schools is to *“provide rigorous instruction in a challenging atmosphere to meet the educational needs of all students by supporting the efforts of the professional team and encouraging community involvement.”*

The 21st century vision for King William County Schools is outlined in the comprehensive plan for 2013–2019. Based upon the research of what works in schools and school divisions and of best instructional practices, six principle goals have been developed to guide student academic growth and achievement.

- *District Goal 1: King William County Public Schools will provide support for all students to achieve above state and national averages as measured by administered assessments.*
- *District Goal 2: All students will graduate from high school with plans for post-secondary study or workforce training.*
- *District Goal 3: All students in King William County Public Schools will be reading on grade level by the time they reach middle school.*
- *District Goal 4: King William County Schools will increase partnerships between parents, teachers, students and administrators to enhance effective communication and participation.*
- *District goal 5: King William County Public Schools will provide staff development to meet the learning needs of all students as measured by a 2% increase in the annual SOL pass rate.*
- *District Goal 6: King William County Public Schools will increase student achievement in all AMO groups using inquiry-based learning through integration of math, science and technology (STEM) as evidenced by performance levels on benchmark and state-level testing by June 2015.*

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Mrs. Stacy Johnson, Assistant Superintendent of Instruction

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Mrs. Amy Siepka, Director of Curriculum and Assessment

Mrs. Rosalin Ball, Director of Special Programs

Mr. Tony Stone, Director of Service Operations

Mr. Nick Cammarano, Coordinator of Technology and CTE

Mrs. Sherri Harris, Director of School Nutrition

Ms. Deb Stickley, Director of Finance

Mrs. Lisa Frazier, School Psychologist

**KING WILLIAM COUNTY PUBLIC SCHOOLS
CALENDAR
2018-19 SCHOOL YEAR**

<u>MONTH</u>	<u>DATES</u>	<u>DESCRIPTION</u>	<u>INSTRUCTIONAL</u>	<u>HOLIDAY</u>	<u>PROFESSIONAL</u>
August	16, 20, 21	New Teacher Orientation			
August	22-31	Teacher Workdays			8
August	29	Open House at Schools			
September	03	Labor Day		1	
September	04	School Begins	19		
October	03	1 st Quarter Interims	21		
October	10	2-Hour Early Dismissal/Staff Dev. Day PSAT Testing Day			
November	02	2-Hour Early Dismissal/1 st Quarter Ends			
November	06	School Closed-Election Day Parent-Teacher Conf.			
November	21 - 23	Thanksgiving Holiday	18	3	
December	7	2-Hour Early Dismissal/Staff Dev. Day			
December	10	2 nd Quarter Interims			
December	20-	Winter Break - Schools Closed	12	10	
January	02				
January	03	Schools Re-open			
January	21	School Closed - Martin Luther King, Jr. Holiday		1	
January	25	2-Hour Early Dismissal-2 nd Quarter Ends	20		
FIRST SEMESTER TOTALS			93	15	8
January	28	First Day of Second Semester			
February	15	2-Hour Early Dismissal/Staff Dev. Day			
February	18	School Closed – Presidents' Day	19	1	
February	28	3 rd Quarter Interims			
March	08	2-Hour Early Dismissal/Staff Dev. Day			
March	29	2-Hour Early Dismissal/3 rd Quarter Ends	23		
April	01-	Spring Break	15	5	
	05				
April	19	2-Hour Early Dismissal			
April	22	School Closed – Easter Monday		1	
May	09	4 th Quarter Interims			
May	24	2-Hour Early Dismissal			
May	27	Memorial Day-School Closed	22	1	
June	10	Examination Schedule (Regular Schedule)			
June	11-12	Exam Schedule-2-Hour Early Dismissal (All Schools)			
June	13	Last Day of School – Exam Schedule All Schools Dismissed 2 Hours Early	11		
June	14	School Closed – Staff Development Day			1
SECOND SEMESTER TOTALS			87	8	1
2018-19 TOTALS			180	23	9

GENERAL: This school calendar requires 180 instructional days, 12 professional days, and 8 teacher contract days to be used and assigned at the discretion of the building principal.

September 2018

Dear Parents and Students,

Welcome to King William County Public Schools! As we begin a new school year, we are very proud of the many accomplishments of our students. King William schools are producing graduates who are college and career ready. Each year many of our students matriculate at some of our nation's finest colleges and universities, attend trade schools, enlist in the armed forces, or seek gainful employment. We are proud to have watched our graduates grow over the years into responsible young adults with aspirations for their lives beyond high school.

As we begin the 2018-19 school year, my sincerest hope is that all KWCPs stakeholders work together to create opportunities within the division to fully engage students and showcase their scholastic, technical and civic achievements through meaningful assessments and well-developed project-based learning experiences. Moving forward, it is imperative that we look for new and improved strategies to build upon our previous years' successes, all the while reflecting upon those lessons learned to ensure that we continue to progress in a positive manner.

Please use this program of studies to develop goals with your child for his or her academic growth. These early interactions will lay the foundation for your child to succeed as a life-long learner and encourage the development of intellectual capacity and broader opportunities. Our belief is in a partnership with parents to ensure that all of our students receive a personal learning experience that allows him or her to reach their fullest potential.

I thank you for your involvement and support in our collaborative efforts to educate all children within King William County Public Schools.

Sincerely,

David O. White
Division Superintendent

Profile of Cool Spring Primary School

School History

Cool Spring Primary School, located in rural King William County, Virginia, serves children in grades pre-kindergarten through second. Prior to its construction, all students in pre-school through fifth grade attended Acquinton Elementary School. With rising enrollment, Acquinton became overcrowded. Cool Spring Primary School was constructed next to Acquinton Elementary School, and all students in pre-school through second grade moved to the new school in January 2003. Upon completion of second grade, Cool Spring students now move “next door” to Acquinton and continue their education in grades three through five.

The name, “Cool Spring Primary,” was selected after researching the history of the land on which the school was built. The property, known as the “Cool Spring Tract,” was sold in 1916 to C.C. Caldwell. In 1929, the property, then known as “Cool Spring Farm,” was sold to the Chesapeake Foundation. The land was eventually acquired by King William County for use as a school site.

Vision

Cool Spring Primary School CUBS
Committed Staff, Parents, Students, and
Community Ultimately Bring Success

Mission Statement

Our mission is to build relationships and to lay the foundation for life-long learning.

Beliefs

We believe

- students learn differently;
- learning is fun;
- teamwork encourages success.

Cool Spring Expectations

- Be responsible
- Be respectful
- Use self-control
- Make good choices

School Motto

Cool Spring is a learning place. Cool Spring is a caring place. Cool Spring is a safe place.

Letter from the Principal

Dear Cool Spring Families:

I am humbled by the opportunity to partner with you as your child begins the 2018-2019 school year at Cool Spring Primary School. As a former graduate of King William County Public Schools, I am deeply invested in the successes of our students within this division, and I am committed to ensuring our students receive a high-quality education. Our mission is to build relationships and to lay the foundation for life-long learning. Each day, we reiterate our Cool Spring Expectations to mold our young students' minds and behaviors.

We feel a heightened responsibility to ensure students have a solid foundation in the core content areas, specifically reading and math. We recognize that reading paves the way for future academic achievement, and our teachers work diligently to ensure students are immersed in a balanced literacy program. We capitalize on opportunities for learning to be meaningful and relevant, and our teachers challenge themselves to continue their development as ongoing learners as well.

Cool Spring is well-known for the positive relationships our teachers and staff develop with our students and families. Our students are enthusiastic about learning, and our teachers provide a nurturing environment where students are supported and challenged. We appreciate parental involvement and support as we work together to make this year meaningful and successful for your child.

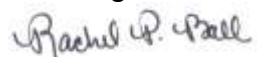
Safety of our students is a priority at Cool Spring, and we hold our students to high behavioral expectations. Each day, our students repeat the Cool Spring Expectations, which state:

- Be Responsible
- Be Respectful
- Use Self-Control
- Make Good choices

We welcome parental involvement, and we encourage you to seek opportunities to volunteer and show your child that you are jointly invested in his or her education. We appreciate that you respect our policy of checking in with the office when visiting our building. We know that in order for learning to take place, our students must first feel safe and supported at school.

We welcome your feedback and look forward to working with you and your child. Feel free to contact me at (804) 769-3434 or rball@kwcps.k12.va.us for more information.

Best regards,



Rachel P. Ball
Principal

Essential Information for Parents

Attendance - Compulsory School Attendance Law

Students of school age shall attend their assigned classes at school during school hours in accordance with state law. The Code of Virginia requires that parents/guardians of a child who has reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday must send the child to a public school or to a private, denominational or parochial school or have the child taught under conditions prescribed and approved by the Board of Education.

The standards for the accreditation of public schools in Virginia are designed to ensure that an effective educational program is established and maintained in Virginia's public schools. The Standards of Accreditation provide the foundation for the provision of a high quality public education within a system of accountability and continuous improvement. In November of 2017, the state Board of Education adopted new Standards of Accreditation that will go into effect this fall.

Along with academic indicators, schools will be measured by the number of enrolled students who are determined to be "chronically absent". Specifically, a student will be considered "chronically absent" if he/she misses 10 percent or more of the school year regardless of the reason. An academic school year is 180 days, therefore a student is "chronically absent" if he/she misses 18 or more school days in an academic year. The only exclusions to this new indicator are students who are receiving approved homebound instruction.

Your child's daily, on-time attendance is critical to his/her success in school. While some challenges to your child's school attendance are unavoidable, it is important to understand the impact of absences. If your child is chronically absent, we ask that you identify the reasons for the absences and that you help your child overcome these challenges.

Whenever a child fails to report to school, our automated attendance system will call the child's parent at the telephone number listed in our database, unless the parent has notified us in advance of the absence. If, after a reasonable effort, we are unable to contact a parent by phone, we will notify the parent by letter requesting the parent or guardian to advise the school in writing of the reason for the student's absence or to accompany the student upon his/her return to school to explain the reason for the absences. Failure to receive such explanation may result in enforcement of the compulsory school attendance law. The parent or guardian will be notified in writing when a child has five unverified absences. A meeting with the principal or designee and parent or guardian may be held after the sixth unverified absence.

Attendance Policies

Regular school attendance is essential to each student's success. Acceptable reasons for absence from school include personal illness, illness in the family that requires the presence of the student, quarantine in the home, death of an immediate relative, and observance of a religious holiday. The principal must approve absences from school for any other reason in advance. School Board policy states, "When a student accumulates the equivalent of 20 absences not attributable to a death in the immediate family, a subpoenaed court appearance, a verified chronic medical condition, or prearranged with the principal or designee . . . the student may not be eligible for credit or promotion." (*Code of Student Conduct*)

Absence from School – Procedures

1. A parent/guardian is to call the school office (**769-3434, extension 300**) prior to 9:00 A.M. on the day of absence. This extension is available 24 hours a day for your convenience. The student's name, grade, teacher and reason for absence are needed and may be left on the voice mail. Compulsory School Attendance Laws of the State of Virginia require that the school notify parents of a student's absence from school if no call is received from a parent/guardian.
2. Upon return to school, the student is to submit to his/her teacher a signed note from the parent/guardian stating the student's full name, date(s) of absence, and reason for absence.

Tardy Arrival

Students arriving to school after 8:20 A.M. **must be accompanied to the office** by a parent/guardian who will provide his/her signature with a written explanation for the tardy arrival. **Please remember that six tardies or early dismissals are equivalent to one absence.**

Early Dismissal

No student may leave the school grounds prior to the dismissal bell without the **written permission** of a parent/guardian. Such permission must include the time and reason for dismissal and the name of the individual who will be transporting the student from the school. The person who will be picking up a child may be required to show picture identification. In some rare instances, it may be necessary for parents to call the school to arrange for pick-up of their child. If this becomes necessary, parents may be asked for their child's birthday. **Please remember that six tardies or early dismissals are equivalent to one absence.**

Make-up Work

Students are expected to complete assignments missed due to absence. When a child is absent, a parent may call the school to request assignments from the classroom teacher. The *Code of Student Conduct* outlines expectations for completion of work missed due to an excused absence.

Academic Penalties

Students with excessive absences from school may be subject to grade retention as outlined in the *Code of Student Conduct*.

Bus Passes

When a student is to ride on a bus other than his/her regularly assigned bus, the parent must notify the school in writing. **The written request must include the child's first and last names, date, reason for the request, parent's telephone number and the destination (physical address).** Parents may also fax this information to 769-7730 or email it to CSPSooffice@kwcps.k12.va.us

All bus changes need to be in the office **no later than 1:30 p.m. on the day that the change needs to occur.** This helps the office staff to ensure all details are handled appropriately so that your child is transported to the appropriate location.

Cafeteria

King William County Public Schools is committed to providing healthy meals within the guidelines established by the U. S. Department of Agriculture and the Virginia Department of Education. Both breakfast and lunch are available at Cool Spring Primary School. Information regarding free or reduced price meals is available at any time in the school office. Each child is assigned an account number for meal purchases. Parents are encouraged to deposit funds in their child's account (via check or cash) so that their child will not have to carry cash to school.

To help simplify payment of school fees, King William County Public Schools has enrolled in an internet-based service called Café Prepay. The service is a website where you can check the balance on your child's account, and if you choose, pay for your child's breakfast & lunch purchases, using your Visa, MasterCard, Discover Card or American Express Card. To learn more, contact the Food Services Supervisor at 769-3434 ext. 550.

Breakfast

Breakfast is served daily, except when school is on a two-hour delayed opening. The cost of breakfast is \$1.00. Students who qualify for either free or reduced-price lunches will not be charged for breakfast.

Lunch

Students may purchase a full lunch meal. A full lunch is \$2.70; reduced price is \$.40. Students may purchase one snack item to accompany a packed or purchased lunch.

Frozen Dessert

Students may purchase frozen dessert (sherbet) cups on Fridays. Students may not purchase ice cream if their cafeteria accounts are in arrears. Ice cream costs \$0.80.

Children are seated in the cafeteria as a class. They are expected to use good table manners and talk quietly with their neighbors.. Please teach your child not to trade food with other students. At the end of your child's lunch period, the students are expected to pick up their trash. This helps promote a sense of pride and responsibility among our students. All snacks donated by parents for classes must be prepackaged and reviewed by the school nurse prior to distribution to students.

Character Education

In an effort to instill in students civic virtues and personal character traits, Cool Spring Primary will provide instruction in character education. The intent of this instruction is to improve the learning environment, promote student achievement, reduce behavior problems, and develop civic-minded individuals. The instruction will focus on the CSPA Expectations: *be responsible, be respectful, use self-control, and make good choices.* The guidance counselor will provide instruction in each of these areas, with on-going support from the classroom teachers.

Clinic

A school nurse supervises the clinic at Cool Spring Primary. The school clinic provides emergency first aid to students and the nurse serves as a liaison with the home in the event of illness. **Parents, please keep the school informed of any changes in phone numbers so that we are able to locate you in an emergency.**

Medication

King William County School Board policy prohibits school personnel from dispensing medication, prescription or nonprescription, without written authorization from a parent/guardian. It is the parent's responsibility to complete the King William County School Request to Dispense Medication before medicine can be administered in the clinic. A new form must be signed for each medication and each student (Policy JHCD-E).

Additionally, this form must be completed and updated each school year by parents requesting that medication be dispensed during school hours. Prescription medications require a physician's order stating appropriate dosage and indicating that the medication must be given during school hours. Students are not to have medication of any kind – prescription or nonprescription – in their possession during the school day. Medications, along with written consent and details, are to be delivered to the school by a parent or guardian. **Do not send medications to school with your child.**

Illness/Injury

Students who become ill during the school day will be referred to the clinic and a parent/guardian will be called. Students are not permitted to remain at school if they are too ill to participate in class activities. Students who are injured during the school day will receive immediate first aid care in the clinic. If additional medical treatment is necessary, a parent/guardian will be called.

Communicable Diseases

Regular school attendance is an essential component of student success. Equally important is a healthful school environment in which all children can learn. Students who are ill are not able to focus their attention on school demands. They also pose the risk of spreading their illness to others. We ask parents to assist school efforts in ensuring that children who are ill remain home during periods of contagious symptoms such as fever, diarrhea and vomiting. It is important that your child be free of symptoms for 24 hours before returning to school. If your child has been seen by a physician, please tell the nurse about the treatment. Students who become ill during the school day will remain in the clinic until a parent/guardian can arrange transportation home.

To prevent the spread of lice, Cool Spring Primary maintains a "no nit" policy. Children who have evidence of lice or their eggs, i.e., nits, will be removed from the classroom, and a parent/guardian will be responsible for transporting the child home. Once evidence of lice has been identified, a child will not be permitted to return to the classroom or school bus until he/she is examined by school personnel and found to be free of all evidence of lice and nits.

Daily Announcements

Announcements are made each morning at approximately 8:30. These announcements include the Pledge of Allegiance, the Moment of Silence, Cool Spring Expectations, and other information as needed.

Dress Code

A student's dress and appearance shall not be such that it causes disruption, distracts others from the education process or creates a health or safety problem. To prevent injury to students as they participate in daily recess or physical education, walk through the halls and get on and off the bus, **flip-flops and shoes with wheels in the heels are prohibited for safety reasons**. Tennis shoes are recommended for physical education and recess.

Emergency Closing Procedures

In the case of inclement weather that threatens school operation, families are informed by phone using the School Messenger automated calling system. Additionally, parents are encouraged to watch local TV stations (channels 6, 8, and 12) for notice of a school closing or delayed opening. **This information is also available on the school's answering system at 769-3434 or on the KWCPs website: kwcps.k12.va.us**

In the event that severe weather begins during the school day, students and their parents are urged to prepare in advance for any special arrangements in such events to avoid the need for phone calls. It is essential that school phone lines remain open for communication of emergency information.

It is the parent's responsibility to ensure that the school is notified any time phone numbers or contact information changes to ensure that they receive alerts and information using School Messenger and that the school can reach them in the case of an emergency.

Enrollment Requirements

Registration Information

All students enrolling in school for the first time must provide the following:

1. A birth certificate.
2. A physical examination performed by a physician within a year of the student's enrollment.
3. Immunization record (see below).
4. Current Virginia State Driver's License
5. Proof of residency (lease, deed, rent receipt, or other approved evidence) and at least one (1) additional form(s) provided below:
 - Current Virginia State Identification Card
 - Current valid Virginia vehicle registration or vehicle title
 - Current original water, gas, or electric department invoice
 - State or federal tax return filed within 12 months with W-2 form(s) attached
 - Current original tax assessment statement
 - Current voter registration card
 - Military ID
6. Certification of expulsion status.

Immunizations

To attend school, all children must have proof of the following immunizations: (*Proof of immunization may be provided to the school by completing PART III, Certificate of Immunization (form MCH-213C) available through the health department or a physician's office.*)

DTP	FOUR doses of DTP with one of the FOUR administered after the fourth birthday. If any of these doses must be administered on or after the seventh birthday, ADULT Td should be used instead of DTP.
OPV	FOUR doses of trivalent OPV or EIPV with one of the FOUR doses administered after the fourth birthday.
Measles	TWO doses of live virus measles vaccine, one dose given at 12 months of age or older and a second dose administered prior to entering kindergarten or first grade, whichever occurs first. Students entering sixth grade should also have had two doses of live measles vaccine, with the first dose administered at age 12 months or older and the second dose at least one month after the first dose.
Rubella	ONE dose of rubella vaccine received at 12 months of age or older.
Mumps	TWO doses of mumps vaccine with one at 12 months of age and a second before entering Kindergarten.
Hepatitis B	A series of three (3) vaccines that must be completed prior to entering Kindergarten.
Chicken Pox	TWO doses received before entering Kindergarten

Evaluation of Student Performance

Ongoing communication between the school and home is essential to the maximum performance of students. Additionally, information about a student's progress is conveyed to parents through a formal reporting system. Interims are sent home at the halfway point in each grading period, and report cards are sent home each nine weeks. Each report describes the student's academic progress as well as behavior and attitude in school. These reports must be returned to the school with the signature of a parent/guardian.

Kindergarten and first grade progress is reported using the following marks:

- P = Proficient Performance
- S = Satisfactory Performance
- N = Needs Improvement

Grades are assigned according to the following scale:

<u>Letter Grade</u>	<u>Numerical Equivalent</u>	<u>Performance Assessment</u>
P	90-100	Proficient
S	70-89	Satisfactory
N	Below 70	Needs Improvement
I		Incomplete Work

Second grade progress is reported using the following marks:

<u>Letter Grade</u>	<u>Numerical Equivalent</u>	<u>Performance Assessment</u>
A	90-100	Exceeds Expectations
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	Below 60	Unacceptable

Students in grades K-2 receive grades in the following subject areas:

- Reading
- Writing
- Word Study
- Math
- Science/Social Studies

Students will be recognized for academic achievement at the end of the school year.

The kindergarten progress reports during the first nine weeks will be a narrative description in lieu of letter grades.

Please find below a schedule for distribution of progress reports and report cards for the 2018-2019 school year.

MARKING PERIOD	LAST DAY OF THE MARKING PERIOD	DISTRIBUTION OF PROGRESS REPORTS	DISTRIBUTION OF REPORT CARDS
1	Friday, November 2 nd	Wednesday, October 3 rd	Friday, November 9 th
2	Friday, January 25 th	Monday, December 10 th	Friday, February 1 st
3	Friday, March 29 th	Thursday, February 28 th	Friday, April 12 th
4	Thursday, June 13 th	Thursday, May 9 th	**Thursday, June 21 st

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

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

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

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Protection of Pupil Rights Amendment (PPRA) authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by King William County Public Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Practice Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Family Life Education

Introduction

In 1987, the General Assembly of Virginia enacted *Code 22.1-207.1* titled *Family Life Education*. This section directed the Board of Education to develop Standards of Learning and curriculum guidelines for a comprehensive, sequential family life education curriculum

in grades K-12. School divisions in Virginia were required to implement Family Life Education, beginning with the 1989-90 school year. A community involvement team was formed to select the Family Life Education SOL Plan. Once this task was completed, the Family Life Curriculum Writing Committee began the process of developing the curriculum to be taught. A curriculum guide was designed to provide age-appropriate instruction for students in relation to students' developmental stages and abilities. Specific grade level objectives are listed in the back of this program guide.

Family Life Education begins in the home and is the primary responsibility of parents. Ongoing communication between parent and child about the Family Life Education lessons will be of greater value than any facts the children can learn in class. Through this communication, parents can give their family's personal and religious values as a framework for the information the child learns in school.

Participation/Opt-Out Procedures

At Cool Spring, Family Life Standards are not taught in isolation but rather embedded across the curriculum through character education and standards of learning. All children will participate in Family Life Education lessons unless a parent/guardian has requested that the child be opted-out from participating. This request must be in writing. For your convenience, opt-out forms for each grade level can be found on the pages immediately following the Standards of Learning. If a student is opted-out from a lesson or lessons, he/she will be removed from the classroom and placed in an alternate, supervised environment. Parents are encouraged to call their child's teacher, guidance counselor, or the school administrators if they have questions about the Family Life Education program or the specific objectives.

Field Trips

Field trips are planned periodically to extend the instructional programs of Cool Spring Primary School. Field trips are generally limited to one per grade per school year. Trips are planned as an integral part of the instructional program. All children must have written permission in advance to participate in field trips. Parents may be invited to assist with field trips as chaperones. At times, the number of chaperones may be limited; a process that provides equal opportunity for all who are interested will be used for the selection of chaperones. No individuals other than approved chaperones, staff members and students may participate in field trip activities. Families experiencing economic hardship who are eligible for free or reduced lunch may request a fee waiver from the administration to assist with the cost of the field trip. A fee of \$2.00 will be added to each trip to cover the cost of fuel. A student's behavior may prevent a student from attending a trip, as determined by the administration.

Guidance and Counseling Services

Our guidance counselor offers personal/social counseling, which assists students in developing an understanding of themselves, the rights and needs of others, how to resolve conflict and how to define individual goals. **Counseling may be provided in various settings.** Generic issues of social development will be addressed in large group settings and specific concerns will be handled in small group or individual settings.

No student shall be required to participate in any counseling program to which the student's parents object. Parents may elect, **in writing**, to have their child opt-out of any or all guidance and counseling programs and/or services. If a student is exempted from a particular type of large or small group counseling, he/she will be removed from the setting and provided an alternative, supervised environment. Please note that crisis intervention will be provided as needed to all students.

Homework

Homework is an important component of the total educational program and is assigned as reinforcement and extension of classroom instructional activities. Students will have activities that provide a **meaningful** extension to the classroom learning.

Guidelines for homework are as follows:

Kindergarten – Ten minutes per night. Homework should involve reading aloud together or hands-on activities to reinforce math concepts taught.

Grade One – Twenty minutes per night.

Grade Two – Thirty minutes per night.

Hours of School Operation

The school office is open from 7:30 A.M. – 4:30 P.M. Monday through Friday. **Students are not to arrive at school prior to 7:45 A.M. nor remain at school later than 3:15 P.M.** except as prearranged with a staff member who will provide direct supervision. Because classes start at 8:20 A.M., students are considered tardy after this time.

Instruction at a Glance

All students in grades K-2 receive daily instruction in the following areas:

- Reading
- Writing
- Word Study
- Mathematics

All students in grades K-2 also receive instruction in the following areas:

Social Studies	Science
Health and Physical Education	Music
Library	Art
Technology	Character Education

Supplementary programs and services include the following:

- Family Life Education (opt out available)
- Guidance and Student Services (opt out available)
- Special Education Services
- Talented and Gifted (TAG) Services

Cool Spring Primary School is committed to providing educational services designed to promote the academic and emotional/social development of each child.

Instructionally, the goal is for each student at Cool Spring Primary to demonstrate achievement that meets or exceeds grade level Standards of Learning (SOLs) as defined by the Virginia Department of Education. Student mastery of these standards is assessed continuously throughout the school year and is reflected in regular progress reports and report cards. Students who fail to meet the standards established for their grade level will be given additional instruction and support.

All students in grades 3, 4 and 5 will participate in statewide SOL Assessments to determine mastery of the SOLs. To prepare for these end of course assessments at the elementary level, it is important that all Cool Spring students build a strong academic foundation. Cool Spring has developed a range of strategies to build SOL readiness, including:

- Planning as a team/grade level
- Focusing on curriculum alignment and pacing
- Scheduling daily reading activities that include phonemic awareness, phonic development, decoding, vocabulary, fluency, and comprehension
- Scheduling daily math activities that will develop an understanding of basic math concepts and applying them to new situations
- Utilizing writing prompts and grade level rubrics
- Using formative and summative SOL-based assessments
- Analyzing data to make instructional decisions
- Implementing remediation programs such as PALS remediation and math tutoring.

Instructional Models

At Cool Spring Primary School, all students are heterogeneously assigned to classes. It is our belief that children learn in different ways as they progress through various developmental stages. Teachers use different models of instruction to help each child learn at his/her level. These include the following:

Balanced Literacy Reading Instruction

Teachers develop lesson plans for Reading/Language Arts integrating phonemic awareness, phonics, fluency and comprehension. Using this model, students build reading skills and develop into effective writers. The balanced literacy block includes: small group instruction, shared reading, word study, writing, and independent reading on a daily basis.

Collaborative Teaching

Collaborative teaching involves the cooperative teaching of a regular classroom teacher and a specialist teacher within one classroom setting. Collaborative teaching is utilized to provide services to students identified with special needs. This style of teaching benefits all students in a classroom as students receive the support of two teachers who are focused on differentiating instruction to maximize the achievement of all students.

Differentiation

Because students have many different learning styles, teachers are encouraged to develop lessons that allow all learners to be successful. Instruction is provided that includes visual, auditory, kinesthetic and tactile activities.

Flexible Grouping

Students are organized for small-group instruction according to individual readiness levels. These flexible groups change regularly as teachers meet to review and update student progress.

Project Based Learning

Project-based learning (PBL) is a student-centered instructional model that involves a dynamic classroom approach in which it is believed that students acquire a deeper knowledge through active exploration of real-world challenges and problems. It is a style of active learning and inquiry-based learning.

Science, Technology, Engineering, and Mathematics (STEM)

STEM is an educational opportunity developed to prepare primary and secondary students for college and graduate study in the fields of science, technology, engineering, and mathematics. In addition to subject-specific learning, STEM aims to foster inquiring minds, logical reasoning, and collaboration skills.

Standards-Based Math

Teachers develop lessons in math related to the VDOE curriculum framework with an emphasis on higher level thinking and mathematical process standards. The use of manipulatives, problem solving, and automaticity of math facts is embedded within the mathematics curriculum. The mathematics instructional block includes: number talks, spiral review, problem solving, direct instruction, and small group instruction.

Word Study

Word study instruction helps children understand the English language – its sounds, patterns and meanings of words. Early instruction focuses on having children hear the difference in various alphabet sounds. Once students develop an understanding of word sounds, they begin to study various patterns in words. All students will receive instruction using Foundations as the school wide word study program.

Instructional Programs and Services

There are several services available to student and teachers at Cool Spring to ensure that all children reach their potential.

Reading Recovery

Cool Spring Primary school has two reading specialists specifically trained in Reading Recovery. Reading Recovery is a highly effective short-term intervention of one-to-one tutoring for first graders. The intervention is most effective when it is available to all students who need it and is used as a supplement to good classroom teaching.

Special Education Services

When initial concerns for a child's academic development remain after STAT Team interventions have been implemented, the on-going concerns are brought to the attention of the Eligibility Committee. The purpose of the Eligibility Committee is to meet when children are referred and to share information that helps each child develop to his/her highest potential. The Eligibility Committee also assists in the identification of students who may require intervention beyond the regular classroom. The committee is made up of individuals who are familiar with the child as well as experts in educational

strategies. They meet to discuss ideas to ensure that the child has every opportunity to succeed. Parents are informed of and invited to attend these meetings through an invitation by central office. When the STAT team determines that testing should be administered and parents have provided consent to proceed with an evaluation, an eligibility meeting is held once testing has been completed to discuss the testing results. Based on the findings during the eligibility meeting, a wide range of services could be provided to enhance student learning.

Student Teacher Assistance Team (STAT)

The Student Teacher Assistance Team (STAT) is designed to assist teachers in the development and implementation of strategies to ensure student behavioral and academic success in the classroom. The team, including parents, reviews the student's level of performance and concerns. Together, they develop strategies or activities to maximize the student's educational experience.

Talented and Gifted (TAG) Education

Gifted students possess abilities differing from those of their peers to such a degree that differentiated education services are provided to help them reach their potential. Emphasis on enrichment opportunities includes advanced content and pacing, problem solving, and interdisciplinary studies.

Title I Remediation:

PALS Remediation is provided for those children who do not meet the benchmark for their grade level assigned by the state. This small-group remediation provides additional instructional support to the student, particularly in the areas of phonemic awareness, phonics, decoding and comprehension.

Small group math remediation may also be provided to students to provide support in mathematics instruction, with a specific emphasis on number and number sense.

Internet Access

King William County Public Schools provides student access to the Internet for the purpose of educational activities. All students and their parents are required to sign a statement stating that they have read and understand the guidelines for use of the Internet. Students without this signed statement will not be permitted to use the Internet. A filtering system is in place to safeguard against student access to inappropriate Internet sites.

Location of Policy Manuals

The School Board shall be guided by written policies that are readily accessible to the Board, division employees, students and citizens. All division policies will be reviewed at least every five years and revised as needed.

A current copy of division policies is accessible online through the division webpage. The superintendent shall ensure that an annual announcement is made in each division at the beginning of the school year, and for parents of students who enroll later in the academic year, at the time of enrollment, advising the public that policies are available in such places.

No Child Left Behind (NCLB) Notification of Parents' Rights

Any parent may request information regarding his/her children's teachers including information on (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications.

File: JB

Equal Educational Opportunities/Non-Discrimination

I. Policy Statement

Equal educational opportunities shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to educational and extracurricular programs and activities.

The School Board shall:

- provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
- not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified disabled persons in the provision of health, welfare or social services.

II. Complaint Procedure

A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the compliance officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct that may constitute prohibited discrimination should report such conduct to one of the compliance officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct that may constitute prohibited discrimination shall immediately report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy.

The principal shall immediately forward any report of alleged prohibited discrimination to the compliance officer. Any complaint that involves the compliance officer shall be reported to the superintendent.

The complaint and identity of the complainant and of the person or persons allegedly responsible for the discrimination will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, but which should generally be not later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The compliance officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 calendar days of receiving the compliance officer's report, the superintendent or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent determines that prohibited discrimination occurred, the King William County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

D. Appeal

If the superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant.

If the Superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

E. Compliance Officer and Alternate Compliance Officer

The King William County School Board has designated Tinya Ryland, Lead Director of Human Resources, P.O. Box 185 King William, Virginia 23086, (804) 769-3434, as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer Rosalin Ball, Director of Special Programs, P.O. Box 185 King William, Virginia 23086, (804) 769-3434. Note: this individual must be of the opposite gender of the Compliance Officer. The Compliance Officer shall:

- (1) receive reports or complaints of discrimination;
- (2) oversee the investigation of any alleged discrimination;
- (3) assess the training needs of the school division in connection with this policy;
- (4) arrange necessary training to achieve compliance with this policy;
- (5) ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity, including the authority to protect the alleged victim and others during the investigation.

III. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The School division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

IV. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

V. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parent/guardian shall be notified annually of the names and contact information of the compliance officers.

VI. False Charges

Students or school personnel who make false charges of discrimination shall be subject to disciplinary action.

Adopted: June 15, 1998, effective July 1, 1998

Revised: May 17, 2004

Legal Refs: 20 U.S.C. sections 1681-1688.
29 U.S.C. sections 794.
42 U.S.C. sections 2000d-2000d-7.
34 CFR part 106.

REPORT OF DISCRIMINATION

Name of Complainant:

Student's School and Class:

Address and Phone Number:

Date(s) of Alleged Discrimination:

Name of person(s) you believe discriminated against you or others:

Please describe in detail the incident(s) of alleged discrimination, including where and when the incident(s) occurred. Please name any witnesses that may have information regarding the situation. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant

Date

Complaint Received By:

Compliance Officer

Date

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ('protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) —
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of—
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use —
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum

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

King William County Public Schools have developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. King William County Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. King William County Schools will also directly

notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. King William County Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

PTA

Cool Spring Primary School is fortunate to have an active Parent –Teacher Association. The PTA sponsors various activities for parent education and curriculum enhancement for students. **All** parents are **encouraged** to join the PTA and participate in its activities. Please contact CSPSPTA@gmail.com for more information regarding the Cool Spring PTA or check out their facebook page: <https://www.facebook.com/cspsPTA/>

Parent – Teacher Communication

Student success is closely linked to the level of communication between home and school. Cool Spring has implemented various modes of communication so that all parents/guardians have the opportunity to regularly communicate with teachers regarding the progress of their children.

Agendas

Each student receives an agenda at the beginning of the school year. Homework is written in each day's block. Teachers use the agenda as a way to communicate daily with parents and guardians about behavior and academic progress. Parents are also encouraged to use the agenda to send notes to the teacher.

Conferences

Parents are encouraged to meet periodically with teachers. Conferences are scheduled throughout the year for this purpose. Conferences may also be requested at any other time during the year as concerns or questions arise. Teachers and/or the administration may request a parent conference when concerns arise regarding a student's academic

or behavioral performance or overall adjustment to the school. A parent conference with the administration may be required as part of disciplinary action.

Tuesday Folders

Each child receives a two-pocket folder at the beginning of the school year, with the words “Tuesday Folder” printed on it. On Tuesdays, parents and guardians can expect to see this folder with papers the student completed during the week. One side is reserved for any papers that might need to be signed and returned to the classroom.

Newsletters

Teachers send newsletters home to explain upcoming areas of study and special events.

School Messenger

School messenger calls are periodically used by CSPA administration and KWCPA administration to keep parents abreast of school events and emergency information. Parents should ensure schools always have up to date contact information in order to receive these notifications.

Telephone Calls

Parents are encouraged to call staff members if there is a question or concern, or to provide feedback or input regarding activities, programs, etc. Teachers are expected to make phone calls to parents to provide feedback regarding the performance of their students.

Website Address

Parents are encouraged to visit the King William County Public Schools website at www.kwcps.k12.va.us. This site is regularly updated and provides access to individual school locations and teachers.

Promotion and Retention Guidelines

Promotion or retention will be based on what will result in the greatest good for the pupil. Factors such as the PALS screening results, ability, attendance, classroom performance, chronological age, physical, social and emotional development, mastery of Standards of Learning objectives, and work-study habits will be considered. To be promoted, a student should demonstrate adequate academic progress in reading/language arts and mathematics. A committee consisting of the parent/guardian, classroom teacher, any other faculty member who has worked with the student, and the building principal, will review the case of any student who may not be ready for promotion. After review of the committee’s information, **the principal will make the final determination of grade placement on an individual basis.**

Protection of Instructional Time

Protecting instructional time establishes teaching and learning as the highest priority of the school. When we commit ourselves to this goal, we make decisions to create a school environment that is designed to support the learning process.

Protection of instructional time is important because students learn best in an environment that is free from distractions and is focused on the learning task. Teaching of new concepts and skills requires that teachers and students engage in a series of important steps including an introduction, teaching and modeling of information, student practice and teacher assessment of student understanding.

We protect instructional time by creating class schedules designed to facilitate long blocks of time for teaching. Resource classes such as music, art, library and physical education are scheduled around the core instructional areas of reading, math and language arts. Assemblies, field trips, and other school activities are carefully selected to ensure that they support and supplement the instructional program.

It is our goal to ensure that instructional time is not interrupted unnecessarily. High standards for classroom behavior are established and disciplinary issues are addressed quickly.

Parents can help in our effort to protect instructional time by reviewing the following friendly reminders:

- Please be sure that your child comes to school every day. Please be sure that your child arrives on time and remains in school until the end of the day. Provide adequate **written notice** to the teacher to allow appropriate planning for unavoidable absences, tardies and early dismissals.
- Stress the importance of your child's preparation and readiness for classes including having appropriate materials and completed homework.
- Let your child know your expectations regarding appropriate behavior.
- Assist in the maintenance of a highly focused learning environment free from interruptions between the hours of 8:20 A.M. and 3:05 P.M.

Scholastic Records

The content of a student record is limited to data needed by the school to assist the student in his/her personal, social, educational and vocational development and in post-high school placement. The following information is maintained as a part of the record at the school where each child attends:

1. Registration/enrollment data including name and address of student and parent or guardian;
2. Birth date;
3. Program of studies plan including type of diploma;
4. Scholastic work completed;
5. Level of achievement: grades, grade point average (secondary students);
6. Attendance;
7. Results of standardized test data;
8. Health and physical fitness data;
9. Student I.D. or Social Security Number (unless waiver is on file);
10. Cumulative health record;
11. School, community activities, work experience;
12. Record of employment counseling and placement;
13. Record of referral;

14. Discipline record;
15. Record of remediation data.

Additional confidential data is gathered for some students. This data could consist of the following.

1. Educational assessment/report;
2. Physiological assessment/report;
3. Psychological assessment/report;
4. Sociological assessment/report;
5. Legal documents;
6. Records of sensitive physical problems;
7. Verified reports of serious or recurrent atypical behavior problems;
8. Report from institutions and agencies such as juvenile court, social welfare, etc.;
9. Individual Education Program and report of annual review of placement;
10. Permission form for testing, placement, and release of information;
11. Confidential interviews and/or recommendations;
12. Summary of minutes of eligibility committee;
13. Report of appeals;
14. Other assessments/pertinent reports as appropriate.

The school principal or designee is responsible for the collection of information; the recording, maintenance, security of data and access and control of dissemination of information from the records. At grades 5, 8, 12, and/or the last year the student is in the elementary, middle, and high school, student records are reviewed. At that point, documents and data no longer needed are discarded.

When a legitimate request for access to records is made, the school will provide this access immediately, if practical, but in any case no more than five administrative working days after the date of the request.

Information from the student's record may be disclosed to the following individuals:

1. Professional personnel within the school, local educational agency, and the State Department of Education who have a professionally justified reason for such access and legitimate educational interests in the student.
2. The student who is the subject of the record who is under the age of 18, provided written consent of the parent or legal guardian has been obtained;
3. Upon request to an official of a school or post-secondary institution in which the student intends to enroll;
4. The parents or legal guardian of the student, until the student becomes 18 years of age, is an emancipated minor, or is attending an institution of post-secondary education;
5. Adult clerical personnel charged with the responsibility of record maintenance;
6. Appropriate persons in connection with a student's application for financial aid;
7. An employee or official of the state's local health department shall have access to the preschool physical examination report, the immunization record, and the school entrance health examination form;
8. An authorized representative of the Comptroller General of the United States; the Secretary of the Department of Education; the local division superintendent; and state

educational authorities needing information in connection with the audit and evaluation of state and federally supported programs or the enforcement of federal legal requirements related to such programs.

Access and/or release of data to the persons or agencies described above will be allowed only as prescribed by federal or state law or by parental permission, and in all cases, a record of such access will be maintained as part of the student's file showing the signature of each person who has had access to the record, the date of access, the specific legitimate interest in seeking such access, and the signature of the principal or designee. This form will be available to the parents, the student, and school officials responsible for record maintenance.

The school may charge a fee for copies of the scholastic record at reasonable costs, not to exceed the cost of reproduction. No fee is charged for a copy of the Individual Education Plan nor is a fee charged for search and retrieval.

Parents or their appointed representative(s) have the right to an explanation and/or interpretation of their student's scholastic record by an appropriate representative of the school division. Parents or their appointed representative(s) have the right to inspect, review and/or copy, or be provided copies of, the contents of their child's record in an expeditious manner. They have the right to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the child. In addition, the parent or eligible student has the right to a hearing to provide an opportunity for the correction or deletion of information found to be inaccurate, misleading, or inappropriate and to file with the United States Department of Education a complaint concerning an alleged failure by the school board to comply with Title 20, United States Code, Section 1232g.

Directory Information

The following items are classified as DIRECTORY INFORMATION:

1. Name of the student in attendance or no longer in attendance
2. Address
3. Telephone listing
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of member of athletic team
7. Dates of attendance
8. Awards and honors received
9. Information generally found in school yearbook

Please notify the school in writing if you do not wish to have any or all information classified as directory information concerning your child released without your prior consent.

Please contact the school principal's office for additional information regarding student records.

School-Wide Discipline Program

Cool Spring Primary implements a Positive Behavioral Intervention System (PBIS) as its school-wide discipline program. The following are the four basic rules that all students are expected to practice:

1. Be responsible
2. Be respectful
3. Use self-control
4. Make good choices

This school-wide discipline program allows all students to understand that all teachers uphold the same rules and expectations for behavior, no matter where they are in the building. Using this program has supported our belief that school should be safe and welcoming.

Cool Spring Primary School promotes appropriate behavior through positive reinforcement. Each child has the opportunity to earn a sticker when they are “caught being good.” Once they have earned 20 stickers in their classroom they come to the office for special recognition.

Students who are not meeting behavioral expectations may receive more intensive behavioral support to address their specific needs.

Specific behavioral infractions are outlined in the division Code of Conduct.

File: JBA

SECTION 504 NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURES

The King William County School Board does not discriminate against individuals on the basis of disability. Where a student believes that he or she has been discriminated against on the basis of disability, the student shall have the right to file an informal grievance in accordance with the following procedures:

A. FORMAL PROCEDURE

1. Filing a Complaint

Any student who believes he or she has been the victim of discrimination on the basis of a disability should submit a complaint alleging discrimination as soon as possible to the compliance officer designated in this policy (Compliance Officer) or to any other school or School Division staff. The complaint should be submitted as soon as possible and generally within 15 school days of the alleged discrimination. Any employee who has knowledge of conduct which may constitute discrimination shall immediately report such conduct to the Compliance Officer, their supervisor, or to any other school or School Division staff.

The complainant should use the “Complaint of Discrimination” form (see end of this policy) to make a complaint of discrimination. However, oral complaints shall also be accepted. The complaint should be filed with the school principal, other school or school division staff, or the Compliance Officer. School or school division staff receiving a complaint of discrimination shall forward it to the school principal; who shall immediately forward the

complaint of discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the Superintendent.

The complaint and the identity of the complainant, the individual who reported the alleged discrimination (if other than the complainant), and the persons allegedly responsible for the discrimination will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint, or as authorized by the complainant.

2. Investigation

Upon receipt of a report or complaint of discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school staff or a third party designated by the School Division. The investigation shall be completed as soon as practicable, which should generally be not more than 15 school days after receipt of the complaint of alleged discrimination by the Compliance Officer. Within 3 school days of receiving the complaint, the Compliance Officer shall send written notice that the complaint has been received to the complainant and the person or persons allegedly responsible for the discrimination.

Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 15 school days will be required to investigate the complaint, he or she will notify the complainant and the persons allegedly responsible for the discrimination of the reasons for the extended investigation and of the date by which the investigation is projected to be concluded. The investigation may consist of personal interviews with the complainant, the persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The School Division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated, and recommendations for corrective action, if any. The Compliance Officer's written report, and all written notices sent pursuant to this policy shall be maintained and distributed in accordance with the Family Educational Rights and Privacy Act.

3. Action by the Superintendent

Within 10 school days of receiving the Compliance Officer's report, the Superintendent or designee shall issue a decision regarding: (1) whether this policy was violated and, if so (2) what action, if any, will be taken. This decision must be provided in writing to the complainant. If the Superintendent determines that discrimination occurred, the School

Division shall take prompt, appropriate action to address and remedy the harm and prevent any recurrence. Such action may include discipline up to and including recommending that a student be expelled or that an employee be discharged.

4. Appeal

If the Superintendent or designee determines that no discrimination occurred, the complainant may appeal this determination to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the Superintendent, who shall forward the Compliance Officer's report and any documentation or information deemed relevant by the Compliance Officer during the course of the investigation to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may require oral or written argument from the complainant, the Superintendent, and any other individual it deems appropriate. An extension of the 30 calendar day limit may occur if necessary as determined by the School Board Chair. If the Superintendent or designee determines that discrimination occurred and discipline is imposed, the disciplined person (i.e. student or employee) may appeal the disciplinary sanction in accordance with existing School Board policies and regulations.

5. Compliance Officer and Alternate Compliance Officer

The School Board has designated Tinya Ryland, Lead Director of Human Resources, P.O. Box 185, King William, Virginia 23086, (804) 769-3434 as the Compliance Officer responsible for identifying, preventing and remedying discrimination. Complaints of discrimination may also be made to Rosalin Ball, Director of Special Programs, P.O. Box 185 King William, Virginia 23086, (804) 769-3434, the Alternate Compliance Officer. The Compliance Officer duties may include the following:

- a. receive reports and complaints of discrimination;
- b. conduct or oversee the investigation of any alleged discrimination;
- c. assess the training needs of the School Division in connection with this policy;
- d. arrange necessary training to achieve compliance with this policy;

B. INFORMAL PROCEDURE

If the complainant and the persons allegedly responsible for the discrimination agree, the school principal, designee, or the Compliance Officer may arrange for them to resolve the complaint informally with the assistance of a counselor, teacher, or other school or School Division staff.

If the complainant and the persons allegedly responsible for the discrimination agree to attempt to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the above formal procedures.

If the complaint is resolved informally, the counselor, teacher, or other school or School Division staff shall notify the School Principal of the resolution. The School Principal shall notify the complainant, the persons allegedly responsible for the discrimination, and the Compliance Officer in writing that the complaint has been resolved informally.

C. RETALIATION

Retaliation against students, school staff, or School Division staff who report discrimination or participate in the related proceedings is prohibited. The School Division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

D. FALSE CHARGES

Students, school staff, or School Division staff who make false charges of discrimination shall be subject to disciplinary action.

COMPLAINT OF DISCRIMINATION

Name of Complainant:

Student's School and Class:

Address, Email Address, and Phone Number(s):

Parent/Legal Guardian Name, Address, Email addresses, and Phone Number(s):

Dates of Alleged Discrimination:

Names of the persons you believe discriminated against you or others:

Please describe in detail the incidents of alleged discrimination, including where and when the incidents occurred. Please name any witnesses that may have information regarding the alleged discrimination. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant

Date

Complaint Received By: _____
Compliance Officer Date

Adopted: July 11, 2000

Revised: July 19, 2011

Legal Ref.: 29 U.S.C. § 794
34 CFR Part 104.7(b)

Cross Ref.: JB Equal Educational Opportunities/Nondiscrimination
JO Student Records

Smoking

Cool Spring Primary School is proud to offer a smoke-free environment to its staff, students and patrons. Smoking is **not permitted** in the school building or on school grounds **at any time**.

Testing

MAP Assessments

All students in grades K-2 will participate in MAP assessments. These assessments, taken at the beginning, middle, and end of the year, are used as growth indicators to demonstrate student progress of specific skills.

PALS Screening

Early literacy screening is the key to providing effective literacy instruction and preventing future reading problems. The Phonological Awareness Literacy Screening (PALS) provides a comprehensive assessment of young children's knowledge of the important literacy fundamentals that are predictive of future reading success. PALS is the state-provided screening tool for Virginia's Early Intervention Reading Initiative (EIRI) and is used by 99% of school divisions in the state on a voluntary basis.

PALS consists of three instruments, PALS-PreK (for preschool students), PALS-K (for kindergartners), and PALS 1-3 (for students in Grades 1-3). PALS assessments are designed to identify students in need of additional reading instruction beyond that provided to typically developing readers. PALS also informs teachers' instruction by providing them with explicit information about their students' knowledge of literacy fundamentals. Mid-year assessment and PALS Quick Checks allow for ongoing student progress monitoring throughout the year.

Running Records

A **running record** is a tool that helps teachers to identify patterns in student reading behaviors. These patterns allow a teacher to see the strategies a student uses to make meaning of individual words and texts as a whole. Cool Spring uses

the Fountas and Pinnell leveling system. Running records are administered monthly in first and second grade, as well as in kindergarten beginning the second semester.

Standards of Learning

In September 1997, the Virginia Board of Education adopted new Standards for Accrediting Schools in Virginia. These standards are revised periodically. A comprehensive plan for assessing student achievement was adopted as part of those standards.

All students in grades 3, 4 and 5 will participate in criterion referenced testing of core subject areas. These tests (SOL Tests) are based upon the Virginia Standards of Learning. SOL tests will be administered in the spring of each year. The Virginia Standards of Learning (SOL) are available upon request. The assessments administered at each grade level are listed below:

- 3rd Grade: Reading SOL, Math SOL
- 4th Grade: Reading SOL, Math SOL, VA Studies SOL
- 5th Grade: Reading SOL, Math SOL, Science SOL

Student performance on all assessments will be reported to parents. Additionally, a “school report card” will be provided annually to the public reporting school-wide performance on standardized test measures.

Writing Rubric

Students complete a grade level writing prompt at the end of each quarter to assess their development of grade level writing skills. Parents receive a copy of the rubric within the report cards.

Summer School

Cool Spring Primary School operates a remedial summer school program. Students who do not meet criteria for promotion to the next grade will be required to attend summer school or to participate in some form of remediation. Such criteria will include standardized test scores, performance on the Phonological Awareness Literacy Screening (PALS), teacher recommendation, as well as classroom performance. Summer school is provided to students at no cost to parents.

Title I

King William County Public Schools receives Title I grant funding from the United States Department of Education. These funds are used to provide services to students at Cool Spring Primary School who need additional assistance in Reading and/or Mathematics. In order to receive such funds, King William County Public Schools is required to have a Title I Advisory committee. We are looking for parents of children who have received Title I services in the past or who are currently receiving services to serve on the Title I Advisory Committee.

If you wish to join this advisory committee, please contact Stacy Johnson at 804-769-3434, ext. 508.

Title IX – Non-Discrimination

The King William County School Board is committed to a policy of non-discrimination with regard to race, color, gender, age, religion, disability, national origin or family status. This policy applies to staff, students, educational programs and services, and individuals and entities with which the Board does business.

Furthermore, Federal law requires that no student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege and advantage, or denied equal access to educational and extracurricular programs and activities. This applies to all educational institutions receiving Federal Title IX funds. Questions concerning this matter should be directed to Mrs. Rosalin Ball, KWPCS Title IX Coordinator, at 804/769-3434, or in writing at King William County Public Schools, 18548 King William Road, King William, VA 23086.

Traffic Control/Parking

Parking for parents and visitors of Cool Spring is provided in reserved spaces in the front parking lot and in the large lot to the right of the building. Always travel in a counter-clockwise direction in school parking lots. Please **do not** enter or park in the bus loop at the rear of the school during the hours of school operation. **Please do not park in the fire lane at any time.**

Transportation of Students

Car-Rider Procedures - Before School

The following procedures are designed to protect the safety of all students.

1. Students will exit cars in the indicated loading area only. Students will not be permitted to exit cars outside of the loading area.
2. Drivers are to stop their vehicles as close to the sidewalk and as far forward in the loading area as possible. For safety reasons students should exit cars from the **passenger side only.**
3. All cars must be put into park as the children exit. Drivers should remain in their vehicles. **No car should be left unattended and running** while in the loading area.
4. Cars in the pick-up area should drive away in sequence once riders have exited.

Procedures for Occasional Pick-up - After School

1. Parents need to report directly to the office.
2. Notify the office staff that you are picking up your child. You will sign your child out on the appropriate form. **Please have your photo id with you as it will be checked.**
3. A student release form will be given once a parent's/guardian's driver's license or photo identification is checked and cleared.
4. You will be asked to remain in the office or front corridor of the building until students have been released at 3:05. All students who are daily pick-ups or occasional pick-ups will report directly to the library.

5. Parents/guardians will be permitted to go to the library once all students arrive.
6. Parents/guardians will present the staff member with the student release form. The staff member will then release your child.
7. Parent/guardian and child will exit out the doors across from the gym entrance.

Regular (Drive-Through) Car-Rider Procedures - After School

1. Parents who will be picking up their children on a regular basis will be asked to complete a form at the beginning of the school year listing days of pick-up and people authorized to pick up their children. This form will be kept on file in the office.
2. Parents will be issued a laminated card with an identification number on it. This card is to be hung on the car's rear-view mirror so that it is visible to curbside staff members overseeing drive-through dismissal.
3. Car riders will be dismissed to the front atrium area at 3:05 p.m. **Please do not arrive to line up for pickup before 2:45 p.m.**
4. Parents will pull into the front loading area at the gymnasium door and display their laminated card to the curbside faculty member.
5. The curbside faculty member will radio into the school for the child to be released.
6. A second faculty member will escort the child to the vehicle.

This will help ensure safe release of each child to the proper, authorized individuals. It will also eliminate the need for parents to secure a parking space and will allow parents to depart prior to the buses.

Bus Transportation

Bus transportation is provided to students as a privilege. All aspects of the *Code of Student Conduct* apply to bus transportation and students are subject to the same consequences for violations of the code while on buses as they are in any other school setting. Video cameras may be used on buses to assist in monitoring student conduct. Riding the school bus is a privilege that may be revoked when the general conduct of a student is detrimental to the safety and comfort of others on the bus. Students will be referred to an administrator for violating the guidelines of riding a school bus and will be disciplined according to the the severity of the infraction. Disciplinary infractions may result in a suspension from the bus for a specific period. If the problem continues, the suspension may be for the remainder of the school year. A suspension from riding a bus, whether temporary or long-term, does not relieve the child or the parents of responsibility under the school attendance laws. The student must continue to attend school. The parents are required to provide their own transportation while the bus privileges are withdrawn.

Vision and Health Screenings

As required by Virginia School Health Guidelines, King William County Public Schools will conduct screenings for all students new to Virginia public schools in grades K-3, and within 60 days of enrollment.

All Kindergarten students and all students enrolling in a Virginia school for the first time will be screened for possible vision problems using the Prevent Blindness Virginia

certified children's vision screening. Your child's visual acuity will be tested using the HOTV, Snellen or Lea wall chart. Binocular vision will also be tested using the Random Dot E fusion test. All methods are quite simple and completely non-invasive. Prevent Blindness America's Medical Advisory Board has approved all screening materials.

This is NOT a professional eye examination, but only a screening to alert you to possible vision problems in your child. You will be notified if a vision problem is detected, so that you may seek a full eye examination by an eye care professional of your choice.

Untreated eye problems can worsen and lead to more serious problems such as learning disabilities and even permanent vision loss. If you have any questions about this screening, please feel free to contact Prevent Blindness Virginia at 888-790-2020.

Students will also be screened for hearing, gross and fine motor skills, and speech/language. If students do not pass the initial screening, it will be repeated. Parents will be notified in writing if their child does not pass the second screening. As in the case of the vision screenings, these screenings are designed to alert parents to possible problems only. In the case of a failed screening, parents are advised to contact a medical professional for further examination. If you have any questions, please contact the Cool Spring principal at 804-769-3434.

Visitors

We welcome all visitors to Cool Spring Primary. In order to ensure a safe environment for our students and faculty, all visitors are asked to sign in at the front office and secure a visitor's badge. A driver's license or photo identification will be required to sign in. Visitors must sign in using the computerized program KeepnTrack. A visitor pass must be worn at all times while in the building. When arriving after 8:20 A.M., it will be necessary to use the doorbell located to the left of the left-hand door. The secretary will electronically release the lock to provide access. Please note that this door, unlike most, does not buzz or make any other sound when the lock is released. To enter, simply open the door once instructed to do so.

Volunteer Opportunities

The administration, faculty and staff of Cool Spring Primary warmly welcome volunteers into the school. Opportunities include individual student mentoring, individual/small group tutoring, cafeteria and hall monitoring, office and clerical assistance, etc. Two specific programs designed to engage volunteers include WatchDOGS and Book Buddies. We encourage each child's parent to dedicate a total of three hours of time to their child at school at some point during the school year.

Wellness

Home baked or homemade food items will no longer be allowed in the classroom for individual celebrations due to the potential risk for allergic reactions in our student population. (This does not include student's personal lunches, which are prepared for that individual child for consumption in the cafeteria).

If parents would like to recognize their child's birthday or other accomplishments,

parents may send in non-food items for celebration; such as colorful pencils, erasers, or stickers; donating a book, game, jump rope, or ball to the classroom in your child's honor; or sending your child's favorite book to be read aloud in honor of their special day.

If parents are asked to send in a food item for a classroom celebration or an educational lesson, it must be a commercially purchased item with a complete ingredient label, a nutritional label (which must include, total carbohydrates, sugars, protein, etc.), and an allergen statement.

If an educational experience is planned by a teacher which includes food, Teachers/staff will be responsible for monitoring all food brought into the classroom to ensure it is in compliance with the policy.

FAMILY LIFE INFORMATION AND PERMISSION - Kindergarten

Cool Spring Primary School will be offering Family Life instruction this year embedded within the classroom and guidance lessons; however, family life instruction is not provided in isolation. This curriculum will be taught throughout the year in various forms. The following objectives will be met with the kindergarten students:

- K.1** The student will experience success and positive feelings about self.
- K.2** The student will experience respect from and for others.
- K.3** The student will become aware of the effects of his or her behavior on others and the effects of others' behavior on himself or herself.
- K.4** The student will recognize that everyone is a member of a family and that families come in many forms.
- K.5** The student will identify members of his or her own family.
- K.6** The student will develop an awareness of positive ways in which family members show love, affection, respect and appreciation for each other.
- K.7** The student will realize that physical affection can be an expression of friendship, of celebration, or of a loving family.
- K.8** The student will recognize the elements of good and bad touches by others.
- K.9** The student will demonstrate how to say "no" to inappropriate approaches from family members, neighbors, strangers, and others.
- K.10** The student will identify "feeling good" and "feeling bad."
- K.11** The student will find help safely if lost.

Please consider the choices below and indicate your decision by checking the response and returning this form if you would like to opt your child out of this program.

_____ I would like for my child _____
to opt out of Family Life instruction for the year 2018-2019 and receive
appropriate alternative instruction.

Parent signature _____

FAMILY LIFE INFORMATION AND PERMISSION – Grade 1

Cool Spring Primary School will be offering Family Life instruction this year embedded within the classroom and guidance lessons; however, family life instruction is not provided in isolation. This curriculum will be taught throughout the year in various forms. The following objectives will be met with the first grade students:

- 1.1 The student will experience continuing success and good feelings about self.
- 1.2 The student will experience continuing respect from others.
- 1.3 The student will become aware of the effects of his or her behavior on others and the effects of others' behavior on himself or herself.
- 1.4 The student will develop an understanding of the importance of a family and of different family patterns.
- 1.5 The student will identify family members and their responsibilities in contributing to the successful functioning of the family.
- 1.6 The student will realize that human beings and other mammals have babies and that babies can be breast-fed. (NOT COVERED AT COOL SPRING PRIMARY SCHOOL)
- 1.7 The student will use correct terminology when talking about body parts and functions.(NOT COVERED AT COOL SPRING PRIMARY SCHOOL)
- 1.8 The student will express his or her feelings of happiness, sadness and anger to the teacher.
- 1.9 The student will become aware of appropriate behavior to use in dealing with his or her feelings.
- 1.10 The student will experience the logical consequences of his or her behavior.
- 1.11 The student will realize that physical affection can be an expression of friendship, of celebration, or of a loving family.
- 1.12 The student will demonstrate strategies for responses to inappropriate approaches from family members, neighbors, strangers and others.

Please consider the choice below and indicate your decision by checking the response and returning this form if you would like to opt your child out of this program.

I would like for my child _____
to opt out of Family Life instruction for the year 2018-2019 and receive
appropriate alternative instruction.

Parent signature _____

FAMILY LIFE INFORMATION AND PERMISSION – Grade 2

Cool Spring Primary School will be offering Family Life instruction this year embedded within the classroom and guidance lessons; however, family life instruction is not provided in isolation. This curriculum will be taught throughout the year in various forms. The following objectives will be met with the second grade students:

- 2.1** The student will recognize that everyone has strengths and weaknesses and that all persons need to be accepted and appreciated as worthwhile.
- 2.2** The student will realize that adults other than parents also provide care and support for children.
- 2.3** The student will become aware that babies grow inside the mother's body in a special place called the uterus.(NOT COVERED AT COOL SPRING PRIMARY SCHOOL)
- 2.4** The student will become aware of the need to take responsibility for the effects of his or her behavior on others.
- 2.5** The student will demonstrate appropriate ways of dealing with feelings.
- 2.6** The student will realize that physical affection can be an expression of friendship, of celebration, or of a loving family.
- 2.7** The student will advance in readiness to say "no" and to tell a trusted adult, such as a parent, teacher, minister, grandparent, or guardian, in private about inappropriate approaches from family members, neighbors, strangers, and others.
- 2.8** The student will be conscious of how commercials use our emotions to make us want products.

Please consider the choice below and indicate your decision by checking the response and returning this form if you would like to opt your child out of this program.

_____ I would like for my child _____
to opt out of Family Life instruction for the year 2018-2019 and receive
appropriate alternative instruction.

Parent signature _____