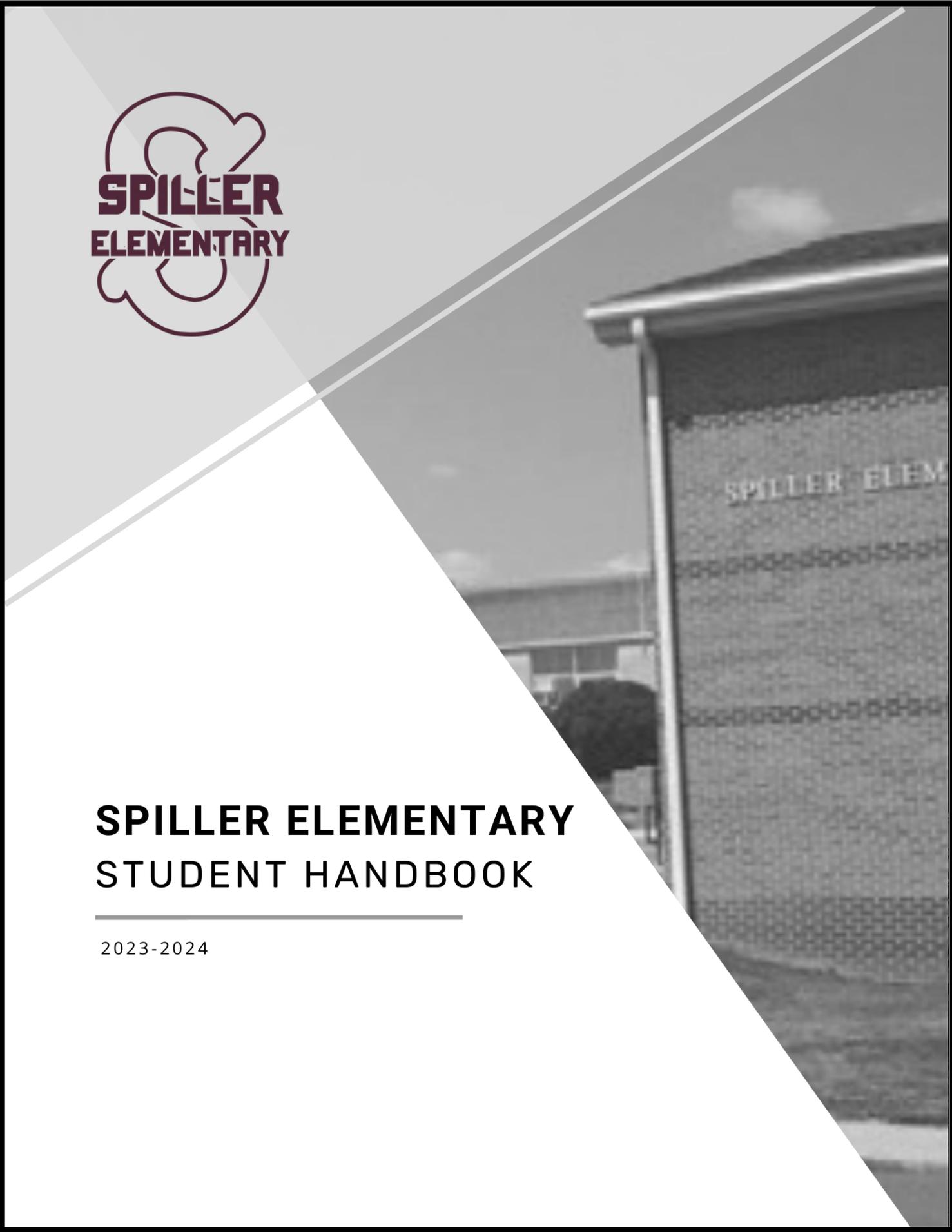


# SPILLER ELEMENTARY STUDENT HANDBOOK

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2023-2024



## **Spiller Elementary School**

In the heart of Wytheville, Virginia, stands Spiller Elementary School, home to a faculty of over 50 professional, dedicated teachers, approximately 600 multi-talented pre-kindergarten through grade 5 students, and 30 other committed staff and support personnel. Emphasis is placed on providing quality education to all students. To this end, there is a strong commitment to creating a child-centered environment that is conducive to teaching and learning. The school's curriculum meets the requirements of the Standards of Learning (SOL) for Public Schools in Virginia. Success has become a vision for the students of Spiller Elementary School. Our goal as educators is to have students succeed in daily tasks that will prepare them for their future. Success is often measured in many ways. Our goal is to take kids from where they are in their stage in life and build upon their physical, social, emotional, and intellectual skills while providing a safe learning opportunity for all students to succeed.

## **Mission Statement**

Spiller Elementary School is a Virginia Public School located in Wytheville, VA. The faculty and staff work to meet the emotional and academic needs of our diverse student population in an environment that is safe and conducive to learning.

## **Vision Statement**

Spiller Elementary promotes integrity, academic excellence, and productive citizenship.

## **Standards of Learning (SOLs)**

The SOL curriculum has significantly raised academic standards in our public schools. Our success as a school depends on high academic achievement scores and attendance. Each year we must meet state and federal benchmarks to attain full accreditation.

## **Wythe County School Board**

The Wythe County School Board acts on behalf of the Wythe County School community to provide a safe, quality education for each school-age child and youth in kindergarten through twelfth grade, selected at-risk four-year-olds, and disabled preschool children. This is accomplished by adopting policies to meet the standards set by state and federal laws and by State Board of Education regulations.

The School Board is always interested in receiving feedback about the school system from the public. Letters may be sent to the Wythe County School Board, 1570 West Reservoir Street, Wytheville, VA 24382. An opportunity is also provided at each School Board meeting for individuals to make brief "public comments" to the School Board. To schedule longer

presentations before the School Board, individuals should contact the School Superintendent at least one week prior to a regular monthly School Board meeting.

The Wythe County School Board is comprised of the following:

Peggy A. Wagy, Chair  
East Wytheville, District 3  
276-228-5203  
pwagy@wythek12.org

Ann H. Manley, Vice Chair  
Lead Mines, District 5  
276-699-1758  
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Tonya M. Freeman  
Fort Chiswell, District 4  
276-620-3440  
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276-223-0703  
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Lee H. Johnson  
Member At Large  
276-620-4200  
leejohnson47@gmail.com

Steven King  
Blacklick, District 1  
276-620-7164  
steve.king@wythek12.org

## Confidentiality Notice and Notice of Non-Discrimination

Confidentiality Notice: The information transmitted by email is intended only for the addressee and may contain confidential material. Any interception, review, retransmission, dissemination, or other use of, or taking of any action upon this information by persons or entities other than the intended recipient, is prohibited by law and may subject them to criminal or civil liability. If you receive this communication in error, please contact the Wythe County School Board Office at (276) 228-5411. This communication should then be deleted from any computer or network system.

Notice of Non-Discrimination: The Wythe County School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law, political affiliation, and provides equal access to the Boy Scouts and other designated youth groups. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director of Personnel and Human Resources or School Social Worker: 1570 W. Reservoir Wytheville, VA 24382, 276-228-5411. You may also contact these individuals at: <https://wythe.k12.va.us/cms/One.aspx?portalId=433983&pageId=2352681>

For further information on notice of nondiscrimination, visit <https://www2.ed.gov/about/offices/list/ocr/index.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Should you have inquiries regarding the non-discrimination policies Wythe County Public Schools please contact:

Anthony Sykes  
Director of Human Resources and Personnel  
1570 West Reservoir Street  
Wytheville, VA 24382  
287-228-5411

or

Mary Henslee  
School Social Worker/Compliance Officer  
1570 West Reservoir Street  
Wytheville, VA 24382  
287-228-5411

## School Administration and Contact Information

Mr. Scott L. Hoagland, Principal ([scott.hoagland@wythek12.org](mailto:scott.hoagland@wythek12.org))

Mrs. Jeannie Walters, Assistant Principal ([jeannie.walters@wythek12.org](mailto:jeannie.walters@wythek12.org))

Mrs. Chastity Ryan, Secretary/Bookkeeper ([chastity.ryan@wythek12.org](mailto:chastity.ryan@wythek12.org))

Mrs. Shannan Tate, Secretary ([shannan.tate@wythek12.org](mailto:shannan.tate@wythek12.org))

Address

Spiller Elementary School  
330 Tazewell Street  
Wytheville, VA 24382

Phone

276-228-3561

Extensions

1 - Attendance

2 - School Nurse

3 - Cafeteria

4 - School Counselors

5 - Main Office

7 - Spell By Name Directory

Fax

276-228-7277

School Website

<https://spilles.wythe.k12.va.us/>

Facebook

<https://www.facebook.com/ThisIsSpiller>

## Support Services

School Counselors: Spiller Elementary School Counselors focus on the impact of Social and Emotional Learning and meeting basic educational needs through individual and group counseling. The guidance program is for every child. Children see the school counselor as a “friend” or “helper” that helps them to be the best he or she can be, and to make the best choices as an individual. There are two full-time school counselors on the Spiller staff. It shall be the policy of the Wythe County School Board that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program.

Reading Recovery/Title I: Reading Recovery/Title I teachers serve eligible first through third grade students at Spiller Elementary providing individual and small group instruction in reading.

Title I Math: Title I Math resource teachers serve the students at Spiller by providing small group math instruction for eligible students.

Speech Therapist: The speech therapist provides diagnostic consultation and direct therapy services. Children who are diagnosed as having significant speech, voice, fluency, or language difficulties that affect their education receive therapy individually or in a small group. Spiller Elementary School has two speech therapists on staff.

School Social Workers: Wythe County employs social workers that serve as a link between the home and school. They assist with court related issues including attendance.

PALS: Spiller Elementary provides an additional tutorial program for Kindergarten, First, Second, and Third Grade students that need additional instruction in developmental reading skills.

## **Admission to School**

Virginia law states that students entering the first year of school must have reached the age of five (5) on or before September 30. A state birth certificate and a state health certificate are required for attendance. The required physical examination and immunizations must be recorded on the Commonwealth of Virginia Certificate (Form MCH 213c) and certified by a physician. A physician must complete the School Health Information Form (HPE-h-12/83). All students must have a current home address on file in the school office. Proof of physical residence may be required. All students must have emergency phone numbers on file in the school office.

## **School Attendance and Virginia Law**

Wythe County Public Schools works in conjunction with Wythe County Juvenile and Domestic Relations Court to enforce the Code of VA Section 22.1 – 254 which states that... every parent/guardian shall during the period of each year public schools are in session, and for the same number of days and hours per day as the public schools, send such child to a public school...

- Your child's attendance at school is very important.
- Attendance patterns are formed during the first years of school. If children are kept home for the "slightest reason," they start believing that school is unimportant. Eventually a pattern of absenteeism is formed. For this reason it is important that your child be absent only when it is absolutely necessary.

## **Absenteeism/Truancy**

*This includes tardies, checkouts, and absences.*

### **Unexcused Absences (U)**

- An unexcused absence occurs when the student has missed school, and the school has not been contacted and/or there was not a documented absence from a physician. Five (5) or more unexcused absences may result in possible Truancy Team Referral and/or Court proceedings.
- If a student has accumulated five (5) unexcused absences (cumulative) and/or 25 attendance deviations (any combination of Unexcused Absences, Parent Reports, Tardies, and or Early Checkouts), the school administration/attendance officer will discuss the matter with the parent/guardian. A letter will also be sent to the parent/guardian alerting them to attending concerns.

### Parent Reported Absences (PAR)

- The parent/guardian must contact the **school office** each time their child is absent. The parent will be able to use five (5) Parent Reports per school year when they are unable to provide a note from a doctor. After five (5) Parent Reports, the days will be considered unexcused absences.
- Please phone the school office before 9:00 A.M. to assist in this process. The accumulation of unexcused absences may result in a Truancy Team Referral and/or Court proceedings.
- Upon returning to school, the student shall bring a signed note to the teacher from the parent giving the date(s) and reason(s) for the absence. These notes may also be faxed or emailed to the school.

### Professional Absences (PRO)

- Professional absences include but are not limited to doctor/dental appointments, court proceedings, and funerals.
- Upon returning to school, the student shall bring a signed note to the teacher from the doctor/dentist/other giving the date(s) and reason(s) for the absence. These notes may also be faxed or emailed to the school.

If a child is ill and must be out of school for two or more days, the parent should contact the office and make arrangements with the teacher so that work can be made up. **FAMILY VACATIONS SHOULD NOT BE PLANNED DURING THE SCHOOL YEAR.** In the event a child is absent from school, it is the responsibility of the parent/guardian to inform the school of this absence. Please refer to the Spiller Attendance Policy 2023-2024 Handout for additional information.

### Tardiness (TDO/TDP)

- Students are considered tardy when they arrive at school after 8:15 a.m.
- Tardy students are expected to report directly to the office with a signed note explaining the tardiness.
- An admission pass to the classroom will then be issued to the students from the office.
- Excessive tardiness violates the Code of VA 22.1 – 254.
- Students without a note will have an unexcused tardy (TDO).
- Students who are tardy to school due to a professional appointment will need to submit a note from the provider upon arrival. Professional tardies (TDP) are excused.
- Please synchronize your clocks with school time.

## Early Checkouts (ECO)

- No students will be allowed to leave the school during the day without being checked out of school by an authorized person.
- You are asked to schedule doctor and dentist appointments outside school hours whenever possible.
- Should a child need to leave school for medical reasons, it will be necessary for the parent (or an authorized adult with written permission signed by the parent) to report to the office and “sign out” the child. No child will be permitted to wait outside the building to be picked up by the parent. (Think Safety!!!)
- The end of the day is a very important time in the school day. Teachers use this time to “wrap up” the day, to review work and pass out papers that need to go home to parents. Children who are consistently checked out early miss this vital time. Please do not check out your child unless it is an absolute necessity
- Please do not check out your child before 3:15 p.m. Please wait to pick them up when they are dismissed.
- Excessive checkouts violate Code of VA 22.1-25

## Attendance Awards

At the end of the school year, individual students will receive special recognition for their excellent yearly attendance. Spiller Elementary will use the following definitions of excellent attendance set by Wythe County Public Schools Policy JED-W:

- Outstanding Attendance – A maximum of five (5) attendance deviations, in any combination of absences, tardies, check-outs.
- Perfect Attendance – NO absences, NO tardies, NO check-outs.
- Exceptional Attendance – A maximum of two (2) attendance deviations, in any combination of absences, tardies, check-outs

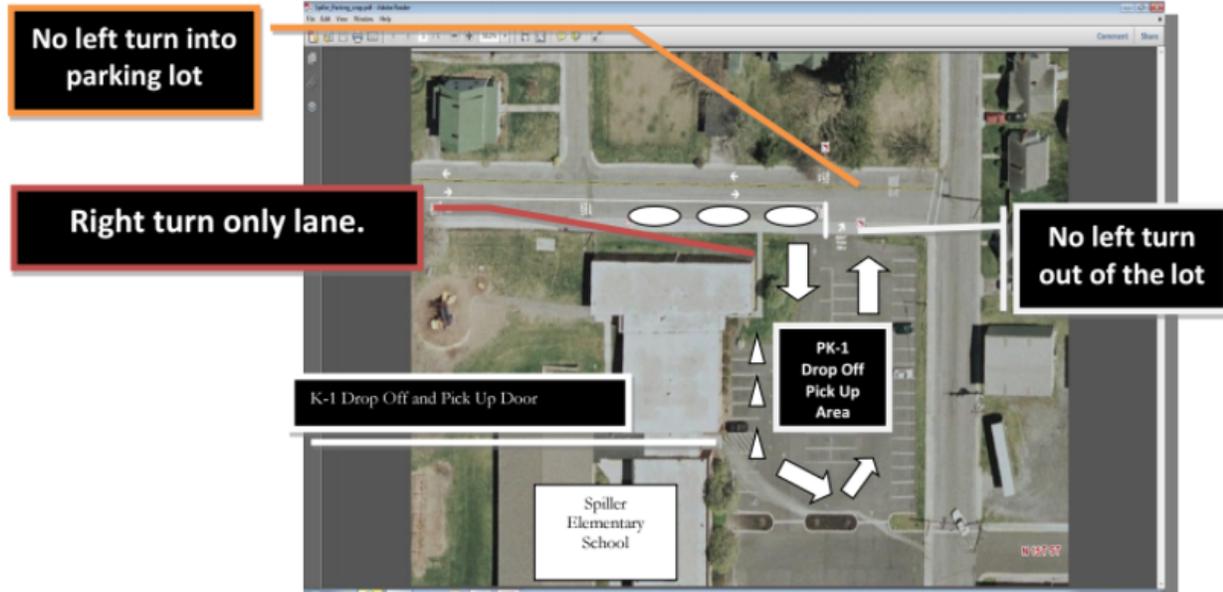
## Entering The Building

1. Upon arriving at the main entrance, press the call button on the system.
2. Wait for someone to assist you.
3. Be prepared to share the following information:
  - A. Name
  - B. ID (Identification)
  - C. Purpose of visit

*For the safety of our school community, please follow all rules and guidelines.*

## No left turn into parking lot

Appendix 1: Traffic Lanes on N. 3rd Street PK-1 Pick Up and Drop Off Area



**To enter the building, you must use the Tazewell Street Main Entrance. Be prepared to share the following information:**

1. Upon arriving at the main entrance, press the call button on the system.
2. Wait for someone to assist you.
3. Be prepared to share the following information:
  - A. Name
  - B. ID (Identification)
  - C. Purpose of visit

*For the safety of our school community, please follow all rules and guideline.*

### Start Time for School

Parent Drop off **7:45-8:15 a.m.**

**7:45-8:05 a.m.** PK-1 students will go to cafeteria, grades 2-5 to the gym

**7:45- 8:15 a.m.** breakfast PK-1 in the cafeteria, Grades 2-5

Any student between 8:05-8:15 will go straight to their class, unless they are eating breakfast.

**Tardy Bell 8:15 a.m.**

### End Time for School

3:15 p.m. Dismissal

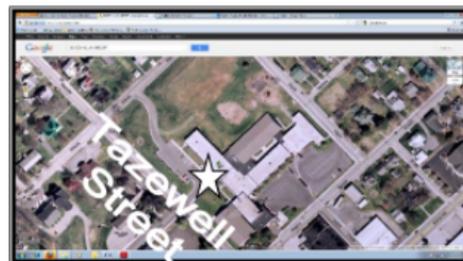
1<sup>st</sup> Load and Parent Pick Up

3:20 p.m. Dismissal

2<sup>nd</sup> and 3<sup>rd</sup> Load Busses and Walkers

### School Security and Safety

All doors will be locked daily by 8:25 a.m.



## Arrival and Dismissal

### Arrival

The tardy bell rings at 8:15 a.m. Your child needs to arrive on time as morning instructional time is very important to your child's success. Any student not in their classroom by 8:15 a.m. will report to the office for a tardy slip. Excessive tardies may result in a referral to the Truancy Team.

Any student who arrives in his/her classroom after 8:15 a.m. is considered tardy and must have a note from the parent to present in the office. A tardy form will be issued at that time.

### AM Parent Drop Off and Safety Points

- Kindergarten and First Grade parents will be dropping off and picking up their children in the back K-1 parking lot on 3rd St. (NOT THE BUS LOT)
- Do not park your cars and get out to pick-up/drop-off your children.
- Walkers-Please let the office know in advance if your child will be a walker. Children, who are walkers will only be released to a parent/guardian with a walker pass.
- Cars will rotate around the circle.
- Older siblings may be dropped off or picked up in the same area as their younger siblings.
- All 2-5 being transported by car will need to be picked up and dropped off at the front entrance on Tazewell St.
- All other doors will be locked for school security.
- DO NOT PARK YOUR CARS IN THE NO PARKING ZONES.
- Parents/guardians will not be allowed to drop their child off or pick them up at the classroom.
- Parents will not be entering the building to drop-off or pick-up their child.
- As always, any visitors entering the building are required to sign-in at the office and obtain a visitor's pass.
- If you need to speak with your child's teacher, please make an appointment.

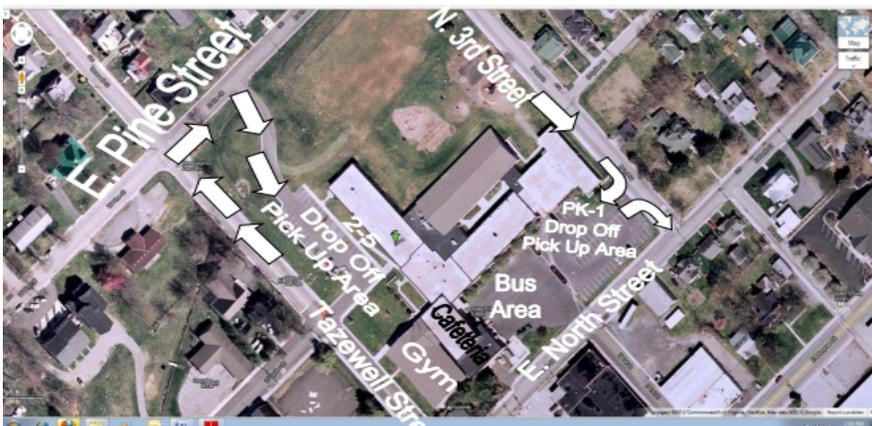


Figure 1.1 Designated Parent Pick Up and Drop Off Areas

- Students who violate these rules will be subject to the loss of the privilege of riding the bus. In such cases, parents will be responsible for transporting students to and from school.
- When students arrive on the school bus, they will be unloaded to a supervised area in the cafeteria.
- At this time students will either go to the breakfast area or the designated area for their grade level.
- If a student chooses to eat breakfast, they need to do so upon entering the cafeteria.

#### Dismissal

#### **ALL DISMISSAL CHANGES MUST BE IN WRITING AND/OR CALLED IN BY 2:00 p.m. EACH DAY.**

The afternoon bell schedule is as follows:

3:10 p.m. Call	All Kindergarten & 1st Grade Bus Riders to Cafeteria
3:15 p.m. Bell	Parent Pick-up/Walkers Dismissal (3:15-3:30 p.m.) All Parent Pick-Up students must be in place by the 3:15 bell
3:15 p.m. Bell	1st Load to Buses/Cafeteria Bus: 11, 20, 46, 49, 57 Parent Pick-up Released to K-1 & 2-5 Hallways
3:20 p.m. Bell	2nd Load to Buses/Cafeteria Bus: 3, 37, 38, 47, 50
3:25 p.m. Bell	3rd Load to Buses/Cafeteria Bus: 4, 5, 27, 40

\* Bus numbers and times may be adjusted due to changes in bus routes. \*

#### PM Pick-Up and Safety Points

#### **Students will not be released until 3:15 p.m.**

- The entire afternoon pick up takes from 3:15 p.m. to 3:30 p.m.
- LINEUP FOR PARENT PICK UP CANNOT BEGIN BEFORE 2:45 p.m. ANYONE WHO ARRIVES TO PARENT PICK UP BEFORE 2:45 p.m. WILL BE ASKED TO LEAVE SCHOOL PREMISES
- If your child must be picked up prior to 3:15 p.m., report to the office and your child will be called to the office.
- The student will be charged with an early checkout prior to 3:15 p.m.
- All students must be picked up by 3:30 p.m.
- Parents/guardians will line up to pick up their child using their designated parking lot. Please do not leave your car unattended while in line.
- No left turn on East Pine Street between 2:30 p.m. and 3:30 p.m.
- Make sure the "Car Rider Pass" is placed on the dashboard in plain view.
- Students who are car riders will be escorted from their classrooms to the designated area for dismissal.
- Teachers will read the "Car Rider Pass" located on the dashboard and call for the students inside using a walkie-talkie.
- If a "Car Rider Pass" is not located in the vehicle, then the teacher is to make sure that the

person picking the child up is verified with a note signed by a Principal or their designee.

- If such documentation does not exist, the person picking them up will be asked to report to the office for further verification before being allowed to pick up a child.
- If you cannot pick your child up by 3:30 p.m., other arrangements must be made.
- Students left at school without any contact from parents will be turned over to the Department of Social Services.

#### Tips To Avoid a Traffic Violation in the Afternoon Parent Pick-Up Line

- K-1 Parents use E. Ridge St. to enter onto N. 3rd St.
- K-1 Parent Pick-Up follows the flow of traffic on N. 3rd St.
- Far right lane is a turn right only lane starting at the corner of E. Pine and N. 3rd St.
- If a car is parked along the curb on E. Pine St., do not pull beside the parked car and wait (this impedes the flow of traffic.)

#### Grades 2-5 Pick-up Area

These guidelines are to help ensure the safety of all students at Spiller Elementary.

- Staff on duty outside will be sending for the students inside to come out and get in your car.
- A staff member will be calling for 2-5 students (and siblings) to come out to their cars at 3:15 p.m.
- Blocking cars in parking spaces or blocking the flow of traffic prior to 2:50 p.m. is prohibited.
- When students are ready to be released, staff will direct cars to both lanes when pick-up procedures are ready to begin.
- Cars are to remain in single file until directed to move by a staff member on duty.
- DO NOT LEAVE YOUR CARS UNATTENDED OR PASS ANOTHER CAR.
- PLEASE KEEP THE CAR LINE CONTINUALLY MOVING.
- WHEN YOU ARE IN LINE BE COURTEOUS TO OTHER DRIVERS TRYING TO EXIT THE PARKING LOT.

#### Students Riding the Bus

Public school transportation is a privilege and not required by law. Students must ride the bus to which they are assigned. If on occasion, the student needs to ride a different bus, the parent must send permission to the teacher in writing. If permission is given for a student to go home with another student, we must have written permission from both families. The administration or designee will sign such requests. The signed permission must be presented to the bus driver by the student. Strict adherence to safe conduct rules for bus behavior is necessary for everyone's safety. The privilege of riding a school bus will be taken away if a student misbehaves or endangers the safety of others.

- Parents/Guardians or their designees must accompany their young children to and from the bus stop. Remember it is the practice of WCPS to require an adult to be visible at student pick up and drop off of any student 2nd grade and lower.
- Students will not be allowed to change seats once they are on the bus.
- Elementary students will be required to sit in the front of the bus.
- Students will keep their hands to themselves at all times.
- Students will not be allowed to climb under the bus seat.
- Profanity and/or otherwise vulgar language will not be tolerated.
- Our bus drivers will be treated with respect and students will follow all instructions given.
- No bus changes will be made after 2 PM.
- At no time will parents be allowed on the school bus without the driver's permission.
- Please have your students ready for the bus at the appropriate time. Students in PreK-2 will not be allowed to exit the bus unless supervision is present.
- Please refer to Bus Policy 2023-2024 for additional information on bus safety.

## **School Nutrition Program**

In accordance with Federal Law and U.S. Department of Agriculture policy, Wythe County Public Schools is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

### **Breakfast**

Every Wythe County student will receive a free breakfast and free lunch.

Students choosing to eat breakfast at school should do so first thing upon entering the cafeteria. Spiller Elementary School offers a "Grab and Go" breakfast for students in grades 2-5 7:50-8:15 a.m. and for all students arriving after the dismissal bell for class at 8:15-8:30 a.m.

Breakfast is available to all students in the cafeteria 7:50-8:15 a.m. that desire to eat. Students who do not use their time wisely risk the chance of being tardy to homeroom.

To support the WCPS Wellness Policy and our Federal Cafeteria Lunch Program, Spiller Elementary encourages parents and guardians visiting the school for lunch to not bring restaurant and/or fast food lunches in their original packaging. Outside foods such as fast foods, "Happy Meals", and other restaurant foods should not be brought to school for students during lunch in their original packaging. Not all students have the same opportunity and this often creates problems in the cafeteria. You may pack your child's lunch. If your child has special dietary needs, please contact the school with such information from your doctor. Soft

drinks are discouraged to promote healthy habits.

## Physical Education

On inclement days, physical education classes will be held indoors. For reasons of safety, parents should send children to school with footwear appropriate for indoor activity. Any child who must be excused from physical activity on a regular basis must obtain a written statement from a doctor stating the type of activity to be avoided and the length of time the child is to be excused. These excuses must be presented to the principal. If students are to be excused from physical education activity temporarily for minor illnesses, a written excuse from the parent must be presented to the physical education teachers.

## Emergencies

In the event that a child requires medical attention during the school day, parents will be contacted. For this reason, both home and work (or emergency) phone numbers must be on file in the school office.

## Medications

- No school personnel will administer topical or internal medication (including aspirin) without written medical permission.
- All medicine must be in the original container with a note and delivered to office personnel.
- All students who take internal or topical medicine while at school shall have written permission stating the type, dosage, frequency, time of last dose, and duration of treatment.
- Medication packaged by a pharmacist will meet the above requirements.
- Over the Counter medications must be in the original container with a note included.
- Medications taken daily (ADHD medication or Inhalers) must have a form signed by the physician.
- Ask for one of these forms in the office.

## School Insurance

- Student accident coverage will be provided by the school system this school year for supervised school day or school-related activities, physical education classes and field trips.
- Student accidents associated with athletic participation are not included in this coverage.
- All accidents must be reported to the school.
- On the day of the accident, a school accident report must be completed.
- This coverage is secondary to all other coverage, is subject to coordination of benefits,

and will pay eligible medical expenses not payable by other insurances based up a payment scale.

- If you have a school accident claim, please contact your school for reporting instructions.

## **Visiting School**

Visitors are welcome at Spiller Elementary. However, all visitors must CHECK IN at the school office upon arrival and will be issued a visitor's pass. The safety of our students is important to everyone. Please advise visiting family members of our safety policy.

## **Volunteers at School**

Please join us in maximizing student learning and building a positive school climate for all students to achieve. Volunteers play an important part of the school community. Volunteers are expected to adhere to school rules and policies. All volunteers are to report to the main office and sign in upon arrival to school. All volunteers are to wear the volunteer name badge at all times during volunteer time. Teachers will request volunteers throughout the school year for special occasions. If you volunteer on a regular basis or more than 2 times per week, we ask that you not volunteer daily within your own child's classroom. You are always welcomed at our school.

## **School Delays and Emergency Closure**

Wythe County Public School will notify families in the event of a delayed opening or emergency closing through calls, texts, and emails using School Messenger. It is important for you to update your current contact information to be sure you receive your alerts in a timely manner. If you find that you are not receiving the alerts, please contact the school and make any necessary changes. To sign up for School Messenger, please see the Wythe County Public School Messenger ([www.schoolmessenger.com/start](http://www.schoolmessenger.com/start)).

- DO NOT bring students early on delayed opening days.
- Teachers and staff are also on a delayed schedule as well.
- When school is closed or dismissed early due to weather conditions it will also be announced on the Spiller Elementary School Facebook Page, School Messenger, on the local radio station (WYVE), and WSLS Channel 10 and WDBJ 7 will provide information on TV.
- Your child must have an emergency early dismissal plan on file with his/her teacher. The plan cannot be to call home.

## **Communication**

- Please be mindful to update your demographic information to stay informed with messages from the School Messenger.
- Open communication between home and school is encouraged.
- It is hoped that parents will feel free to bring concerns to the school staff when necessary.
- Consistent communication between parents and teachers is essential.
- Parents are encouraged to confer frequently with teachers.
- Conferences should be scheduled after school hours. If you need to telephone your child's teacher, please do so before 8:15 a.m. and after 3:15 p.m.
- Teachers cannot be called from the classroom to take a call.
- Upon request, the teacher will return your call at the earliest opportunity.
- Written communication sent by the child will receive prompt attention.
- Instructional time will not be interrupted for visits with the teacher.

## **School Newsletter**

The school newsletter is distributed on a regular basis, keeping you informed of school news, menus, and scheduled events. Please check the school website and the Spiller Elementary School Facebook page for updates. Teachers also provide information through students' take home folders and their classroom Canvas pages.

## **Custody and Legal Issues**

- Unless certified legal documentation (provided by the parent) is filed in the school office indicating that only one parent has sole legal custody of a child, school officials cannot refuse a child to either parent.
- If joint custody is awarded, both parents have the right to be informed of student progress and school events.
- Please inform your child's teacher if both parents wish to receive this information.
- Additional copies of report cards, newsletters, etc. can be mailed to you by supplying your child's teacher with sufficient self-addressed stamped envelopes.

## **Sex Offenders on School Property**

No adult who has been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may enter or be present, during school hours, upon any public school property, unless • he/she is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his vote; • he/she is a student enrolled at the school; or • he/she has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order.

## **Report Cards**

The school year is divided into four reporting periods. Each teacher keeps an accurate and well-documented grade book. Grades are based upon a student's acquisition of knowledge and skills and the quality of participation in instructional activities.

### Prek, Kindergarten, and First Grade

Pre-Kindergarten, Kindergarten, and First grade students will be graded based on developmental, social, and academic skills which focus on Standards of Learning.

### Second Grade, Third Grade, Fourth Grade, Fifth Grade

The following grading system is used for students in grades 2-5:

A –Excellent 94-100%

B – Good 86-93%

C – Satisfactory 78-85%

D – Passing 70-77%

F – Failing below 70%

Habits and attitudes in social development, growth in supplemental academic skills, along with social development will also be reported.

## Parent Portal

Parent Portal (<http://ps.wythe.k12.va.us>) houses your child's information for grades, attendance, and meal accounts balances. It is now available to all students in grades kindergarten through fifth. Sign up today to keep track of your child's information. Information on how to access your child information can be found on the Wythe County Public School home web page.

## Homework

Homework is a means of strengthening skills and understanding gained in the classroom. Homework provides meaningful practice to improve academic skills. Parent-child practice and enrichment activities will be sent home throughout the school year for all grade levels.

Homework Folder – Students will be provided with a school to home communication folder. The folder will be used for homework and returned work to be sent back and forth between home and school. It is also a great tool for sending correspondence. If the folder is lost or destroyed, a new one may be purchased for \$1.00 if supplies are available.

## Retention Policy

As is stated in WCPS Policy JP-W, promotion or retention of each elementary student shall occur at the close of the school year. Factors to be considered are the student's academic performance, school attendance, and his/her social, intellectual, physical, and emotional readiness for the next grade level. The final placement decision rests with the principal in consultation with the student's teacher(s).

## **Discipline/Student Behavior**

One of the most important lessons education should teach is self-discipline. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

We hope that each student will learn to practice self-discipline and show respect for themselves, others, and their environment. In order to provide an appropriate learning environment, students must show respect and follow classroom and school rules.

Each family should read the Conduct and Attendance Code of Wythe County Public Schools. Additionally, students are expected to follow Spiller Elementary guidelines for showing respect. Students Must Show Respect for themselves and others by following these simple rules....

All rules apply to all areas of the building, school grounds, bus and field trips.

### **Behavior Expectations**

- 1. BE SAFE - Keep hands, feet, and objects to yourself.
- 2. BE RESPECTFUL - Respect for yourself, others, and the school environment.
- 3. BE RESPONSIBLE - Listen and follow directions and take care of your classroom and school.

### **Academic Expectations**

- 1. Always stay on task and complete assignments
- 2. Always be prepared by keeping your supplies in the proper place
- 3. Always give your best effort

Each grade level will reinforce school-wide expectations and provide positive reinforcement to encourage positive behaviors and academic success.

### **Bullying**

Bullying will not be tolerated at Spiller Elementary. As stated in Wythe County School Student Handbook and Policy of Student Conduct (JFC-R), bullying includes, but is not limited to physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited activities include verbal conduct consisting of comments regarding the race, gender,

religion, physical abilities or characteristics or associates of the targeted person. Spiller Elementary School will continue to follow the guidelines of the Olweus Bullying Program.

### Olweus Bullying Prevention Program Goals

The Olweus Bullying Prevention Program is designed to improve peer relations and make schools safer, more positive places for students to learn and develop. Goals of the program include:

- Reducing existing bullying problems among students
- Preventing new bullying problems
- Achieving better peer relations at school Resources can be found on the Olweus Bullying Website: [http://www.olweus.org/bullying\\_prevention\\_program.page](http://www.olweus.org/bullying_prevention_program.page)

## Search and Seizure

The school may search a student's personal property when there is reasonable suspicion to believe the student possesses a dangerous, illegal, or stolen item. Refer to the Wythe County Public Schools Student Handbook for more details.

## Personal Property

Students should not bring articles of value to school unless requested by the teacher as a part of the classroom lesson or project. The school will not be responsible for lost or stolen items. Any item brought to school should have a mark of identification. If it is lost or found, it can readily be returned to its owner. Jackets, backpacks, gloves, and caps should be marked for identification.

## Textbooks

Free textbooks are available for all students. In the event of lost or badly damaged books, parents are required to replace the book at the fair market value. If a book is not paid for, documentation remains in student permanent files until monies are paid. Students may miss graduation until all money owed to the school is paid.

## Telephone

Except in the cases of emergency, telephones are for office use only. Students will be notified when the school receives telephone messages. Students will not receive personal calls at school. Students are not allowed to use cell phones during school hours. If a student needs assistance, he or she may go to the office and office staff will call.

## Money

If a young child is given money to take to school, parents should place it in an envelope, write the child's name on it, and state specifically the purpose for which the money is sent. Children should not bring unnecessary money to school.

#### Collection of Monies/Fees for Damaged Equipment/Property

It is the responsibility of parents to pay for the repair and/or replacement of school board owned property and/or equipment when it has been damaged and/or lost by their child. It is the expectation of the Wythe County School Board that this remuneration be submitted immediately to the school principal. Each school is to keep a list of all financial obligations that a parent is obligated to pay resulting from the above. This record is to remain a part of each student's record until all financial obligations have been satisfied. A student may not participate in the graduation ceremony of his/her school until he/she has met all of his/her financial obligations to the Wythe County Public Schools.

### **Field Trips**

Field trips are provided as an extension of the educational program and the rules governing student conduct are applicable for school-sponsored trips. A parent or guardian must submit a permission slip before a student is eligible to participate in school related field trips.

### **Insurance**

The Wythe County School Board makes available for your purchase a voluntary student accident insurance plan. It is offered as a service to our patrons. In making this insurance available, the School Board is not endorsing nor making any representations as to the adequacy of the coverage. Under no circumstances should this policy be used as a substitute for comprehensive hospital or major medical expense insurance. As in prior years, no further action is required on the school's part once the brochures have been distributed to the student or parent. If your child does not have health insurance, please contact FAMIS at 1-866-873-2647 or [www.FAMIS.org](http://www.FAMIS.org). Please contact the school for more information.

### **School Pictures**

School pictures are taken in the school as a service to parents. Pictures will be taken in the fall and again in the spring. Fall pictures are purchased in advance. Spring pictures are available for preview before purchasing. Profits from the sale of pictures go toward the purchase of instructional materials. No purchase is required at any time by the parent.

### **Birthday Celebrations**

Birthdays are important events in the lives of elementary age children. The school endeavors to

recognize student's birthdays in a number of ways. PTA places a "birthday notice" in the school lobby at the beginning of each month and provides a birthday treat for those students.

- Due to student allergies and other medical conditions, all food brought to the school must be prepackaged. If you would like to bring items such as cupcakes, then they must be in the original packaging. All plans to bring food items to school must be approved by the teacher and scheduled at least one week prior to the event.

## **Drills**

Fire drills are required by law and will be held during the school year in accordance with State Law 2.1-137 which states: In every public school there shall be a fire drill at least once every week during the first month of each school session, and more often if necessary, in order that pupils may be thoroughly practiced in such drills. During the remainder of the school session, fire drills will be held at least monthly.

As mandated, Spiller will also be conducting other Emergency Response Plan drills throughout the school year including EVACUATION, TORNADO, and LOCK-DOWN drills.

## **Assemblies**

Periodically during the school year, various assemblies will occur. If the assembly occurs during regular school hours, you will not be allowed to videotape or record choir concerts or musical productions to post on social media. Please see school administration if you have any questions.

## **Lost and Found**

The lost and found will be located in a designated area. Items in the lost and found not claimed at the end of each month will be donated to a local charity organization.