

Chesterfield County Public Schools

The Path for Student Success



2011 - 12 Parent Handbook

Chesterfield County Public Schools • 2011-12 calendar

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2011
29-31 • teacher workdays

September 2011
1-2 • teacher workdays
5 • holiday
6 • first day of school
28 • three-hour early release for students/
school professional development

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 2011
26 • three-hour early release for students/
school professional development

November 2011
4 • end of first nine weeks
7 • student holiday and parent-teacher
conference day
8 • student holiday and teacher workday
23 • furlough day (schools and offices are
closed)
24-25 • holiday
30 • three-hour early release for students/
school professional development

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2011
19-30 • winter break

January 2012
2 • schools reopen after winter break
16 • holiday
25 • three-hour early release for students/
school professional development
27 • end of second nine weeks and end of
first semester
30 • student holiday and teacher workday

May 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Legend	
	student holiday and teacher workday
	student and staff holiday
	student holiday and parent-teacher conference day
	furlough day (schools and offices are closed)
	three-hour early release for students

February 2012
20 • furlough day (schools and offices are
closed)
29 • three-hour early release for students/
school professional development

March 2012
28 • three-hour early release for students/
school professional development

April 2012
5 • end of third nine weeks
6 • student holiday and teacher workday
9-13 • spring break
19 • kindergarten registration day
25 • three-hour early release for students/
school professional development

May 2012
28 • holiday

June 2012
14-15 • three-hour early release for
students/teacher workdays
15 • end of fourth nine weeks and last day of
school for students
16 • last day of school for teachers

chesterfield.k12.va.us

Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, age, religion, disability or national origin in employment or in its educational programs and activities.

Report cards

Report cards will be issued Nov. 18, Feb. 10, April 27, June 15 for elementary students and June 25 (mailed) for secondary students. Interim reports will be issued for grades 3-5 Oct. 5, Dec. 14, March 2 and May 16. Interim reports for grades 6-12 will be on Edline Oct. 7, Dec. 16, March 2 and May 18.

Instructional days

19 in September	20 in February
21 in October	22 in March
17 in November	15 in April
12 in December	22 in May
20 in January	11 in June
	179 total

More details

1 parent-teacher conference day
8 teacher workdays
9 three-hour early release days for students/
school professional development or teacher
workdays
4 furlough days, including 2 that are not shown
on the calendar because they vary among
teachers and staff members and do not require
the closing of schools

Makeup time

The superintendent determines makeup time. Jan. 16 and May 28 will not be used for makeup time. The lengthening of some instructional days may be used for makeup time. The School Board retains the right to modify this calendar.



Superintendent's message

Chesterfield County loves its schools, and our students benefit from an engaged, involved community. The reputation of our schools often inspires families to make their home in Chesterfield County. But don't just take my word for it: SchoolMatch consistently rates Chesterfield County Public Schools as having precisely the balance parents seek. And residents say they are happy with their choice: In a 2010 survey, nearly 86 percent

Dr. Marcus Newsome

of residents rated Chesterfield schools as excellent or good. Is it any wonder that — for the fourth time — Chesterfield County was named one of the 100 Best Communities for Young People by America's Promise Alliance?

With community support, we have just updated our strategic plan to ensure that Chesterfield County Public Schools remains on the right path. The Design for Excellence 2020 prepares students for success in the 21st century and guides the daily work of the school system. The Design for Excellence 2020 includes the vision, mission and goals adopted this spring by the Chesterfield County School Board; the core values are unchanged:

VISION — Chesterfield County Public Schools will provide an engaging and relevant education that prepares every student to adapt and thrive in a rapidly changing world.

MISSION — Chesterfield County Public Schools, in partnership with students, families and communities, emphasizes and supports high levels of achievement through a global education for all, with options and opportunities to meet the diverse needs and interests of individual students.

GOALS — The goals of the Design for Excellence 2020 are

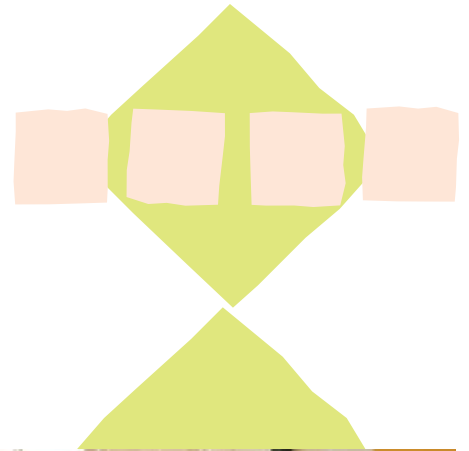
Goal 1. All learners will acquire, analyze, synthesize and evaluate information to solve meaningful problems and to achieve success as productive, thriving global citizens.

Goal 2. All learners will demonstrate the 21st-century learning and technology skills and knowledge that will prepare them for success in school, postsecondary education, work and life in a global society.

Goal 3. Working in partnership with school and family, all learners will understand, model and embrace the important attitudes and attributes necessary to be responsible global citizens.

CORE VALUES — Respect, responsibility, honesty and accountability are the core values of Chesterfield County Public Schools.

The Design for Excellence 2020 is guiding us along the path to student success.



Superintendent Marcus Newsome with Clover Hill High students

New hours and early release days

On nine days, students will be dismissed three hours early. Also, school days will start a few minutes earlier and end a few minutes later than previous years. These strategic changes to the school calendar will give teachers time for planning and professional development without taking instructional hours away from students. Parents are encouraged to plan ahead for the early dismissals, by shifting work schedules so that they can be with their children, contacting after-school programs or coordinating with friends and neighbors. Planning ahead for slightly earlier starting times is also important. The calendar on Page 2 shows the early release days, and Pages 18-19 list school hours.

Chesterfield County School Board

The School Board is the governing body of Chesterfield County Public Schools. The board's responsibilities include policy making, budget approval, hiring and evaluation of the superintendent and hearing appeals of discipline and grievance issues. Board members are elected to four-year terms; the current terms expire Dec. 31, 2011. Meeting packets, presentations and minutes can be found via BoardDocs at www.boarddocs.com/vsba/chesterfield/Board.nsf. If more information is needed, please call the Clerk's Office at 748-1497.



Dianne Pettitt
chair
Clover Hill District
897-0075 phone/fax



Patricia Carpenter
vice chair
Midlothian District
379-5242 phone
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Marshall Trammell Jr.
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David Wyman
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Omarh Rajah
Matoaca District
639-8035 phone
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School Board policies

The School Board policy manual is online at www.boarddocs.com/vsba/chesterfield/Board.nsf.

Successes

- **Chesterfield County has been named four times as one of the 100 Best Communities for Young People.**
- **Students continue to perform well on SOL tests. In fact, in 2010-11, Chesterfield students achieved perfect scores on 9,178 SOL tests.**
- **More than 87 percent of Chesterfield students graduate on time, outperforming their peers across Virginia.**
- **Chesterfield schools, students, employees and programs continually win national, state and regional awards.**
- **Audits consistently prove that Chesterfield schools are efficient and effective. In 2010, Chesterfield County spent less per student than all but nine of Virginia's 132 public school systems.**
- **Hundreds of businesses, faith communities and organizations partner with schools, and thousands of individuals volunteer in classrooms.**

By the numbers

Here are 2011-2012 numbers to know about Chesterfield County Public Schools:

- **38 elementary schools**
- **12 middle schools**
- **11 high schools**
- **1 technical center**
- **58,578 students projected**
- **\$8,708 cost per student**
- **\$517.8 million operating budget**
- **7,775 full-time and part-time positions**
- **25-to-1 pupil-teacher staffing standard for elementary school, 27-to-1 for middle school, 26-to-1 for high school**
- **\$522 million operating budget (68 percent for instruction, 11 percent for operations and maintenance, 10 percent for debt and capital improvement program reserve, 5 percent for transportation, 4 percent for administration, attendance and health and 2 percent for technology)**

School entrance age

Children must be 5 years old on or before Sept. 30 of the school year to be eligible to attend kindergarten; there are no exceptions to this state requirement. Daylong prekindergarten programs for at-risk 4-year-olds are available at a few elementary schools. Also, there is a prekindergarten program for children with disabilities who must be 2 years old by Sept. 30 to enroll.

Registering for school

New students should register during office hours at their home school. For school attendance zone information, call 594-1726 or go to chesterfield.k12.va.us.

Students must reside with a parent or legal guardian in Chesterfield County to attend Chesterfield County Public Schools. The school system may re-verify residency any year a student is enrolled in Chesterfield County Public Schools. Students attend the schools in their attendance areas unless a waiver is granted or they are accepted in a center-based or specialty program.

To register for school, proof of county residency is required by providing one of these documents:

- lease for at least one year or deed of a residence or property in Chesterfield County
- contract or lease free of contingencies to occupy a Chesterfield residence within two months of the date of enrollment
- resident manager's letter on company letterhead stating that residence is a corporate residence in Chesterfield
- weekly receipts for temporary residence in a hotel or motel for up to 60 days (requires renewal or evidence of more permanent residency within 60 days of enrollment)

The student's Social Security number is requested.

It is helpful if transferring students provide a report card from their previous school and, if applicable, a copy of an Individualized Education Program. After registration is completed, the Chesterfield school will request a transfer of records from the previous school.

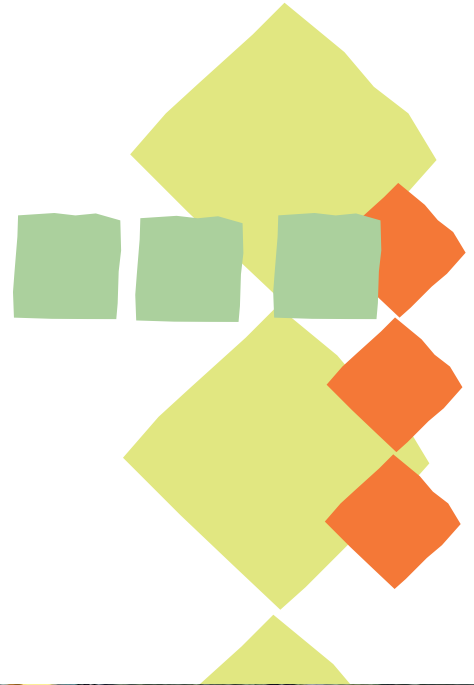
In addition, a student enrolling in a Virginia public school for the first time must provide a certified birth certificate, record of a physical examination (performed within the past 12 months) and updated records listing dates of each state-required immunization. Documentation is required of age-appropriate immunizations for measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis (DTP), polio, hepatitis B and varicella (chickenpox). A booster of tetanus, diphtheria, acellular pertussis (Tdap) is required for all students entering sixth grade if at least five years have passed since their last tetanus-containing vaccine; documentation of the tetanus-containing vaccine is required.

Three doses of properly spaced human papillomavirus (HPV) vaccine are required for girls, with the first dose administered before entering sixth grade. Parents or guardians may elect that their child not receive the HPV vaccine. Documentation of HPV exemption or vaccination is not required; if provided, documentation will be accepted by the school.

For more information about immunization, go to www.vdh.virginia.gov and search for "school requirements."

Kindergarten registration day

Registration day for children who will enter kindergarten in September 2012 will take place at every elementary school on April 19, 2012.



Crestwood Elementary



Ettrick Elementary



Meals

School menus are available at chesterfield.k12.va.us.

Parents or students may pay in advance for meals, and students will be debited for lunch costs through a computerized system available in all schools. Students may not charge meals at any Chesterfield school. Through MyLunchMoney.com, parents may deposit funds and view their child's account balance online. Parents may limit the money their children can spend on a la carte items by contacting their cafeteria manager or using MyLunchMoney.com.

High schools offer a la carte breakfast and lunch programs. All items are sold individually with daily lunch combos offered at a slightly reduced rate, starting at \$3.25. Vending services offer water, juices and healthy snacks.

Elementary and middle school lunches cost \$1.80 (40 cents is the reduced price), and milk and ice cream cost 60 cents each. Adult lunches at elementary and middle schools cost \$2.75. If a student does not want a complete lunch, milk and food items may be purchased individually. Breakfast is available at elementary and middle schools for \$1.10 (30 cents is the reduced price).

To apply for free or reduced-price meals in elementary or middle school, families must complete an application. Only one application is needed per family, and forms are available in each school's office, on the school division's website (chesterfield.k12.va.us) or by calling 743-3717. For the 2011-2012 school year, the reduced fee will be waived so that elementary and middle students who qualify for reduced-price breakfasts and lunches will receive them free.

Applying for prekindergarten

Children who reach their fourth birthday by Sept. 30 and who live in a school attendance zone where prekindergarten is offered may apply for prekindergarten. A limited number of spots are available. Applications for prekindergarten are taken in the spring; information about when to apply will be posted online at chesterfield.k12.va.us starting in January. For more information, call 279-7357, 279-7352 or 594-1671.

Attendance

Good attendance boosts academic success and prepares students for future employment. Under the attendance policy, students are expected to arrive on time and attend class at least 95 percent of the time. Excessive absences may affect receiving credit for classes or promotion to the next grade. When a student is absent for all or part of a school day, parents must notify the school. Excused absences are limited to illness, medical or dental appointment, court appearance, death in the family, observance of a religious holiday or extenuating circumstances as determined by the principal. The complete attendance policy (section 4020) can be found online at chesterfield.k12.va.us.

School time

Virginia public schools must be in session at least 180 days or 990 hours each school year. Chesterfield's calendar for 2011-2012 is 179 days long, but it exceeds the minimum number of hours.

Buses

School bus transportation is available to most students attending county schools. Bus routes are posted on the website and at each school, but the routes and stops are subject to change at any time. Bus transportation is a privilege, and students riding school buses are required to obey all rules and regulations established by the school and driver. Disorderly conduct while riding a school bus may result in denial of this privilege. The school principal makes disciplinary decisions about school bus transportation.

Parents are responsible for the safety of their children to and from bus stops and while waiting at the stops and are particularly encouraged to accompany young children. Parents are encouraged to remind their children to respect the property of neighbors. Students should be at their bus stops five minutes before their bus is due. Frequently asked questions about bus transportation and bus safety are answered at chesterfield.k12.va.us.

Medicine

Students may not bring any medication to school, including nonprescription medication. If it is necessary for a student to receive medication during school hours, parents should contact the school for more information on the medication policy. Parents of a student with critical health concerns may want to provide additional medication to their child's school in case of an emergency.

Health services

Limited clinic facilities, staffed by clinic assistants, operate at all schools to handle minor illnesses, offer first aid, administer medication and help with other student health needs that occur during the school day. Parents or guardians are contacted when a student becomes ill or injured and are asked to make arrangements to pick up the student as soon as possible.

The Chesterfield County Health Department provides public health nurses to all schools. These registered nurses serve as professional health consultants for students, parents and school staff members. Services include health education, health counseling, communicable disease investigation and control, case management, immunization assessment, education and administration, screening and prevention programs. Nurses are not available in schools on a daily basis.

Parents of students with health concerns such as asthma, diabetes, seizures, cardiac conditions or severe allergies should contact the public health nurse serving the child's school. Working with the parent, student,

health-care provider, appropriate school staff members and community resources, the public health nurse will address the health needs of the student. Parents may contact the public health nurse by calling Chesterfield County Health Department School Health Services at 748-1633. Guidelines for managing severe allergies at school are online at chesterfield.k12.va.us



Davis Elementary

Health screenings

The Chesterfield County Health Department conducts these screenings of students and notifies parents in writing of any concerns:

- vision and hearing screenings for grades 3, 7 and 10
- vision and hearing for kindergarten students new to the school system whose medical forms do not include vision and hearing documentation
- scoliosis screening for individual students, if requested by parent

Scoliosis

Scoliosis is a sideways, backward or forward curve of the spine. Curves are often described as S-shaped or C-shaped. Early detection provides the best treatment options in order to minimize the likelihood of complications.

People of all ages can have scoliosis. The most common type is idiopathic scoliosis, which occurs in children after the age of 10 during their growth spurt. Girls are more likely than boys to have this type of scoliosis. A screening by your child's health-care provider is recommended each year between the

ages of 10 and 18 years. This screening may include medical and family history, physical exam, X-ray of the spine and other tests.

If scoliosis is diagnosed, the doctor may recommend observation, bracing to stop a curve from getting worse or surgery to correct a curve or stop it from getting worse when the person is still growing. Other

treatments have not been shown to keep curves from getting worse.

Your child should be evaluated by a health-care provider if you observe any of these signs: prominent shoulder blade (one sticks out more), uneven hips, one shoulder higher than the other or uneven appearance of the back when bent over.

The public health nurse in your child's school is available to answer questions and provide information. Please call your child's school or Chesterfield County Health Department School Health Services at 748-1633.



a school administrator. Chesterfield County Public Schools is not responsible for the loss, destruction, damage or theft of any cell phone.

Extracurricular activities

The school division's policy on extracurricular activities provides guidance to schools, complies with legal requirements and ensures consistency in the treatment of student

organizations and clubs.

The policy is available online at www.boarddocs.com/vsba/chesterfield/Board.nsf.

Photographs and video

The school system and the media regularly photograph and tape events, activities and success stories at schools. If you do not want your child's image used in publications or other media, you must notify the principal in writing.

Video surveillance

As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of schools and on school buses. Surveillance equipment may or may not be monitored at any time. Video recordings also may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view surveillance recordings that include more than one student. In a criminal investigation, law enforcement representatives may view video surveillance.

Emergency closings

If it becomes necessary to close schools because of bad weather or for any other reason, such as power failure, announcements will be communicated via ParentLink, carried on the website (chesterfield.k12.va.us) and Facebook, made on Comcast Channel 96 and Verizon Channel 26 and submitted to local radio and television stations. Parents should make emergency closing child-care arrangements at the beginning of the school year so that students know what to do and where to go if early dismissal becomes necessary.

Manchester Middle

Phones

Because each school has a limited number of telephones, student use is restricted to emergencies. If parents need to get in touch with students during the school day, a message may be left with the school office and students will be notified as soon as possible

Cell phones

Elementary students may not have cell phones on school property or on a school bus. Middle and high school students may have cell phones at school but may not turn them on or use them during the school day. During the instructional day, student cell phones must be turned off and left in a locker or car or kept out of sight in a purse or backpack. A student who uses a cell phone during a testing situation will have the phone confiscated and will not be allowed to have a cell phone on school property for the rest of the school year. Confiscated cell phones may be picked up by the student's parent or guardian after meeting with



Robious Middle

ParentLink

Chesterfield County Public Schools uses ParentLink to communicate with parents via phone or email. ParentLink is used to notify a parent about a child's absence, share information about upcoming events, deliver messages about lunch accounts and provide updates in the event of an emergency. So that this communication tool can work effectively, please make sure that your child's school has your correct phone numbers (home, work and cell) and email addresses.

Safe schools

There are trained crisis teams in every school, and tornado, fire and other emergency drills are practiced on a regular basis. A school emergency may require a lockdown, shelter in place, evacuation or a reverse evacuation. Please do not call or come to the school during an emergency, as it will tie up phone lines and endanger you and others. ParentLink, the school division's website (chesterfield.k12.va.us), Facebook, TV and radio will be used to communicate when it is safe to release students and how you will be reunited with your child.

buses), at school-sponsored events and going to and returning from school.

Included in these standards are regulations prohibiting weapons and drugs on school property. Look-alike and toy guns are included in the weapons policy. The School Board strongly supports the weapons and drugs regulations. Students who violate these regulations are subject to expulsion and, if the offense is a violation of the law, to prosecution. A student's intent for having a weapon on school property has no bearing on a recommendation for expulsion. Parents and students also should be aware that by order of the Chesterfield Juvenile Court, police officers take every juvenile charged with a firearms offense directly to the Juvenile Detention Home where he or she is held until a detention hearing takes place before a Juvenile Court judge.

Anyone who knows or suspects that someone has a weapon at school should report it immediately to a school official — teacher, school counselor or principal — or should call Crime Solvers (748-0660).

Environmental questions

The school system actively monitors and addresses environmental issues, such as radon, asbestos and indoor air quality. The asbestos management plan is available for review in school offices. For more information, call 318-8048.



Matoaca High

School visitors

When they arrive at a school, visitors are asked to show an ID card (driver's license, military ID or another card issued by the state or federal government), which will be scanned into a computer. Only the visitor's name, photo and date of birth will be stored in the computer. No other personal information will be collected. The visitor check-in system and other security measures help ensure the safety of students and staff members. For more information, call 594-1723.

Student conduct

To ensure a safe school environment conducive to learning, the school system maintains and enforces uniform written regulations stating the system's standards for student conduct and attendance. These standards are sent home with each student at the beginning of the school year, with a form for parents to sign acknowledging receipt. They also are online at chesterfield.k12.va.us.

The standards apply to students on school property (including school



Meadowbrook High



Beulah Elementary



Homework guidelines

Homework contributes to the development of organizational skills, self-discipline and a sense of responsibility. It serves to strengthen skills, increase learning time and provide enrichment opportunities. These average homework times are

recommendations. They are not meant to be minimum or maximum quotas. Some students may need more time while others may need less time to accomplish an assignment. The complexity of honors-level work may require additional time.

Kindergarten	no specified time, ongoing language awareness experiences at home
Grade 1	20 minutes with a break
Grade 2	30 minutes with one or two breaks
Grade 3	30-40 minutes with one or two breaks
Grade 4	45-60 minutes
Grade 5	60 minutes
Grade 6	15-20 minutes per subject
Grades 7-8	20-30 minutes per subject
Grades 9-12	30 minutes per subject

Report cards

Report cards are issued to students in grades K-12 at the end of the four nine-week grading periods. Report cards will be issued Nov. 18, Feb. 10 and April 27. Elementary students will receive their final report cards on the last day of school, June 15, and middle and high school final report cards will be mailed June 25.

Interim progress reports provide an estimated assessment of academic performance midway in the grading period. Interim grades are not permanently recorded. Printed interim reports will be issued to students in grades 3-5 on Oct. 5, Dec. 14, March 2 and May 16. Interim grades for middle school and high school students can be retrieved via Edline on Oct. 7, Dec. 16, March 2 and May 18. Parents are encouraged to schedule teacher conferences to discuss their children's academic progress as needed throughout the year.

Edline

Edline, which allows parents and students to track academic progress via computer, is available in every Chesterfield middle school and high school. Teachers will maintain an Edline page for every class, will be able to post assignments and will update grades on Edline at least once every two weeks. Parents and students may access their individual accounts at www.edline.net using their confidential activation code, which will be provided at the start of the school year. For more information, parents may contact their child's school.

Promotion

Middle school students must pass five subjects, including mathematics and language arts, to be promoted to the next grade.

Here are high school promotion standards:

- promotion from ninth grade — 5 credits
- promotion from 10th grade — 11 credits
- promotion from 11th grade — must satisfy the requirements to be a candidate for June graduation

For details, see School Board policy 3042 at www.boarddocs.com/vsba/chesterfield/Board.nsf.



Lloyd C. Bird High

Summer session

Summer session provides ongoing instruction to students who are referred for assistance and offers high school students the opportunity to complete additional classes.

Fees

There are fees in some secondary classes. There also is a \$116 fee for behind-the-wheel driver education. There is a \$25 fee for full-year parking permits for high school students. Some fees can be waived or reduced for students with economic hardships. Fees are subject to change.

Spring Run Elementary

GED

The school system offers alternative education programs to help students who are unable to complete high school in a traditional manner earn a GED certificate. For more information, call 768-6165, Ext. 1916.



Cosby High

Grading scale

Grades K-2

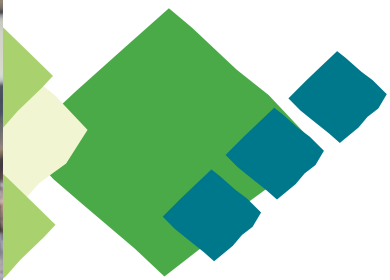
E	excellent progress
S	satisfactory progress
M	minimal progress
N	non-mastery

Grades 3-5

A	94-100	excellent
B	84-93	very good
C	74-83	satisfactory
D	64-73	marginal achievement
F	below 64	failing

Grades 6-12

A+	99-100	
A	94-98	excellent
B+	90-93	
B	84-89	very good
C+	80-83	
C	74-79	satisfactory
D+	70-73	
D	64-69	minimum passing
F	below 64	failing



and 8 will test in history. SOL writing tests are administered in grades 5 and 8 and to high school students in English 10. End-of-course tests are administered to high school students who are enrolled in any class for which there is an SOL test. Students must pass at least six high school end-of-course tests to earn a standard diploma and nine to earn an advanced diploma. (Students graduating in 2012 are eligible

for locally awarded credits in history and science.) Advanced Placement, International Baccalaureate and other approved tests may substitute for SOL tests. All English for Speakers of Other Languages students will take the WIDA ACCESS language proficiency test as required by the Virginia Department of Education.

Local testing

The Cognitive Abilities Test is administered to all third-grade students attending Chesterfield County Public Schools. The test measures a child's abilities in verbal skills, mathematics reasoning and nonverbal reasoning skills. The results are used to provide teachers and parents specific information about each child's strengths and weaknesses in those areas. The test results are also part of the process to help select students for accelerated mathematics instruction and placement into the gifted education program.

The Preliminary SAT is administered in October. The PSAT is a standardized test that measures critical reading skills, math problem-solving skills and writing skills. The test will be offered at no cost to all 10th-grade students; students in grades 9 and 11 may take the PSAT at their own expense after registering with their school counseling office. The PSAT provides feedback on strengths and weaknesses on critical high school knowledge and skills, help with SAT preparation and identify student potential for Advanced Placement and dual enrollment courses in 11th and 12th grade.

Manchester Middle

State testing

As required by the federal No Child Left Behind legislation, yearly testing will continue in grades 3 through 8 in reading and mathematics. Additionally, students in grades 3, 5 and 8 will test in science and students in grades 4, 6, 7

Testing dates

Sept. 19-Oct. 14	Phonological Awareness Literacy Screening for grades 1-3
Oct. 12	PSAT for students in grades 9-11
Oct. 17-Nov. 11	Phonological Awareness Literacy Screening for prekindergarten and kindergarten
Jan. 9-24	fall end-of-course SOL tests for middle and high school students
no later than Feb. 10	Cognitive Abilities Test for grade 3
March 5-9	SOL writing tests for grades 5 and 8 and students enrolled in English 10
March 19-23	language arts assessment for grade 4
April 30-May 25	end-of-course SOL tests for high school students
April 30-May 25	Phonological Awareness Literacy Screening for prekindergarten through grade 3
May 7-18	Advanced Placement exams
May 14-June 5	SOL tests for grades 3-8 and high school students completing requirements for modified standard diploma

High school students may participate in fall or summer SOL tests as a course is completed or to retake a test. For more information, go to chesterfield.k12.va.us

Parent-Teacher Resource Center

The Parent-Teacher Resource Center offers consultations, materials and free workshops to help parents participate fully and effectively in their children's educational development and to help teachers gain knowledge about diverse learners and other topics. The center addresses issues in special education and general education, including academic strategies, organizational skills and communication among home, school and student. Online, the center offers a list of books and videos available for lending, a list of tutors and links to other resources. The Parent-Teacher Resource Center is located at the Fulghum Center, 4003 Cogbill Road. For more information, call 279-7311 or visit the parents section of chesterfield.k12.va.us.

Students with disabilities

Chesterfield County Public Schools provides services for children found eligible with a disability. Each year, Chesterfield County Public Schools conducts Child Find to locate children with disabilities who need special education or Section 504 services. Students who are found eligible for special education services are provided specialized supports and services according to Individualized Education Programs governed through federal and state regulations and division procedures. Section 504 of the Rehabilitation Act of 1973 ensures that supports are in place for students who have a physical or mental impairment that substantially limits a major life activity. If you suspect your child may have a disability, request a referral from your child's teacher, counselor or school administrator. If your child is not enrolled in Chesterfield County Public Schools, you may contact

an administrator at the school your child would attend based on your home address.

Parents are integral participants in all facets of the special education and Section 504 process, including referral, evaluation, eligibility and developing plans to support the student's achievement. If you have questions about the special education or Section 504 process, contact the school administrator who supervises the special education or Section 504 process in your school or contact the Office of Special Education at 594-1732.

Gifted students

The identification and placement process for gifted students begins with a student being nominated to the Gifted Education Identification and Placement Committee at the student's school. Nomination forms are available at all schools, and deadlines are

- Oct. 15 for students in grade 5
- Jan. 15 for students in grades 6-12 and students in grades 2-4
- March 15 for students in grades K-1

Elizabeth Davis Middle



Falling Creek Middle



James River High



Jacobs Road Elementary

Parent and community involvement

Regular and meaningful communication among home, school and community is encouraged at every level in the school system. Every school has a parent organization to promote communication and involvement, aligned to national standards. The Chesterfield County Council of PTAs/PTSAs serves as a liaison at the county level. Established in 1989, the Chesterfield Public Education Foundation is a 501(c)(3) nonprofit organization that fosters private support for the public schools of Chesterfield County. For more information, go to cpefound.org.

Volunteers

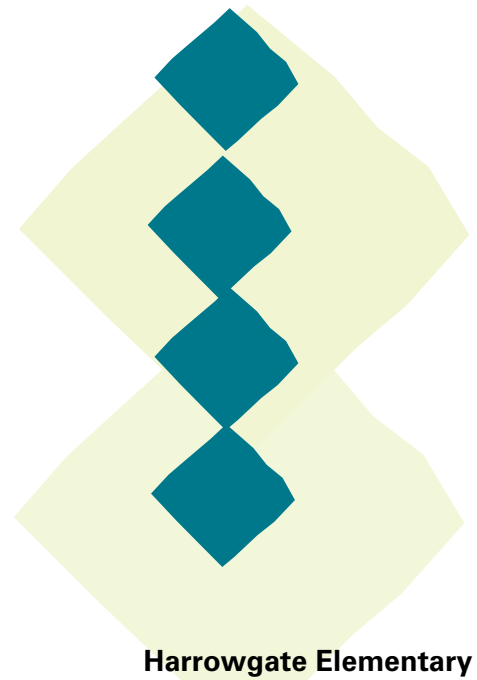
Volunteers are welcome in Chesterfield schools and play a vital role in instructional efforts. Please talk to the principal or the school's volunteer coordinator about specific ways to help. One way to volunteer is by registering with the Business and Community Resource Bank at chesterfield.k12.va.us.

Volunteers are asked to fill out a confidential registration form, which is available in school offices. To keep

students safe, the school system will check the names of volunteers against the Virginia Sex Offender and Crimes Against Minors Registry. Parents should be aware that the registry is online at sex-offender.vsp.virginia.gov/sor.

Adult Continuing Education

Adult Continuing Education provides opportunities for residents 18 and older in GED classes and testing, English for Speakers of Other Languages classes, workforce training and enrichment classes. A program guide is published and updated online in August and December, giving details on classes in such areas as computers, business and finance, languages and arts and crafts. For more information, call 768-6140 or go to chesterfield.k12.va.us.



Harrowgate Elementary



Thomas Dale High

Homeschooling

Each year by Aug. 1, families who choose home instruction for their children must provide the local school division with evidence of grade-level achievement. Each spring, Chesterfield County Public Schools offers homeschooling families an opportunity to take a nationally normed standardized achievement test at no cost. Students are tested by trained administrators in small grade-level groups. Students who participate fulfill the reporting requirement.

Each academic year, homeschooled students may apply to enroll in up to two middle school or high school courses in Chesterfield County Public Schools. Students must apply for classes in the spring of the preceding year, and participation is on a space-available basis.

Chesterfield County Public Schools makes the PSAT and Advanced Placement tests available to homeschooled students in grades 9-12. Students must register for the PSAT at the appropriate high school during the first week of October and must register for AP tests during the first week of March.

Problem solving

Problems may arise during the course of a student's school experience. Teachers, school counselors, principals and assistant principals are the people most directly involved in a student's school life. The majority of problems can be solved by meeting with one or all of these people who daily work with students in academic as well as social settings. Parents and students are encouraged to seek resolutions to problems or answers to questions from these people whenever there is a need. If problems cannot be resolved at the school level, then the director of elementary education (594-1755) or the directors of middle or high school education (594-1756) may be helpful.



Clover Hill High

Getting help for students

While youth may show spontaneous aggressive behavior or signs of difficulty fitting in, parents should become concerned when alienation or antisocial behavior is shown over a period of time. Parents can seek help from their child's school or the county Mental Health Department (748-1227).

To anonymously report suspicious behavior or other concerns, parents and students may call Crime Solvers (748-0660).



Enon Elementary



Midlothian Middle



Woolridge Elementary



Elizabeth Davis Middle



Monacan High

School counseling

The purpose of school counseling is to build skills for academic, career and personal/social development. Counseling services in Chesterfield County Public Schools are provided by licensed school counselors.

- Academic counseling helps students and parents learn about curriculum choices, plan an appropriate program of studies, arrange and interpret academic testing and seek postsecondary academic opportunities.
- Career counseling helps students acquire information and plan for

work, jobs, apprenticeships and postsecondary education and career opportunities.

- Personal or social counseling helps students develop an understanding of themselves and the rights and needs of others, resolve conflict and define individual goals that reflect their interests, abilities and aptitudes. Such counseling may be provided in groups (for example, all fifth-grade students) in which generic issues of social development are addressed or through structured individual or small group counseling sessions that focus on specific student concerns (for example, divorce, anxiety or aggressive behavior).

Lesson plans and material to be used at each grade level are available for review before classroom group guidance lessons. Parents are encouraged to review the lesson plans at each grade level for each classroom group guidance activity. To review lesson plans or school counseling materials, parents should contact their student's counselor to

set up an appointment for the review. Parents may exclude their child from personal or social counseling and classroom group guidance. If a parent does not want a child to participate, a request should be made in writing to the principal before the scheduled classroom group guidance lessons. Alternative lessons will not be provided.

Participation in small group counseling requires written parental permission for all students. Parental consent is not required for any student for brief personal or social counseling that is needed to maintain order, discipline or a productive learning environment.

The school counseling curriculum of Chesterfield County Public Schools is consistent with the State Standards for School Counseling Programs in Virginia Public Schools. The state standards can be found online at chesterfield.k12.va.us.

Student records

Schools maintain an education record for each student. The principal is responsible for education records. These records contain information about scholastic work, grades, evaluations, registration, health, attendance, standardized test results, programs of study and discipline. Students with special needs and certain students requiring differentiated programs or special services have records related to their educational programs maintained in the education records. All data for an individual student are maintained in a single record. Chesterfield County



Reams Road Elementary

Public Schools forwards education records upon request of a school in which a student intends to enroll.

Access to a student's education record is limited to parents, eligible students (over 18 years old), school officials and others who have the written permission of parent or eligible student. Natural parents, regardless of custody status, have the right of access to all student records unless specifically prohibited by a court order.

Directory information, which includes student name, address, grade, date and place of birth, telephone listing, email address, photograph (whether maintained by hard copy or digital format, still or in motion), dates

of attendance, participation in officially recognized activities and sports, height and weight of a member of an athletic team, awards and honors received and other similar information, may be made public unless a parent or eligible student notifies the principal of their wish not to disclose the information. The names, addresses and phone numbers of 11th- and 12th-grade students are disclosed to military recruiters unless the school is notified by Oct. 1 to remove a student's name. Students' directory information will be used for armed services recruiting and for informing young people of scholarship opportunities.

School officials review and evaluate scholastic records at the fifth, eighth and 12th grades. Information required under state law is retained permanently. The school system will provide to parents upon request a list of the types and location of education records collected and maintained by the schools, as well as written policies and procedures on the management of education records. A parent or eligible student may

request a copy of the records policy and procedures from the principal. A fee of 10 cents per page may be charged for reproduction of some records.

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student's education records. They have the right to

- inspect and review the student's education records within 45 days of the day the principal receives a request for access. (Parents or eligible students should submit a written request that identifies the records they wish to inspect. The principal will notify the parent or eligible student of the time and

place where the records may be inspected.)

- request in writing to the principal the amendment of the records that the parent or eligible student believes are inaccurate or misleading. (If the principal decides not to amend the record as requested, the principal will advise of the right to a hearing. Additional information regarding hearing procedures will be provided.)
- consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. (One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, teacher or support staff member, including health staff members and law enforcement unit personnel; a School Board member; a person or company with whom the division has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist. 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.)
- file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with FERPA requirements.

The legal and ethical maintenance of student records is important, and the school system recognizes its responsibility to protect the rights and privacy of the student and parents and to adhere strictly to statutes designed to safeguard information in your child's record. If you have questions, please contact the principal.

Schools

Directions to schools, maps of attendance areas and a feature that lists the schools connected to your home address may be found in the schools section of the division's website (chesterfield.k12.va.us).

ELEMENTARY SCHOOLS			
SCHOOL	PRINCIPAL	PHONE	HOURS
Bellwood	Jennifer Rudd	743-3600	9:15 a.m.-3:45 p.m.
Bensley	Bessie Cooper	743-3610	8:25 a.m.-2:55 p.m.
Beulah	Mary Jean Hunt	743-3620	9:15 a.m.-3:45 p.m.
Bon Air	Bruce Tetlow	560-2700	8:25 a.m.-2:55 p.m.
Chalkley	Chris Hart	674-1300	8:25 a.m.-2:55 p.m.
Marguerite Christian	Dr. Carolyn Tisdale	530-5733	9:15 a.m.-3:45 p.m.
Clover Hill	Cathy Hines	739-6220	8:25 a.m.-2:55 p.m.
Crenshaw	Patrice Wilson	739-6250	9:15 a.m.-3:45 p.m.
Crestwood	Lisa Rockwell	560-2710	9:15 a.m.-3:45 p.m.
Curtis	Dr. Cyndee Blount	768-6175	8:25 a.m.-2:55 p.m.
Davis	Dr. Rachel Foglesong	674-1310	9:15 a.m.-3:45 p.m.
Ecoff	Dr. Joshua Cole	768-6185	9:15 a.m.-3:45 p.m.
Enon	Mike Crusco	530-5720	9:15 a.m.-3:45 p.m.
Ettrick	Teressa Clary	520-6005	9:15 a.m.-3:45 p.m.
Evergreen	Matt Maher	378-2400	9:15 a.m.-3:45 p.m.
Falling Creek	Pam Johnson	743-3630	9:15 a.m.-3:45 p.m.
Gates	to be announced	768-6195	9:15 a.m.-3:45 p.m.
Gordon	Rosemary Harris	378-2410	9:15 a.m.-3:45 p.m.
Grange Hall	Kathy Sefrin	739-6265	9:15 a.m.-3:45 p.m.
Greenfield	Mary Dunn	560-2720	9:15 a.m.-3:45 p.m.
Harrowgate	Fred Scott	520-6015	9:15 a.m.-3:45 p.m.
Hening	Deia Champ	743-3655	9:15 a.m.-3:45 p.m.
Hopkins	Dr. Lisa Hill	743-3665	9:15 a.m.-3:45 p.m.
Jacobs Road	Myla Burgess	674-1320	8:25 a.m.-2:55 p.m.
Matoaca	Debbie Wessel	590-3100	9:15 a.m.-3:45 p.m.
Providence	Dr. Sharon Rucker	674-1345	9:15 a.m.-3:45 p.m.
Reams Road	Michael Courtney	674-1370	9:15 a.m.-3:45 p.m.
Robious	Stacey Austin	378-2500	9:15 a.m.-3:45 p.m.
Salem Church	Carol Lewellyn	768-6215	8:25 a.m.-2:55 p.m.
Elizabeth Scott	Joan Temple	541-4660	9:15 a.m.-3:45 p.m.
Alberta Smith	Beth Stefanko	739-6295	8:25 a.m.-2:55 p.m.
Spring Run	Sandi Blankenship	639-6352	8:25 a.m.-2:55 p.m.
Swift Creek	Peggy Innes	739-6305	9:15 a.m.-3:45 p.m.
Watkins	Dr. Marlene Scott	378-2530	9:15 a.m.-3:45 p.m.
Bettie Weaver	Dr. Holly Richard	378-2540	9:15 a.m.-3:45 p.m.
Wells	Dr. Ginny Patterson	768-6265	8:25 a.m.-2:55 p.m.
Winterpock	Gloria Cooper	763-5051	8:25 a.m.-2:55 p.m.
Woolridge	June Edwards	739-6330	9:15 a.m.-3:45 p.m.

MIDDLE SCHOOLS

SCHOOL	PRINCIPAL	PHONE	HOURS
Bailey Bridge	Kume Goranson	739-6200	8:25 a.m.-2:55 p.m.
Carver	Don Ashburn	524-3620	7:35 a.m.-2:05 p.m.
Elizabeth Davis	Dr. Tameshia Grimes	541-4700	8:25 a.m.-2:55 p.m.
Falling Creek	Melanie Knowles	743-3640	8:25 a.m.-2:55 p.m.
Manchester	Sarah Fraher	674-1385	8:25 a.m.-2:55 p.m.
Matoaca	Wayne Carter	590-3130	8:25 a.m.-2:55 p.m.
Midlothian	Dr. Pat Stanfield	378-2460	8:25 a.m.-2:55 p.m.
Providence	Dr. Derek Wasnock	674-1355	7:35 a.m.-2:05 p.m.
Robious	Javaid Siddiqi	378-2510	8:25 a.m.-2:55 p.m.
Salem Church	Dr. Ken Butta	768-6225	7:25 a.m.-2:05 p.m.
Swift Creek	Mary Robinson	739-6315	7:35 a.m.-2:05 p.m.
Tomahawk Creek	David Ellena	378-7120	8:25 a.m.-2:55 p.m.

HIGH SCHOOLS/SPECIALTY CENTERS

Lloyd C. Bird <i>Governor's Academy for Engineering Studies</i>	Dr. Laura Hebert	768-6110	7:20 a.m.-1:50 p.m.
Chesterfield Community	Jamie Accashian	768-6156	7:20 a.m.-1:50 p.m.
Clover Hill <i>Mathematics and Science</i>	Dr. Debbie Marks	639-4940	7:20 a.m.-1:50 p.m.
Cosby <i>Health Science</i>	Dr. Brenda Mayo	639-8340	7:20 a.m.-1:50 p.m.
Thomas Dale <i>Visual and Performing Arts</i>	Pam Lumsden	768-6245	7:20 a.m.-1:50 p.m.
James River <i>Leadership and International Relations</i>	Jeff Ellick	378-2420	7:20 a.m.-1:50 p.m.
Manchester <i>Spanish Immersion - Mass Communications</i>	Pete Koste	739-6275	7:20 a.m.-1:50 p.m.
Matoaca <i>Information Technology</i>	Steve Cunningham	590-3108	7:20 a.m.-1:50 p.m.
Meadowbrook <i>International Baccalaureate</i>	Dr. Thomas Ferrell	743-3675	7:25 a.m.-2:00 p.m.
Midlothian <i>International Baccalaureate</i>	Christine Wilson	378-2440	7:20 a.m.-1:50 p.m.
Monacan <i>Humanities</i>	Bill Broyles	378-2480	7:20 a.m.-1:50 p.m.
Chesterfield Technical Center	Dr. Mike Gill	768-6160	7:20 a.m.-1:50 p.m.
Appomattox Regional Governor's School/Petersburg	Dr. James Victory	722-0200	8:30 a.m.-3:30 p.m.
Maggie L. Walker Governor's School/Richmond	Don Skeen	354-6800	8:40 a.m.-3:15 p.m.
Online Instruction	David Rankin	279-7394	24 hours a day



chesterfield.k12.va.us

Frequently called numbers

Main Number	748-1405
Adult Continuing Education/GED	768-6140
Attendance Zones	594-1726
Budget	748-1729
Career and Technical Education	768-6165
Community Relations	748-1433
Curriculum and Instruction	594-1721
Elementary Education	594-1755
Environmental Health	318-8048
Exceptional Education	594-1732
Food and Nutrition Services	743-3717
Gifted Education	594-1767
Head Start	279-7357
Homebound Instruction	594-1741
Homeschooling	594-1697
Online Instruction	279-7394
Personnel	748-1984
Research and Planning	594-1699
School Board	748-1405
School Counseling	279-7319
School Security	594-1723
School Social Work Services	594-1660
Secondary Education	594-1756
Student Conduct/Pupil Placement	594-1702
Student Transcripts (voice mail)	768-7893
Summer Session	594-1791

Superintendent’s Office	748-1405
Title I	279-7352
Transportation (main office)	748-1656
Clover Hill/Manchester area	739-6260
Meadowbrook/Bird area	743-3605
Midlothian/Cosby area	378-2475
Thomas Dale/Matoaca area	796-2604
Monacan/James River area	674-4506
Exceptional Education	768-6124

More information

The school division website (chesterfield.k12.va.us) is the best way to keep up with news and activities in Chesterfield schools. Also, check out the school system’s Facebook page and follow ccpsinfo on Twitter. If you have questions or comments, call (804) 748-1405 or email ccpsinfo@ccpsnet.net.

In Spanish

A Spanish version of this publication is available online at chesterfield.k12.va.us. Una versión en español de esta publicación está disponible en línea en chesterfield.k12.va.us.

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