PATRIOT PLEDGE
I pledge to:

Do my best at all times
Respect school property and the property of others
Show respect to everyone at all times
Keep my hands and feet to myself
Treat other people the way I want to be treated.

<table>
<thead>
<tr>
<th>Assembly Pride:</th>
<th>Sit criss-cross on your mat, be a quiet listener, pay attention to guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recess Pride:</td>
<td>Play safely on equipment, be kind and share, stay with your class</td>
</tr>
<tr>
<td>Restroom Pride:</td>
<td>Respect others' privacy, wash hands when finished, keep restroom clean</td>
</tr>
<tr>
<td>Hallway Pride:</td>
<td>Walk on the right side quietly, keep hands off walls, keep eyes straight ahead</td>
</tr>
<tr>
<td>School Bus Pride:</td>
<td>Respect your bus driver, stay seated facing the front, talk quietly</td>
</tr>
<tr>
<td>Cafeteria Pride:</td>
<td>Talk quietly, use your manners, clean up your area</td>
</tr>
</tbody>
</table>

The Patriot Pledge is stated daily and Behavior Assemblies are held quarterly to remind students of the importance of good behavior. Patriot Pride Fun Days are held once each quarter to celebrate students who maintain good behavior and who do not receive more than one discipline referral per designated period. Please review rules and regulations with your child so he/she will make good behavior choices at HMES.

Our School Song
By Suzanne Lemoine
(Hugh Mercer music teacher 1971 - 1992)

We love our school, Hugh Mercer School,
And we'll cherish her forever.

The things we've learned, the friends we've made, and the good times that we've had.

We love our school, Hugh Mercer School,
And the mem'ry will live on
Of beauty, truth and honor, the things for which she stood.
Dear Parent/Guardian:

The rest and relaxation of summer is now replaced with the excitement and enthusiasm of a new school year. Our staff returns rested, renewed, and ready to serve your children and you.

Your support is key to the success of your child. You were your child’s first teacher and you continue to be his/her most important teacher. We are your partners in the education of your child. We have an open door policy, welcome your questions, and will address your concerns.

We look forward to a productive and rewarding new year. We pledge to work cooperatively with you as we strive to fulfill our commitment to provide “A Foundation of Excellence” for the students at Hugh Mercer Elementary School.

Have a wonderful year!

Sincerely,

Marjorie R. Tankersley,
Principal (mtankersley@cityschools.com)

Barbara N. Donaldson,
Assistant Principal (bdonaldson@cityschools.com)

Sandra P. Gillenwater,
Assistant Principal (sgillenwater@cityschools.com)

PHILOSOPHY AND OBJECTIVES

Hugh Mercer School exists to serve the educational needs of the children in this community. Our responsibility is to provide a quality education in the basic academic skills to enable a child to succeed as an adult. In order to accomplish this goal we must provide an educational program for each child on his/her individual level. In addition to academic skills, we have a responsibility to provide experiences that will enable our students to grow physically, socially, emotionally, and artistically.

The academic objectives of Hugh Mercer Elementary School conform to the goals of public education as set forth in the state’s Standards of Learning. Generally, our objectives are to ensure each student will:

- Become competent in the fundamental academic skills
- Participate in society as responsible citizens
- Qualify for further education or employment
- Develop ethical standards of behavior and a positive self image and
- Practice sound habits of personal health.

MISSION STATEMENT

F.C.P.S. Mission Statement:
Fredericksburg City Public Schools will provide a quality education that assures opportunity and equity for each student. Our motto “Excellence in Education” embodies a commitment to empower students to develop personal responsibility for meeting high academic standards and to become productive citizens in a global society.

Hugh Mercer Mission Statement: Our mission is to instill in our students the academic and social skills necessary to become productive citizens who are motivated to learn and who care about themselves and others.

GENERAL INFORMATION

For the smooth transition into Hugh Mercer, parents are discouraged from coming into the building to eat lunch or to take students to classrooms during the first two weeks of school.
BUILDING HOURS: The school building opens daily at 8:00 A.M. The school office is open until 4:00 P.M.

VISITOR SIGN-IN POLICY: Visitors are required to sign-in, leave photo identification at the hall monitor station, and obtain a visitor pass.

SNACKS: Parents are requested to provide a nutritional snack for their children each day. Kindergarten teachers will provide a list of suggested snack options.

NUTRITION: No commercial fast foods or food deliveries from outside food sources are allowed in the cafeteria during breakfast or lunch. No soft drink bottles or cans are allowed in the student dining hall.

DOOR-TO-DOOR SOLICATION: The PTA and school will sponsor fund raising activities. Students are only allowed to sell items to family and friends. No door-to-door solicitation is permitted.

CLASS PARTIES: Unless you have been invited by the teacher to help with your child’s classroom party, parents are asked to refrain from coming. We have school parties for the children in the class. This is a special time for them. We ask that, in respect for this, no younger siblings come to classroom parties. We have many other events throughout the year that include the entire family. Students with 3 or more referrals can be restricted from participating in class parties.

BIRTHDAY PARTIES AND BIRTHDAY INVITATIONS: No birthday parties, cakes, or cupcakes, etc., in classrooms. Sweet treats (no foods cooked in peanut oil or containing peanuts or nuts are allowed) may be brought in during your child’s regularly scheduled lunch time. No outside food (pizza, hot dogs, burgers, etc.), soft drinks, party favors, or party decorations are allowed. No photos or videos may be taken of any student other than the parent’s child.

Teachers may not distribute birthday party invitations in the classroom.

ASSEMBLY BEHAVIOR: Parents are asked to help us enforce our “good assembly behavior” policy by turning off cell phones and/or pagers during school programs. If you bring toddlers, be sure they remain seated and quiet so everyone can enjoy the program.

FLIP FLOPS: Parents are asked not to send students to school wearing flip flops because of safety concerns.

SNICKERS ON WHEELS: Students may not wear “heelies” (sneakers on wheels) to school.

STUDENT ILLNESS: Students with symptoms of acute illness (persistent cough, runny nose, body aches, vomiting or diarrhea) should be kept home from school. Students who have had a fever must remain home until they are fever free without medicine for 24 hours. Students who have a positive throat culture for strep may return to school 24 hours after antibiotic treatment has begun. If strep is suspected but the results of a throat culture have not been received, the child should be kept home from school.

Students who become ill at school will be sent to the nurse’s clinic. If the school nurse determines it is necessary for a student to be sent home due to illness, she will contact his/her parent. If she is unable to reach the parent/guardian, she will call one of the emergency contacts for that student.

Students with pink eye will be sent home from school and may return 24 hours after medication has begun.

MEDICATION: No prescription medications may be dispensed to a student without a written doctor’s order and written parental consent. All prescription medications must be in the ORIGINAL CONTAINER with
pharmacy label attached. Medicine must be brought to the school nurse by an adult. Medicine MUST NOT BE SENT IN A CHILD’S BACKPACK. When the supply of medication is running low, the nurse will send home a letter with the child asking for additional medication.

Over the counter medicines (OTC) may be given for a period of 3 days with the parent’s written permission. If more than 3 days are needed, a written physician’s order is required. The medication must be received in its original container.

HEAD LICE: When a student is found with head lice, the parent/guardian will be notified, and the student will be dismissed from school. The nurse will provide literature on how to treat the lice. Once treated, the student must be brought to school by the parent/guardian and accompanied to the clinic where the nurse will check the child’s scalp/hair for the presence of eggs (nits). All nits that are attached to the hair shaft must be removed. If any nits are present, the child will be sent home. The child may NOT RETURN to school or RIDE THE BUS to school until he/she is determined to be nit free by the school nurse.

ATTITUDE CONTROL CENTER: The Attitude Control Center (ACC) is a supervised classroom environment where students are placed for various lengths of time for both disciplinary and supervisory situations. If a student has an individual educational plan (IEP), his special education services are provided as long as the student is able to participate appropriately. The special education staff monitors and supports the student’s educational goal progress and accommodations on a regular basis. All students are expected to work quietly on assigned educational tasks related to their instructional level.

FIELD TRIPS: Field trips enhance the classroom curriculum and are an extension of the activities being studied. They are worthwhile and beneficial to a child’s academic program. There is a minimal fee (usually under $10) for most field trips. Often, fees must be paid in advance. If your child will not be attending the field trip, you must notify the teacher at least 3 days in advance to receive a refund. (No refunds will be made after this time.) If your child is ill on the day of the field trip and a charter bus was secured for the trip, that portion of the fee will not be refunded.

If bag lunches from the school cafeteria are to accompany students on a field trip, it will consist of a sandwich (menu choice), juice, fresh fruit, and chips.

Children are expected to follow all school rules and will not be allowed to attend a field trip if they have displayed consistent, unacceptable behavior in school. Students who have been placed in ACC on the day of the field trip may not participate in the day’s activities and no refund will be made. Also, students with 3 or more referrals will be restricted from attending field trips.

Students are required to wear yellow school-provided T-shirts on the day of the field trip.

Parents who are not chaperoning a field trip cannot meet the bus at the field trip site and join the class group.

FIELD TRIP CHAPERONES: A limited number of chaperones per classroom are chosen on a first come, first served basis to attend a given field trip. Chaperones should not expect to attend more than one field trip per classroom per school year as teachers use a rotating system to include as many parents who wish to be considered to chaperone as possible.

Guidelines for Chaperones:
• Arrive at school 15 minutes prior to the scheduled field trip departure time (no earlier, no later).
- Usual visitor sign-in procedures apply (present photo ID and sign-in with the hall monitor).
- Children, relatives, or friends not already approved MAY NOT attend the field trip.
- As a field trip chaperone, your job is to supervise a group of students, not just your own child. Remain in your designated group only and follow the guidelines given to you. Notify the teacher of any behavior concerns.
- Wear appropriate clothes as outlined in this handbook. Your outfit should be appropriate to the field trip destination (i.e. sneakers for the Pumpkin Patch, nice pants for the theatre, etc.)
- The field trip is an extension of the school day, so guidelines apply (no smoking, no junk food, no purchasing of alcoholic beverages, no purchasing souvenirs for any child including your own, no cell phone use).
- Students may not be transported by private car to or from a field trip.
- Everyone must return to school after the field trip. If you are taking your own child home with you, you must sign him/her out in the office at the end of the field trip. Taking your child out of school early after a field trip is considered an unexcused early dismissal.
- A signed Chaperone Agreement must be on file at school before you will be considered to chaperone a field trip.

**SUMMER PROGRAMS:**

**Summer School** is

- an academic program emphasizing reading and math. The program will utilize individual and small group instruction. Students in need of remediation are also accepted into the program, if space permits. Students must be recommended by their teacher for participation in this program.

**Summer Reading** is

- a program in which participating students will read a specific number of books, dependent upon their grade level, from a list of required reading.

**PATRIOTS’ PRESS:** A newsletter, The Patriot’s Press, will be sent home with students once monthly. Extra copies are available in the school office. The current issue will also be posted on our web site (www.cityschools.com). The newsletter will contain important dates and activities for parents and students. Also included will be important information from the PTA, a calendar of events, the breakfast/lunch menu, and news clips.

**SCHOOL BOARD RECOGNITIONS:** At their monthly meetings, the School Board will recognize the achievements of students who place first and second at the school level in the areas of academics, fine arts, and athletics.

**AWARDS ASSEMBLY:** In recognition of students’ achievements (perfect attendance, reading, good citizenship, etc.) an Awards Assembly will be held at the end of the school year. Parents of students receiving awards will be notified by letter prior to the Awards Assembly.

Criteria for perfect attendance:

- **Perfect Attendance** –

  Students who are present every day without accumulating more than 3 tardies and/or early dismissals during the course of the school year will be awarded a medal and a certificate.
THE FIRST DAY OF SCHOOL

The first day of school can be one of the most exciting in your child’s life. It can also be a day your child may experience much anxiety. There are several things you can do to make your child’s transition from home to school as painless and happy as possible.

Please follow these procedures for the first day of school:

Be sure to give your child a name tag or write his/her name on the book bag.

DO NOT plan to walk your child to class. If your child is a car rider or walker, he/she will be escorted to class by school personnel from the drop-off site in the rear of the building.

Assure your child he/she will have a great day and you will see him/her at the end of the day.

FOR A SUCCESSFUL YEAR

Preparation for school requires more than new clothing and purchasing school supplies. It is essential for parents to alleviate their child’s fears and help them adjust to an exciting school career. Some suggestions for an easy transition are to:

- Attend all school functions.
- Volunteer at school.
- Always send your child each day with a nutritious breakfast. It is difficult for a child to concentrate at school when he/she is hungry. Breakfast is served daily from 8:00 – 8:30 A.M.
- Send your child each day with a hug, a smile, and words of encouragement. Remind him/her that school is a place where everyone can meet success.

SCHOOL ENTRANCE REQUIREMENTS

ENTRANCE AGE:

5 years old on/before September 30, 2013

REQUIREMENTS:

Birth Certificate - Original, not photocopy (hospital certificates not accepted) or Passport (if not U.S. citizen)

Proof of City Residency (a current utility bill with the parent's name and Fredericksburg address listed and a current lease or mortgage identifying the family as the lessee)

If the student's family is living with another family within the city limits, the requirements above must be presented from the resident. In addition, form JEC-R-1 must be completed and notarized stating the family/student who is registering is living with them within the Fredericksburg City boundaries. If the family of the student who is registering is homeless, the McKinney-Vento legislation and the Fredericksburg City Public Schools policies related to them will go into effect.

Tuition Form (if out of city resident)

Emergency Contact Information

** Driver's license not accepted **

Note: If your name does not appear on the lease/mortgage agreement of the residence in which you reside, you must provide a verification letter from the tenant/owner indicating that you reside with him/her. In addition, you must provide proof of the tenant's/owner's city residency (mortgage/lease agreement, utility bill,)

- Immunization Record/Physical Exam (dated within 1 year of entering school for the first time)
Prior to any child entering a public school within the state of Virginia, a comprehensive physical examination (administered by a physician) is required within one year of the child’s first day of enrollment. Immunizations and documentation of a physical examination must be recorded on a State Health Form (available with your physician, the Health Department, or in the school office) with physician’s signature and date.

According to Virginia State law, the following immunizations are required prior to any child entering a public school within the state of Virginia for the first time:

- 3 doses DPT (one after 4th birthday) or 6 doses before 4th birthday
- 3 doses Polio (one after 4th birthday) or 4 doses before 4th birthday
- 2 doses Measles (rubeola received after 12 months of age)
- 2 doses Measles, 1 dose Mumps, 1 dose Rubella, or 2 doses MMR
- 3 doses Hep B
- 1 dose Varicella Vaccine

REQUIRED SCREENINGS:

- Anemia (Hemoglobin or Hematocrit), Urinalysis, Vision, Hearing, Lead Level, TB

ATTENDANCE AND TARDINESS
RETENTION/PROMOTION PROCEDURES

School attendance is critical for academic achievement and the preparation of students for the world of work and personal success. Student attendance is a joint effort between the school and the home. Students are expected to arrive to school on time and attend class for the full instructional day. Punctuality/being on time is important because we ask teachers to structure their most important lessons early in the day when children are their freshest.

We want success for all students. When a child arrives late to school, he/she is probably missing critical reading or math instruction. Our teachers work very hard to create meaningful lesson plans. When a child misses a lesson, or even part of a lesson, it leaves a gap in their learning.

Children who are missing instruction can be required to attend Saturday School. Children who are not performing on grade level at the end of the year can be retained.

The only absences that may be excused include the following: student’s illness, student’s medical/dental appointment, student’s court appearance, death in the family, observance of religious holiday, and possibly extenuating circumstance determined by the school administration. Parents or guardians must inform the school each time his/her child is absent from school, and schools will make a reasonable attempt to notify parents of student’s absence. A written note or email to the classroom teacher and office personnel from the parent/guardian or physician must be provided within 2 days after the absence for that absence to be excused.

Excessive absences can lead to a conference with parents, Saturday School, or a referral to the court system.

Students with 3 absences will have a letter sent to the parents/guardian; students whose absences exceed 5 school days will have a plan developed jointly with the parent to resolve the non-attendance. A conference will be scheduled with the parent and student within 10 days after the 6th absence. Upon the 7th absence, the principal will notify the truancy designee to take actions.

Students with 25 or more absences may be retained. Students will be permitted to make up work missed during absences, but the parent/guardian must request assignments through the teacher.
Promotion to the next grade at Hugh Mercer is achieved by acquiring the skills necessary to be academically successful. Students must take and pass reading and math on grade level, which is considered no more than one semester behind the grade level.

**In order to be promoted, a student may accumulate no more than 25 absences, excused or unexcused.** When there is an appeal regarding promotion, the principal will make the final decision on each student based on the recommendation made by the Promotion Committee. The principal will notify the student’s parents of the decision.

---

**DISCIPLINE PROCEDURES**  
(Standards of Conduct)

**RULES AND CONSEQUENCES**

Rules:

Students will treat staff members, peers, and property with dignity and respect because it creates a positive learning environment.

All students will come to school prepared each day in order to be an active learner.

All students will practice safe behaviors because it creates a comfortable learning environment.

Students can be referred to the office for the following:

1. physically attacking a staff member by biting, hitting, kicking, tripping, scratching, spitting, or pushing.
2. verbally attacking a teacher by using threats or profanity.
3. defiantly leaving an assigned room or area.
4. bringing a toy or look-alike weapon on school property.
5. bringing a cigarette lighter or other incendiary device on school property.
6. exposing themselves.
7. urinating or defecating in undesignated areas.
8. Disruptive behavior that disturbs learning and/or poses a danger to persons or property (School Board Policy JGD/JGE)

The considered consequence will be out-of-school suspension and a **mandatory** parent conference will be scheduled with the building administrator.

Students can be referred to the office for the following:

1. physically attacking another student by biting, hitting, kicking, tripping, scratching, spitting, or pushing.
2. verbally harassing, taunting another student.
3. stealing from staff members or another student.
4. willfully causing the destruction of school property.
5. using profanity.
6. inappropriate notes or drawings.
7. using threatening language or drawing threatening pictures.
8. using a laser pointer
9. cheating (repeated incidents)
10. theft.

The following consequences will be considered:

- Time in the Attitude Control Center (ACC) and communication with parent by administrator
- Extended time in ACC and a **mandatory parent conference** with the building administrator
- Out-of-school suspension and a **mandatory parent conference** with the building administrator.
Additionally, students with 3 or more referrals will be restricted from participating in special events or field trips due to misbehavior.

Students with 3 or more referrals for any offense can be suspended from school.

**STUDENTS' RIGHTS AND RESPONSIBILITIES**

Students have the right to:

1. have equal opportunity to participate in any special program.
2. feel safe, secure and not threatened.
3. be challenged to their fullest potential.
4. ask questions, be respected for their opinion.
5. be provided with bus transportation.
6. expect parent participation.
7. obtain an education satisfying all state requirements.
8. learn without being interrupted.
9. have ample opportunities to use school resources.
10. be treated fairly and know rules are consistent.
11. be nurtured.

Students have the responsibility to:

1. come to class prepared to learn and work.
2. recognize they are a part of a cooperative group.
3. respect others and their property.
4. abide by school rules.
5. complete all assignments.
6. work to their fullest potential.
7. be in the classroom on time.
8. accept punishment deemed appropriate.
9. be responsible for the safety of self and others.
10. work toward goals.
11. take advantage of educational opportunities and pursue independent learning.

**SCHOOL PROCEDURES**

**SAFETY REGULATIONS**: One of the main concerns of the entire faculty and staff of Hugh Mercer School is the safety of our students. We have incorporated procedures in our regular school day to ensure a safe school environment.

**BUILDING SECURITY**: All outside doors to the school, except the front door by the main office, are locked at 8:30 A.M. each day.

**CRISIS PREVENTION**: The school engages in monthly fire drills, periodic lockdown, and tornado drills. Each teacher also has a crisis manual, and the school has a viable Threat Assessment Team.

**VISITOR POLICY**: Visitors must enter the school through the front doors only and report to the hall monitor to leave photo identification, sign-in and obtain a Visitor’s Pass. No visitor will be permitted to enter the building beyond the hall monitor’s station without presenting photo identification.

**MORNING TRANSPORT TO SCHOOL**: Written notice is not required for your child’s morning transport to school. However, students may not report to school before 8:00 A.M.

**BUS STOP POLICY**: An adult (parent/guardian, babysitter, grandparent, big brother/sister – at least 12 years old) must be at the bus stop to greet your child. Do not sit in your car or stand on the balcony/deck of your home.

You must be AT THE BUS STOP, VISIBLE TO THE BUS DRIVER, AND HOLDING UP YOUR CHILD’S NAME CARD.
If an adult is not at the bus stop to greet your child, he/she will not be allowed to depart the bus and will be returned to school. You will then be contacted to pick up your child without delay.

Based on the situation, an administrator will call Social Services at 4:00 P.M. if there are children who have not been picked up.

Parents of students who are not picked up by 4:00 P.M. and/or returned from the bus will be referred to Social Services on the third occurrence.

**CHANGES IN AFTERNOON TRANSPORT:**
If there is a change in your child’s after school transport, a written note is required on the day of the change. If this is a permanent change, please indicate so.

You may fax (372-6753) or e-mail this change to office personnel by 2:00 P.M., but no changes will be accepted via the telephone, and no changes will be accepted after 2:45 P.M.

*If you choose to fax or e-mail, it is required that you call the school office to confirm your request has been received.*

You may access the office email via our web site: 
www.cityschools.com/hughmercerelementaryschool/

**CAR RIDERS/WALKERS/DAYCARE VAN RIDERS:** Children who are picked up from school, walk home, or are transported by a day care van are dismissed to the gym when the bell rings at 3:15 P.M. Car riders must be picked up no later than 3:30 P.M.

Parents are to line up cars in the rear lot, where school personnel will supervise students’ dismissal.

**SCHEDULED EARLY DISMISSALS:** On scheduled early dismissal days, students will be dismissed at 12:45 P.M. and usual dismissal procedures will apply. Scheduled early dismissal days are:

- September 20
- October 18
- February 7
- March 14
- May 9
- June 13

(Lunch is served 40 minutes earlier than usual.)

**INCLEMENT WEATHER PROCEDURES**

**LATE OPENINGS** (2 hour delayed opening): When school opens late due to inclement weather, classes will begin at 10:35 A.M. and dismiss at the usual time (3:15 P.M.).

**Closing of School or Early Closing:**

Due to inclement weather, it is sometimes necessary to cancel school or alter the regular opening/closing times. When this occurs, the following FM radio and TV stations will make an announcement:

TV: Channels 4, 6, 8, 9, and 18
Radio: 101.5, 93.3, Q96, 99.3, 104.5, 96.9
Radio (AM): 1350

The information will also be sent out via Fred Alerts and posted on www.cityschools.com and www.fredericksburg.com.

To receive notice of weather-related school closings/delayed openings/early closings via text message and/or email, sign up for the Fredericksburg Alert (FredAlert) system at https://fredericksburgalert.com. For your convenience, a link to the FredAlert system is also on our web site.

On days when school closes early due to weather conditions, dismissal times will be dependent upon weather conditions and arrival of buses.

**LEAVING THE SCHOOL GROUNDS**

Students are not allowed to leave school grounds during the school day without
written permission from the parent/guardian. Written permission must be submitted to the administration prior to dismissal.

**BUS PROCEDURES**

It is our policy that a parent/guardian or someone designated by the parent/guardian (at least 12 years old) must meet his/her child at the bus stop in the afternoons and hold up his/her name card. We do not accept notes to make exceptions to this policy. If no one is there to meet a child, the bus driver will not release the child and will return him/her to school. You will be notified and will need to pick him/her up from school immediately.

All bus students are under school jurisdiction until he/she leaves the bus stop each day. Students are reminded of the importance of proper behavior on the school bus and that it is a privilege to ride the bus. Bus service is provided for all students who live more than one-half mile from school. Students may be given assigned seats on the bus and all bus rules are to be adhered to each day.

General bus safety regulations are:

- All students are to remain seated until the bus has arrived at their bus stop and has come to a complete stop.
- Students shall refrain from loud talking.
- Students shall not stick their head or arms out of the bus window.
- No objects shall be thrown from the bus.
- Students shall cross 6 feet in front of a school bus.
- Students shall never go behind a bus or between buses.
- Students must call on the bus driver if assistance is needed and respect all requests of the driver.
- Students are subject to all state/local regulations while riding a school bus.

- Students will not eat while riding the bus.

The following procedures will be considered in the event of bus discipline referrals:

- A conference is held with the student and communication is made with the student’s parent/guardian.
- The parent will be contacted and the student will serve time in ACC (in-school suspension).
- Suspension of bus privileges.
- Removal of the student from the bus for the remainder of the school year.

**HOMEWORK POLICY**

Fredericksburg City Public Schools endorses the concept that a reasonable amount of study and preparation outside of class time is necessary for the scholastic growth of students. The amount of homework should increase as the child progresses through grades and helps a student to be a self-directed, independent learner who develops good work habits and learns to budget time effectively. The purposes of homework include the following:

- to strengthen skills and the understanding of materials taught in the classroom,
- to help students consolidate and master specific content and processes presented in class,
- to enhance students’ achievement,
- to help students become self-directed, responsible, and independent learners, and
- to communicate with families about what is happening in the classroom.

Homework is a shared responsibility between the student, teacher, and family. Parents can expect homework to be planned and well organized, consistent with the abilities of students, purposeful, and reviewed with feedback by the teacher in a
Teachers are to assign homework that is congruent with the students’ needs and make certain assignments are clearly stated and understood.

Parents are encouraged to support and to show an interest in their child’s work. A parent should also provide the necessary supplies to complete a homework assignment as well as evaluate their child’s activities to ensure there is enough time to study as well as participate in outside activities. It is important for parents to encourage their child to complete their own homework, and if concerns are present, then the teacher should be contacted.

Before leaving school, a student needs to make sure he/she understands what is expected for homework and have a system to record daily assignments. The student is responsible to take home all necessary materials in order to complete successfully the work and turn it in on time.

Teachers will communicate with parents on a regular basis to let them know what types of things are appropriate for elementary school homework and how they intend to inform them of homework assignments. Homework will be assigned, as needed, Monday through Thursday nights. Length of homework is as follows:

- Kindergarten: 15 minutes maximum
- 1st grade: 20 – 25 minutes maximum
- 2nd grade: 25 – 30 minutes maximum

### BREAKFAST & LUNCH PROCEDURES

Breakfast is served each day from 8:00 A.M. until 8:30 A.M. Children are to report to their homeroom class first, then proceed to the cafeteria if they are eating breakfast.

Lunch is also served daily. Each class will have a 25-minute lunch period. Our cafeteria program is an “offer versus serve” program. This means a student may elect not to include an item in his/her lunch. Three of the five items being offered must be selected in order to meet the basic requirements of a “Grade A” lunch.

My Lunch Money is available for those parents who wish to secure a lunch and breakfast account for their child. This is a debit system, whereby parents may pay in advance for meals. Students “withdraw” from their account by entering their assigned student number. Student account balance information is available in the cafeteria and on www.mylunchmoney.com. The free/reduced meal program is available for those families who may need assistance. To participate in this program, an application must be completed and submitted for approval and processing. Please allow up to 10 days for processing.

Children who were approved for free or reduced meals the previous year will receive meals at the free or reduced rate through September 30, 2013.

Students are not permitted to borrow money or charge their breakfast and/or lunch. If a student forgets lunch money, he/she will be allowed to call their parent/guardian prior to lunch time. If the money cannot be received, a federally approved “Grade A” lunch consisting of a cheese or peanut butter sandwich and milk will be served.

### MEAL PRICES:

<table>
<thead>
<tr>
<th></th>
<th>Student</th>
<th>Adult</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Reduced</td>
<td>.30</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.25</td>
<td>$3.25</td>
</tr>
<tr>
<td>Adult Salad</td>
<td>.40</td>
<td>$4.00</td>
</tr>
<tr>
<td>Reduced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk/Juice</td>
<td>.50</td>
<td></td>
</tr>
</tbody>
</table>
NOTIFICATION OF CHANGES

It is important to notify school officials if you have a change of address and/or telephone number. If there are changes in emergency contact information for your child, please notify school office personnel.

REPORT CARDS/INTERIM REPORTS

Reports cards and SOL checklists are sent home each 9 weeks. Report cards are a way to share with parents the progress their child has made during a specific time period while at school. It is important for parents to share the information with their child, talk about how they are doing and praise them for their successes. Also, it is a good time to talk about improvements, if any, that can be made for the next reporting period. Interim reports will be sent home mid-nine weeks. This is a report to let you know how your child is doing and any area that may need improvement before the report cards are sent home. Distribution dates are:

REPORT CARDS

- November 8, 2013
- January 31, 2014
- April 11, 2014
- June 13, 2014 (last day of school)

INTERIMS

- October 4, 2013
- December 13, 2013
- March 7, 2014
- May 9, 2014

PROMOTION/RETENTION REGULATIONS

Fredericksburg City Public Schools are committed to ensuring every student be exposed to an environment that promotes lifelong learning, encourages responsible citizenship, endorses productive work habits, and supports an understanding and acceptance of the diversity in our community. We strive to graduate students that are proficient readers and critical thinkers who can demonstrate sound academic and social behaviors in order to be productive citizens in the world of work as well as in the community. Every teacher, administrator, and parent involved in the lives of our students shares in the responsibility to ensure that all students meet these expectations.

Fredericksburg City Public Schools are committed to ensure every student will have the opportunity to work in an environment that is safe, clean, healthful, and supportive. The school system will provide students a quality educational program that is responsive to individual strengths and weaknesses. Parents/guardians will receive timely information about their child’s progress.

Parents/guardians are responsible for ensuring their children come to school each day, on time, and prepared to learn. Students are responsible for coming to school and class prepared and on time, committed to strive for success, and willing to contribute to the school environment in a positive and responsible manner.

This promotion policy has been developed to compliment the expectations and responsibilities set forth in the Virginia Standards of Learning. This policy:

- ensures promotions are earned and based on academic achievement
- diminishes grade retentions to the greatest extent possible
- ensures students will enter classrooms with the skill and knowledge necessary to do grade level work, and grades will possess the academic competencies necessary for higher education or the world of work
 establishes a process that supports students and reinforces the need to have them work hard
 recognizes that students learn at different rates and puts into place educational procedures that respond to a differentiated instructional program, and
 defines the parameters of learning for which teachers, administrators, parents, and students are accountable.

Promotion to the next grade at the elementary level is achieved by acquiring the skills necessary to be academically successful. The following general requirements will be utilized in grades K-2 to determine a child’s promotion to the next grade level.

**Course Requirements:**

*Reading* – students must take and pass reading on grade level and pass a cumulative reading test at the end of the year.

*Math* – Students must take and pass grade level math and pass a cumulative math test at the end of the year.

*Science and Social Studies* – Students must take science and social studies and successfully pass these classes.

**Assessment Requirement:**

All students will be administered Istation assessment in order to determine their reading level.

**Attendance Requirement:**

In order to be promoted, a student may accumulate no more than twenty-five (25) absences, excused or unexcused. When there is an appeal regarding promotion, the principal will make the final decision on each student based on the recommendation made by the Promotion Committee. The principal will notify the student’s parents of the decision.

**Guidelines for Promotion**

- Successful student promotion is the primary focus at HMES. All methods of remediation should be utilized prior to any discussions regarding retention.
- A student may only repeat the same grade level once during his/her academic career in grades K-2.
- Parents will be notified at the end of the first semester of their child’s academic status regarding achievement and success.
- Progress reports (interims) will be sent home every 4.5 weeks.
- Parents are required to have their child in school each day. If a child is absent from school it is the parent’s responsibility to notify the school of the absence.
- If it is determined by a teacher that a student may not be promoted to the next grade level, the teacher must notify the parents of this recommendation no later than March 1 of the school year.
- In May of each school year, a promotion/retention committee will be developed to study the data on students recommended for retention.

The principal of HMES shall make the final decision on each student based on the recommendation by the Promotion Committee.
Committee. The principal will notify the student’s parents of the decision.

**Parental Appeal:** If a parent strongly disagrees with the promotion recommendation made by the principal, then the parent must appeal the decision with the Superintendent or designee.

**PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are an important aspect for a child’s success during his/her academic career. Conferences are designed to discuss a student’s academic and social progress at school.

A conference may be scheduled by either a parent/guardian or teacher. We ask that you contact the teacher by phone or written note to set a time and date for the conference. We do want to meet with you and will make every arrangement to meet your schedule.

For your convenience, we have scheduled several conference sessions throughout the school year.

Dates and times are:

- November 12, 2013  (4:00 – 6:00 PM)
- February 6, 2014  (4:00 – 6:00 PM)
- April 15, 2014  (4:00 – 6:00 PM)

**SCREENING FOR 504 AND SPECIAL EDUCATION**  
(504 Accommodations & Special Education)

If your child has any sort of learning or physical problem, he/she may qualify for accommodations under 504 or special education services. Please call the guidance counselors at 372-1115 if you have any questions or would like to refer your child for screening and possible assessment.

Section 504 of the Rehabilitation Act of 1973: The Rights of Individuals with Handicaps Under Federal Law: No otherwise qualified handicapped individual in the United States shall, solely by reasons of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. (Before any psychological testing will be done on any student, parental permission will be obtained).

The U. S. Department of Education, Office for Civil Rights (OCR), enforces Title IX of the Education Amendments of 1972 (Title IX). The provisions of these civil rights laws apply to any programs or activities receiving or benefiting from Federal financial assistance.

Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

**VISION AND HEARING SCREENING**

All kindergartners (in compliance with the Commonwealth of Virginia law) will have their hearing and vision screened within 60 days of their initial enrollment at Hugh Mercer. Screenings will be administered by the school nurse. First and second graders will be screened at the parent’s or teacher’s request.

**GIFTED EDUCATION SERVICES**

If you feel your child may be gifted and in need of gifted education services, please contact your child’s teacher, gifted resource teacher, or guidance counselor for referral forms. Referrals due dates are listed in the school’s newsletter.
**SCHOOL COUNSELORS**

FCPS provides a comprehensive school counseling program in each of our schools. FCPS counselors collaborate with parents, teachers, administrators, and other school and community members to foster, to promote, and to improve student success and achievement. They conduct individual and small group counseling and developmental group guidance sessions for students in the areas of academic development, career development, and personal/social development. As personal/social counselors, they assist students to develop an understanding of themselves and the rights and needs of others, how to resolve conflict, and to define individual goals reflecting their interests, abilities, and aptitudes.

**POLICY MANUAL**

The Fredericksburg City Public Schools Policy Manual is available for public review in each of the school libraries, the School Administration office, the FCPS web site (http://www.cityschools.com), and the Central Rappahannock Regional library.

**EQUAL EDUCATIONAL OPPORTUNITIES/NON-DISCRIMINATION**

**School Board Policy JB**

**Policy Statement:**

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

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

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

**Complaint Procedure:**

**File Report:**

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

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral
reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the compliance officer. Any complaint that involves the compliance officer shall be reported to the superintendent.

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

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

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

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

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

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

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

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

**Compliance Officer and Alternate Compliance Officer:** The Fredericksburg School Board has designated a Compliance Officer responsible for identifying, preventing and remediying prohibited discrimination.

Complaints of discrimination may be made to the Deputy Superintendent at 372-1130 or to the Alternate Compliance Officer, who is the Director of Operations and Construction, at 372-1092. (Note: This individual must be of the opposite gender of the Compliance Officer.) The Compliance officer shall:

- receive reports or complains of discrimination;
- oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy;
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity, and has the authority to protest the alleged victim and others during the investigation.

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

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

**Prevention and Notice of Policy:** Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be:

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

**False Charges:** Students or school personnel who make false charges of discrimination shall be subject to disciplinary action.
SEXUAL HARASSMENT

Policy Statement

The Fredericksburg City School Division is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, Fredericksburg City School Division prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity. It shall be a violation of this policy for any student or school personnel to harass a student or school personnel sexually, or based on race, national origin, disability or religion. Further, it shall be a violation of this policy for any school personnel to tolerate sexual harassment or harassment based on a student’s or employee’s race, national origin, disability or religion. Thus, it shall also be a violation of this policy for any school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel means School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The School Division shall:

(1) promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion,

(2) promptly take appropriate action to stop any harassment and

(3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

Definitions

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education, or
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual’s employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student’s or employee’s ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute sexual harassment if it meets the immediately preceding definition include:

- unwelcome sexual physical contact.
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks.
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- graphic comments about an individual’s body.
sexual jokes, notes, stories, drawings, gestures or pictures. spreading sexual rumors.

Touching an individual's body or clothes in a sexual way.

Displaying sexual objects, pictures, cartoons or posters.

Impeding or blocking movement in a sexually intimidating manner.

**Harassment Based on Race, National Origin, Disability or Religion**

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct creates an intimidating, hostile or offensive working or educational environment; or substantially or unreasonably interferes with an individual's work or education; or

otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language.
- name calling, jokes or rumors.
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion.
- hostile acts which are based on another's race, national origin, religion or disability.
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion.

**Complaint Procedure**

**Formal Procedure - File Report**

Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment to one of the compliance officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the compliance officers designated in the policy or to any school personnel.

Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the compliance officers designated in this policy.

The reporting party should use the form, Report of Harassment, JFHA-F, to make complaints of harassment. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the compliance officer. Any complaint that involves the compliance officer or principal shall be reported to the superintendent.

The complaint and identity of the complainant and alleged harasser will be disclosed only to the extent necessary to fully investigate the complaint and only when
such disclosure is required or permitted by law.

Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division’s ability to fully respond to the complaint.

**Investigation**

Upon receipt of a report of alleged prohibited harassment, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 calendar days after receipt of the report by the compliance officer.

Upon receiving the complaint, the compliance officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the compliance officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy JHG. The investigation may consist of personal interviews with the complainant, the alleged harasser, and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at minimum:

1. the surrounding circumstances;
2. the nature of the behavior;
3. past incidents or past or continuing patterns of behavior;
4. the relationship between the parties;
5. how often the conduct occurred;
6. the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim);
7. the location of the alleged harassment;
8. the ages of the parties and
9. the context in which the alleged incidents occurred.

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

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

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

**Action by Superintendent**

Within 5 calendar days of receiving the compliance officer’s report, the Superintendent or designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator.

If the Superintendent or designee determines that prohibited harassment occurred, the Fredericksburg School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

Whether or not the Superintendent or designee determines that prohibited harassment occurred, the Superintendent or designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

**Appeal**

If the Superintendent or designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record.

The School Board may ask for oral or written argument from the aggrieved party and the Superintendent and any other individual the School Board deems relevant. If the Superintendent or designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

**Compliance Officer and Alternate Compliance Officer**

The Fredericksburg School Board has designated the Director of Special Programs as the Compliance Officer (372-1130) responsible for identifying, preventing and remediying prohibited harassment.

Complaints of harassment may also be made to the alternate Compliance Officer, who is the Director of Operations and Construction, at 372-1092. [Note: This individual must be of the opposite gender of the Compliance Officer.]

The Compliance Officer shall:

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

**Information Procedure**

If the complainant and the person accused of harassment agree, the student’s principal or designee may arrange for them to resolve
the complaint informally with the help of counselor, teacher, or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

**Retaliation**

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings.

**Rights to Alternative Complaint Procedure**

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

**Prevention and Notice of Policy**

Training to prevent sexual harassment and harassment based on race, national origin, disability and religion should be included in employee and student orientations as well as employee in-service training.

This policy shall be:

(1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel,

(2) included in the student and employee handbooks, and

(3) sent to parents of all students within 30 calendar days of the start of school.

Further, all students and their parents/guardians and employees shall be notified annually of the names and contact information of the Compliance Officers.

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

**School Board Meeting Dates**

School Board meetings are held on the first Monday of each month in City Council Chambers (715 Princess Anne St.). When convening on an alternate Monday, the meeting site is James Monroe High School.

<table>
<thead>
<tr>
<th>Meeting Dates (7:30 PM)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 9, 2013</td>
<td>James Monroe</td>
</tr>
<tr>
<td>October 7, 2013</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>November 4, 2013</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>December 2, 2013</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>January 13, 2014</td>
<td>James Monroe</td>
</tr>
<tr>
<td>February 3, 2014</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>March 3, 2014</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>April 7, 2014</td>
<td>Council Chambers</td>
</tr>
<tr>
<td>May 12, 2014</td>
<td>James Monroe</td>
</tr>
<tr>
<td>June 2, 2014</td>
<td>Council Chambers</td>
</tr>
</tbody>
</table>
School Board Members

Malvina Rollins-Kay, Chairperson
Jannan Holmes, Vice Chairperson

Jarvis Bailey
Patricia Green
Barbara Miller-Richards
Elizabeth Rehm

Administrative Office 372-1130

Dr. David G. Melton, Superintendent
Marceline R. Catlett, Deputy Superintendent
David G. Baker, Director of Budget and Finance
Harry R. Thomas, III Director of Instruction
Jonathan D. Russ, Director of Personnel

Original Walker-Grant 372-1127

Lori W. Bridi, Director of Testing
Pam Steinkoenig, Director of Pupil Personnel Services

Head Start 372-1065

Trudy Smith, Director

Office of Operations 372-1092

Robert J. Burch, Director of Operations

Office of Technology 372-1120

Bob Young, Director of Technology

School Principals

John B. Gordon
James Monroe High 372-1100

Melanie R. Wyatt
Walker-Grant Middle 372-1145

Matthew Terry
Lafayette Upper Elementary 310-0029

Marjorie R. Tankersley
Hugh Mercer Elementary 372-1115