



## PRINCIPAL'S MESSAGE

Welcome to the 2017-18 school year! I always look forward to the new school year, even more so than January first. We only get to start the school year once and we have been working diligently to make it a phenomenal beginning for our staff, students, and school community.

We've had a lot going on at Henley since students left for summer break. Our teachers have participated in professional development around project based learning, digital learning, and Developmental Designs, our new school-wide social and emotional learning curriculum. In essence, we are rebranding our Henley Huddle to be more student-centered. We are excitedly awaiting what that will look like when students come back from summer break! We hope you will appreciate the changes we have made.

At the end of last year we said goodbye to some members of our staff, and I'm very excited to have several new faces at Henley this year. Our new staff includes:

- Jennifer Andrews, 6<sup>th</sup> grade English Language Arts (ELA)
- Sally Reaves, 6<sup>th</sup> grade ELA
- Megan Williams, 6<sup>th</sup> grade Social Studies
- Kate Rovito, 7/8 ELA
- Meagan Hoy-7<sup>th</sup> grade English
- Emily Blasé, Autism Base, Special Education
- Andrew West, 8<sup>th</sup> grade ELA
- Jon Barber, CTE Mechatronics and Engineering
- Jill Boggs, Intervention
- Yohanis Kassa, 6<sup>th</sup> grade Science
- Amber Schwalm, Life Skills and Photography
- Misty Lynch, School Nurse

Our work this year will be driven by Albemarle County Public School's Strategic Goal that *all Albemarle County Public Schools students will graduate having actively mastered the lifelong-learning skills they need to succeed as 21st century learners, workers and citizens*. We will be working with students to build their competence and autonomy, as well as the ability to think critically and work collaboratively.

I know that 2017-18 is going to be another great year for us at Henley Middle School. If you ever have any questions or feedback, I welcome you emailing or calling me. We are all on the same team and I look forward to building a strong partnership in your child's life. See you soon!

## NEW STUDENT ORIENTATION

An orientation program for 6th graders, new students and their parents is planned for **Monday, August 21, from 3:00-5:00**. After a few introductory remarks, parents and students will be invited to tour the building. It would be most helpful if students came prepared with a copy of their schedules and a piece of paper and pencil to jot down questions. Our Cafeteria Manager, Ms. Trombley, will be available before and after orientation to place money on student lunch accounts.

Students who receive Special Education Services are invited to meet with their Special Education Resource Teacher at 2:30pm before the orientation program. Transportation to and from school is not provided for orientation. Please try to plan your schedule accordingly.

## MEAL PRICES

Breakfast will be \$1.40 and lunches will be \$2.85. Milk is included with lunch or \$.55 a la carte. Reduced prices will be \$.30 for breakfast and \$.40 for lunch.

Parents can prepay for their student's meals using the myschoolbucks system ([www.mySchoolBucks.com](http://www.mySchoolBucks.com)). Funds made to this account can only be used in the school cafeteria.

## DRESS CODE

Appropriate dress at school is important for getting students in the proper mindset for learning. The portion that we have had the most difficulty with is listed below. Please keep this in mind as you and your child are making decisions about what to wear to school:

Clothing that demonstrates self-respect and modesty is appropriate for school. Images that may tend to have a substantial or material disruptive effect on the educational environment in the reasonable judgment of school administrators is not appropriate for school. Distracting attire is not allowed.

The following are not permitted to be worn in school:

Hats	Sunglasses
Bandanas	Pajamas

Additionally, offensive or disruptive T-shirts, buttons, or other items may not be worn. This includes T-shirts with profanity, sexual references, or promotion of tobacco, alcohol, violence, death or drugs.

Cover yourself appropriately – underwear should not be showing. Revealing tops or vests without shirts may not be worn. Midriffs and backs must be covered. Shoulder straps must be at least two inches wide. As a guide, shorts

and skirts should be longer than a student's finger tips. Shirts must be long enough to be tucked into pants. Shorts or pants must be secured above the hips. "Low riders" are not acceptable. Athletic shoes and clothing are expected to be worn for PE. Shoes must be worn at all times. Closed toed shoes are recommended for recess.

## **COUNSELOR'S CORNER**

Welcome back! We hope everyone had a relaxing and enjoyable summer. We are looking forward to seeing everyone soon.

**Listed below are the counseling assignments for this school year:**

Kristy Lancaster	6th grade school counselor
Kimberly Warnick	7th grade school counselor
Brian Eberly	8th grade school counselor

We'd like to extend a warm welcome to our new transfer students! We will host a New Student Lunch the first week of school so you can meet other new students and enjoy some pizza! Invitations will be given out during your STING (homeroom) class.

We'd also like to welcome our UVA counseling intern, Erin McGivern, to our department. She will be at Henley on Mondays, Wednesdays and Fridays for the entire school year.

## **FAMILY ASSISTANCE**

A family assistance form will be included in the first day of school packet for all students. If your family could benefit from assistance throughout the school year, please return this form to the School Counseling Office.

## **ELECTIVE SCHEDULE CHANGES**

School counselors will first address registering new students and making academic course adjustments. We will begin to address elective requests as soon as possible. Students may sign up in the school counseling office to make a request. Please keep in mind elective classes must be **smaller** than the one the student currently has scheduled **and** the elective change may not affect an academic class. Thank you for your understanding!

## **ATTENDANCE REQUIREMENT**

A state mandate requires that all student absences be recorded as either "excused" or "unexcused." When a student is absent, we must receive a phone call or written notification from a parent or guardian excusing the absence; otherwise it will be recorded as an unexcused absence. Excessive absences can result in a court referral or retention. **Please notify the Attendance Office (823-5040) before ten o'clock on the day of the absence.** Your cooperation is greatly appreciated.

## **BACK-TO-SCHOOL NIGHT**

Our Back-to-School night is scheduled for September 13, at 6:30 pm. This night will provide parents with a brief overview of the instructional program at Henley and an opportunity to follow your student's schedule and meet their teachers. Parents can also visit the Book Fair. More information will follow after school begins.

**THE BOOK FAIR IS COMING!** Henley will host our Scholastic Book Fair from September 8-14. All students will come to the book fair with their English classes; they can also visit during STING. The fair is open during school hours and on Back to School night, but will close at noon on the 14<sup>th</sup>. Ms. Guerrant is looking for parent volunteers to work a half day shift at our book fair. Shifts run from 9:00-12:30 and from 12:30-4:00. If you are interested, please contact her at [sguerrant@k12albemarle.org](mailto:sguerrant@k12albemarle.org)

## **PATSO**

The Henley Parent and Teacher Support Organization (PATSO) is a volunteer organization that provides support to Henley staff, faculty, parents, and most importantly, students. All parents/guardians of Henley students, as well as Henley faculty and staff, are automatic members of PATSO.

PATSO's main means of communication with families is the weekly electronic newsletter Henley Matters. Please look in your student's 1<sup>st</sup> day packet for information on how to sign up to receive this newsletter.

PATSO's main fundraiser is the Magazine Drive/Direct Donation Drive which kicks off in September. As a 501(c)(3) charity, donations to PATSO are tax-deductible.

We are looking forward to a great 2017-2018 school year. We strive to continue improving communications to ensure that families feel connected to the Henley community and have the opportunity to learn more about all of the great things happening at Henley. In addition, we want to continue our strong tradition of providing volunteer and financial support to our school community. We welcome any and all questions and feedback as we progress through the year. Please do not hesitate to email us as [henleypatso@gmail.com](mailto:henleypatso@gmail.com)

**Volunteering:** PATSO's success depends largely on the willingness of parents to generously contribute their time and talents. We invite and encourage you to learn about our various volunteer needs and sign up to help via this link: <http://tinyurl.com/y9s43dz4>

**Student Directory:** We are assembling a student/family directory. The goal is to make it easier for Henley students and families to connect with each other. You choose exactly what information you would like to share via the data you enter. Here is the link: <http://tinyurl.com/yab6znnk>

**Grocery rewards programs:** Please link your Harris Teeter and Kroger rewards cards to Henley to earn money for our school.

Thank you!  
DJ Stoerberl (PATSO President)

## **PARENT/TEACHER CONFERENCES**

The collaboration of parents and teachers is a vital component to the success of each of our students. Parent conference dates are listed in the calendar, or a morning conference can be scheduled by calling our counseling office at 823-5040.

## HEALTH CLINIC INFORMATION

The HENLEY HEALTH CLINIC will be open every school day 9:04 am - 4:05 pm. The clinic is available for all Henley Middle School children to visit at any time with any health related illness, problems, or questions. Scheduled or as-needed medications will be dispensed by the school nurse to any child that requires medication. If your child requires prescription medication, the school requires two things:

1. The medication must be in the **original** container.
2. Permission to Give Medicine form (included in the first day packet) signed by the parent/guardian and the physician prescribing the medication.

Non-prescription medications may also be given to your child at school. These include Tylenol, Ibuprofen, cold formulas, etc.

**The school does not provide any medications.** For non-prescription medications:

1. The medication must be in the **original** container.
2. Permission to Give Medicine form must be signed by the parent.

If your child is asthmatic and requires an inhaler, please fill out the Permission to Give Medicine form. Additionally, if your child needs to carry an inhaler, please have the physician complete the Contract for Self-Carried Medication form. Should your child have a bee sting or food allergy that requires use of an Epi pen, please send the medication and Parent's Request form as soon as possible.

School attendance is important; however, if any of the following criteria is met by an ill child, then a parent/guardian will be called to make arrangements for the child to be picked up.

Please have a plan in advance for how you will arrange this.

1. A fever greater than 100.0.
2. Vomiting/diarrhea.
3. An open draining wound.
4. Head lice.
5. Suspected Conjunctivitis (pink eye).
6. Any suspected fracture or injury.

If your child has any specific health concerns or has a chronic disease such as diabetes or epilepsy, notify the school nurse to review any specific needs. The nurse will be available by phone at 823-4393 or by visiting the clinic, beginning August 23.

## ASBESTOS MANAGEMENT PLAN

Please be aware that the Asbestos Management Plan for Henley Middle School is located in the Main Office area. Asbestos removal is usually planned for the summer months but may take place during the school year as needed. All Federal Asbestos Hazard Emergency Response Act (AHERA) requirements are followed when asbestos is removed from the school. If you have any questions concerning existing asbestos in the school,

or planned removal of asbestos, please do not hesitate to call Lindsay Check Snoddy, Environmental Compliance Manager for Albemarle County Public Schools, at 434-975-9340 or email [lcheck@k12albemarle.org](mailto:lcheck@k12albemarle.org)

## INTEGRATED PEST MANAGEMENT

The Integrated Pest Management (IPM) program employed by the Albemarle County Public Schools is a proactive approach to insect and rodent control in school facilities. The IPM program includes frequent inspections of all school facilities to look for pests and conditions that favor pest invasions. As a first step in pest control, the IPM approach employs a number of preventive strategies and alternatives to pesticide application such as employee education, source reduction, identification of potential problem areas, and improved sanitation. Pesticides will be used only as a last resort or in an emergency situation. If pesticide applications are needed beyond baits and gels, they occur after school hours and notice will be posted on the IPM section of the Environmental Management website 24 hours in advance (<http://schoolcenter.k12albemarle.org/environmental>). If you would like to be emailed if a pesticide application is scheduled, please email Lindsay Check, Environmental Compliance Manager, at [lcheck@k12albemarle.org](mailto:lcheck@k12albemarle.org). After you receive a confirmation email, you will be added to the notification list. Copies of Material Safety Data Sheets (MSDS) and product labels for all pesticides and bait stations that may be used by certified applicators are maintained in the IPM logbook at each school.

## TOBACCO-FREE SCHOOLS POLICY

On February 10, 1997, the Albemarle County Board approved a policy that establishes a tobacco-free school system for students, staff, and members of the community. The use of tobacco products will be prohibited in school buildings and on school grounds including school parking lots, athletic fields, and in vehicles owned, rented, or leased by the Albemarle County Public Schools. This prohibition includes the use of all tobacco products at outside activities such as sporting events. The policy applies at all times, day or night, and to all students, employees, visitors, or other persons.

Albemarle County Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, pregnancy or marital status in its programs and activities. The Director of Human Resources has been designated to handle all inquiries regarding non-discrimination policies.

Address any inquiries or concerns to:

Director of Human Resources, 401 McIntire Road, Charlottesville,  
Virginia 22902

## 2017-18 HENLEY STAFF

**\*Indicates new staff members**

The Henley Staff for the 2017-18 school year has worked hard preparing for the opening of school and we are looking forward to providing those experiences necessary to meet the unique needs of each of our students. This is a dedicated and caring staff eager to provide the best educational experiences for your child.

### Administrators

BETH COSTA - PRINCIPAL  
CRAIG DOMMER \* - ASSISTANT PRINCIPAL  
TERESA TYLER - ASSISTANT PRINCIPAL

### 8th Grade

Ernie Almanza - Math  
Amelia Bochain - Soc. St.  
Tamara Bowden - English  
Cindy Carter - Math  
Jill Boggs \* - Math  
Pam Koury - Soc. St.  
Jeff Myers - Science  
Carol Rocket - Math  
Cecilia Schultz - Science  
Kate Rovito \* - English  
Elizabeth Sweatman - English  
Andrew West \* - English  
Darcy Vale - Math

### 7th Grade

Ernie Almanza - Math  
Lydia Beeler - English  
Melanie Dusci - Math  
Amy Effland - Math  
Timothy Heltzel - Science  
Meagan Hoy \* - English  
Mary Beth Kooken - Science  
Christine Martin - Math  
Chuck Miller - English  
Kate Rovito \* - English  
Eric Strzepek - Soc. St.  
Williams Timmons - Soc. St.

### 6th Grade

Jennie Andrews \* - Lang. Arts  
Holly French - Lang. Arts  
Jennie Hamner - Math  
Michael Jennings - Math  
Yohanis Kassa \* - Science  
Sally Reaves \* - Lang. Arts  
Dana Snead - Science  
Karen Spencer - Math  
Brandi Stauffer - Math  
Leslie Tanner - Science  
Jane Webb - Lang Arts  
Megan Williams \* - Soc. St.  
Richard Wright - Soc. St.

### Specialists

Danica Alter - Sp. Ed.  
Andi Blanton - CBIP  
Emily Blase \* - Sp. Ed.  
Lisa Boyce - Sp. Ed.  
Jill Boggs \* - Intervention  
Teresa Goodin - Gifted

Beth Kuhn - Sp. Ed.  
Kathy Verell - Sp. Ed.  
Tracy Walker - Sp. Ed.  
Beth Whitehouse - Sp. Ed.

### Fine Arts

Melisa Cox - Art  
Susan Guerrant - Media Specialist  
Margaret Pratt - World Language  
Cherie Thomas - World Language/Explor.

### Music

Richard Baritaud - Strings  
Amber Blakovich \* - Choir  
Jeff Melton - Band

### Vocational

Jon Barber \* - Technology  
Lisa Boyce - Work & Family Studies  
Amber Schwalm \* - Work & Family Studies/Explor.  
TBA - Media Tech./Yearbook

### Physical Education/Health

Morgan Ciecierski  
Mia Fields  
Matthew Hopewell  
Jeff Toms

### Guidance

Brian Eberly - 8<sup>th</sup>  
Kristy Lancaster - 6<sup>th</sup>  
Kimberly Warnick - 7<sup>th</sup>

### Teacher Assistants

Marla Grubb  
Jonathan Proffitt  
Deborah Rowley  
Sam Strong  
Jimmy Tomlin  
Judy Thurston  
Lindsey Weidman

### Office Staff

Sandy Conley Office Secretary  
Alissa Layne Office Secretary  
Misty Lynch \* Nurse  
Megan Morris Receptionist  
Jean Smartt Counseling Secretary

**LEAD CUSTODIAN** – Wes Scott  
**CAFETERIA MANAGER** – Annette Trombley