WELCOME TO KYLE R. WILSON ES
Parent Handbook
A-Z

WELCOME:
We look forward to an exciting year at Kyle Wilson ES, and we hope the information contained in this packet will answer many of the questions you may have during the school year. The Prince William County Elementary Handbook is also an excellent resource. Please feel free to contact us should you have any additional questions at 571-589-4327. Thank you for entrusting your child to us. We look forward to teaching and caring for your child and working closely with you.

Sincerely,
Felicia Norwood, Principal
Gretchen Drzewucki, Assistant Principal

A
Absences, Tardies...Early Dismissal
Attendance and punctuality should be a top priority for our parents and students. Research indicates a high correlation in the relationship between a child’s success and their attendance at school. The nature of the curriculum necessitates active classroom participation that can never be duplicated in a packet of “make up work” following a trip or extended absence. There are times when the teacher is out sick and the substitute will not be able to access email accounts. If your child is going to be absent, we ask that you call our attendance line at 571-589-4327 before school starts. Please do not send the teacher or the secretary an email of your child’s absence. Please send a note with your child when they come back to school. The lack of a note within 2 day will result in that absence being unexcused.

If you need to pick your child up early, please come into the building and sign him/her out. **Anyone picking up a child must show a photo ID and be listed on the student’s emergency card.** Children will not be called to the office ahead of time of your arrival because every minute they remain in class is precious.

We discourage vacations during the school year. However, we know for many reasons they may occur. Please send in a note or letter in advance to the teacher and the principal informing the school of your plans. The principal has the responsibility of approving prearranged absences. We realize in the case of a family emergency that this may not be possible. Teachers are not required to provide assignments in advance. However, assignments request in advanced
may be provided at the teacher’s discretion. **WE would encourage students to read, keep a written journal, and practice math facts while out of school. Students can complete make up work when they return.**

These attendance guidelines are in accordance with **PWCS Regulation 724-1.** Also, it states the following about prearranged absences: "**In order for any prearranged absences to be classified as excused, principals shall be notified in writing within a reasonable amount of time prior to the absence. Parents will be strongly encouraged to schedule family trips during school holidays. Prearranged absences that extend beyond 15 school days will result in the withdrawal of the student from school. In this situation, parents would be required to re-enroll their child. Excessive prearranged absences may result in absences being unexcused.**"

Remember the best way for your child to succeed at our school is to have them here every day learning. By working together; we can better ensure the success of your child at Kyle R. Wilson Elementary School.

**Advisory Council**
The purpose of the Kyle R. Wilson Elementary School Advisory Council is to collaborate with the principal to assess the educational needs of the school, and to provide input on the school plan and operational budget. The advisory council is made up of the principal, assistant principal, five parents that represent the various schools coming into Kyle R. Wilson as well as four staff members. The council meets once a month on the second Tuesday of the month from 5:30pm-6:30pm. Parents wishing to speak during Open Chair, please contact Ms. Norwood about the subject you wish to address so that it may be added to the agenda.

**Agendas**
A yearly agenda is provided for all students in grades 2-5. Teachers require students to write their assignments and other important daily information to be sent home. By using an agenda on a daily basis, students develop planning and organizational skills. Parents are encouraged to write messages to the teacher and sign the agenda nightly. We value this daily communication between home and school.

**Arrival and Dismissal**
**Students are discouraged to come to the school before 8:50am. Students will not be supervised until 8:50am.**
8:50- Staff is on duty
8:50- Breakfast students begin to exit the buses and enter the cafeteria to pick up breakfast bags. Car Riders and Walkers will also go in at 8:50am.
8:55- First Bell Rings and all other students exit buses and daycare vans.
9:00- Tardy Bell Rings
8:30-4:30 - Front Office Hours

Dismissal times
3:35pm - Car Riders and Daycare Vans - escorted by staff to designated Area (Gymnasium)
3:36pm - Walkers will be dismissed
3:40pm - Teachers will escort students to buses

Students who are dropped off in the Kiss "N" Ride Lane should line up at the front door no earlier than 8:50am.

Walkers/Daycare Van riders will walk through door #3. Walkers should not be at the school earlier than 8:45am.

SACC students will be dismissed by SACC at 8:50am from the gymnasium.

Our teachers will come into the building at 9:00am to teach and students should not be dropped off outside unattended. If you arrive after 9:00am, when the tardy bell rings, you should park, and come into the building with your child to sign them in the front office.

Students who ride the bus will be unloaded in the bus loop and enter door #2. Please note that personal vehicles are not allowed into the bus loop before or during school hours. Supervising teachers will organize the groups disembarking the buses so that the younger students enter the building ahead of the older students. Our safety patrol students and staff monitor the students entering and leaving the building.

Birthday Celebrations
We always enjoy helping you and your children celebrate their birthday! It is very important that they are recognized on such a special day. At Kyle Wilson ES, student birthdays will be announced each day. Students will come to the office for a birthday prize from Ms. Norwood. Students with summer birthdays will be announced in June before school lets out.

As part of the Virginia Healthy Initiative, sweet treats for birthdays are discouraged. Children love to get pencils, erasers and stickers, which are a much healthier option over cupcakes. In lieu of sending in a birthday treat, consider joining the Birthday Book Club! Parents or family members will be able to join the Birthday Book Club by sending in a new book for our growing library collection. We think reading great books is a sweet treat so this is a lasting way to celebrate another great year!

If you do choose to bring your child’s class a birthday treat, we ask that it be peanut and tree nut free, and store bought with an ingredient label if possible.
collection. We think reading great books is a sweet treat so this is a lasting way to celebrate another great year!

If you do choose to bring your child's class a birthday treat, we ask that it be peanut and tree nut free, and store bought with an ingredient label if possible. To make things easier for you, you can order cookies from the cafeteria. The cookies will be given to every student in your child's class. You can call the cafeteria manager for more ordering information. All birthday treats must be checked in at the office and be served during lunch. Please contact your child's teacher or the nurse if you have any questions.

**Breakfast**

KWES has a breakfast program open to all students and staff. Breakfast begins at 8:50am. All students who choose to eat breakfast will have an opportunity to eat even if their bus is delayed. KWES will have a bagged breakfast program. Students will eat breakfast in their classrooms during their morning meetings.

**Bringing Items to School**

Students should not bring toys, games, comics, trading cards, tape recorders, radios, sports equipment etc. to school unless they have been asked to do so by their teachers. The student will assume responsibility for any items brought to school. Students should never bring anything that can be seen or used as a weapon to school.

**Bring Your Own Device**

The Prince William County School Board has approved electronic devices to be brought and used in school. The use of these devices will be explained further through your child's classroom teacher, but ultimately it should be used to enhance learning and not distract from it. This section will be modified as we begin to implement this new policy this school year.

**Buses**

There is bus transportation available to all students who attend our school with the exception of students who are on transfer status. Bus drivers maintain safety and discipline at all times and will communicate student Code of Behavior transgressions to administrators to insure our students maintain our standards of behavior while riding in PWCS vehicles. Students are expected to sit while the buses are moving and maintain proper behavior to ensure that our bus drivers may concentrate on safety driving the vehicle. There are additional procedures in place for our kindergarten students. Please refer to the section Kindergarten Arrival and Dismissal for more information. For questions regarding bus transportation, please call 571-402-3942. The staff at KWES does not have the authority to change routes or pick up/drop off locations. While our school official dismissal time is 3:40pm, we must wait to load buses when they arrive so typically buses do not leave our bus loop until approximately 4:05pm. Safety is our first priority so buses do not leave until all children have been loaded.
We will not phone the parents when a bus is running late for dismissal, but if you are concerned about a late bus arrival, you can contact our office, and we can confirm when the bus left the school. However, your best point of contact after 4:30 will be Melissa Muse. WE cannot predict traffic backups or late buses. Please be patient as we monitor this process for the safety of our students.

C  
Car Riders
Each family who wished to provide their own transportation and pick up their student(s) from school in the Kiss N Ride lane will register to receive a number for the family. You will need to complete the registration form every year and show your picture ID to receive a designated number. Parents can download and print the registration, from our school website at http://kylerwilsones.schools.pwcs.edu. Forms are also available in the front office.

The car number should be placed in the front windshield of your vehicle in full view during pickup. Students will wait in the building to be dismissed by supervising teachers to their numbered vehicle. This process is very quick and smooth as long as parents display their numbered sign in the front windshield.

- The Kiss N Ride Lane is the ONLY location that parents should allow their children to disembark or load their vehicle.
- The Kiss N Ride Lane is separate from the school bus loop, which helps us to avoid problems associated with cars intermingling with buses. Private vehicles should NEVER go back to the bus loop. Buses have the right of way.
- Drivers should remain behind the wheel and OFF cell phones during Car Rider pick up and drop off.
- Do not park in the Kiss N Ride Lane and leave your car unattended.
- Please encourage your student(s) to learn their Kiss N Ride numbers so they will respond quickly when their number is called.

Children will only be permitted to enter a car on the right side from the sidewalk.
- Children will only be dismissed through the Kiss N Ride Lane to vehicles, not to parents who walk up to the school.
- Parent Pick Up is for parents who walk up to the building to pick up their child.
**Character Education**
Character Education traits such as: Caring, Respect, Responsibility, Trustworthy, Integrity and Perseverance will be woven into the daily activities of KWES. By doing so, our students will not only acquire the academic skills that they need to be successful but will also develop the skills needed to be caring, productive citizens.

**Code of Behavior and Elementary Handbook**
Please carefully read the PWCS Code of Behavior which can be accessed online on the Prince William County Schools Home Page or may be linked from the KWES website. This information is reviewed with all students in August. It is the family’s responsibility to follow all county policies that are outlined in these documents. The signature of the parent and child on the back of the Emergency Card is our indication that you have read and agreed to the Code of Conduct.

Any look-alike weapons (as described in the Code of Behavior) brought to school will result in disciplinary action. Please also speak with your child about making verbal or physical threats to other students or staff. Such actions create serious situation and consequences.

**Communication**
Every effort is made to keep you informed. All of our upcoming events and important information can be found on our KWES website, KWES Facebook Page and Twitter. WE have “GONE GREEN” and no longer publish a paper newsletter unless requested. Please check our site weekly for updated information. [https://kylewilsones.schools.pwcs.edu](https://kylewilsones.schools.pwcs.edu).
Please remember to check your child's book bag, agenda and weekly folder on a regular basis. Verbal communication is also important to us. Phone calls, conferences, teacher websites, parent surveys, PTO informational meetings, School Advisory Council meetings, parent training in services, and Back to School Nights are just a few of the ways we try to share information with our parents about our educational programs and our students' progress and accomplishments.

While our teachers are very busy working with children during the school day, you can be assured that they value your input and will respond to your questions via email or phone call within 24 hours.

**Counselors**

Our school counselors provide assistance to students, parents, teachers and other school staff members by conducting activities that involve counseling, consulting, and coordinating classroom lessons. They meet with all students regularly and cover a curriculum that includes social and peer relationship skills, as well as organizational and study skills. They also meet with small groups and individuals to address specific concerns and emotional needs. You may contact the counselors for more information or to share concerns that you feel may impact your child's performance or behavior at school.

**D**

**Discipline**

At KWES, we believe all students, staff, and parents should feel safe, comfortable and respected while at school. We are committed to ensuring that students are not being distracted from learning. We work together to create an environment where teachers can teach and students can learn. In order to achieve these goals, we have developed a school wide behavior plan.

**School Wide Behavior Incentive**

We will be doing a school wide recognition for ALL students who are showing a designated monthly Character Trait each and every day with a Spirit Stick. Quarterly, we will celebrate with a Character Traits Assembly.

Classrooms will be working to earn fish for our Sea lion pails based on the student’s behavior. These fish can be given to any student by any adult in the school. As a team, the students will collect these fish in the pails outside their classroom doors. When classrooms reach a certain number they will participate in the assembly. If they go beyond the number for the assembly, they can earn a beach ball which can give them more awards such as: extra recess, additional time in the Brain Builders Lab, special time with the principal or assistant principal etc.
Dress Code
Student dress and overall appearance must meet the basic standards of health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol products, gang membership or which promote violence. The Prince William County Schools’ Code of Behavior has addressed several areas that are considered improper dress in any Prince William County school. The following items are not allowed to be worn in school: outside jackets, pants worn below the waistline, hats, scarves, skull caps, headbands, visors or any other type of head covering unless related to one’s religious beliefs or practices, sunglasses, beachwear (including rubber flip-flops), sleeping apparel, undergarments worn as outer garments, clothing that is too short or tight, see-through garments, clothing with suggestive signs, slogans or pictures, bare midriff, strapless, spaghetti straps, tube or tank tops, bare feet, bedroom slippers, socks only, cleats, jewelry or other items which could be regarded or used as a weapon.

Students will be asked to remove these items or we will try to find a suitable change of clothes for them. If we are unable to do so, a parent will be called to bring appropriate clothing. Please also remember to dress your child in appropriate footwear for PE and in weather-appropriate clothing.

E Early Dismissal
If it is absolutely necessary that you pick up your student(s) early, a note should be sent to the teacher so that she can prepare your child in a timely manner and you should come to the front office to sign out your child. For safety purposes, no child will be dismissed from the classroom to wait in the office for the parent. A parent must be in the school building before a child is called. The child will then be released only to an approved adult listed on the child’s Emergency Car. Plan ahead so you can make it to doctor’s appointments that you have scheduled in a timely manner.

Any change as to how your child is getting home from school needs to be made in writing. Without a note, the student will be sent home the way they normally go home. In cases of emergencies, phone calls will be accepted. No dismissal changes can be made after 3:10pm.

Please remember that students will not be dismissed between 3:30 and 3:40, unless there is a dire emergency. We begin end of the day announcements at 3:30.

According to Regulation 724-1, absences shall be excused for personal illness, medical and dental examination when such appointments CANNOT be scheduled other than during school hours, and observation of a religious holiday. Please do not pick up your child early for other reasons. It is very important that they attend school for the full instructional day.
Emergency Cards
Emergency cards must be accurate and on file for each student. All possible telephone numbers to reach a student's parent/guardian should be included. Please advise the office if there is a change in the information on your child's emergency card any time during the year. It is very important that the emergency card numbers be kept current. Students will only be released to adults noted on the student Emergency Card.

F
Food in School
Please remember that there are several reasons why we need to be careful about what food is brought into the school from home or the store. Many students have very serious allergies to specific ingredients. Please check with the teacher as to what items can or cannot be brought into the classrooms. WE greatly appreciate your support in keeping students safe and healthy!

G
Gifted & Talented
Signet is Prince William County's program for identified gifted students in the 4th and 5th grades. Identified primary children participate in the START program. At KWES we have a fulltime START/SIGNET TEACHER who will work with students at KWES and provides strategies for the teachers.

Grading
Please see Addendum I for Regulation 661-1

Classroom teachers will update student grades using Power Teacher Grade Book on Parent Portal weekly. Students will receive an interim report at the 4.5 week mark in the quarter and a report card at the end of each quarter. Students must be enrolled in our school for a minimum of 15 days to receive an interim or report card. Please contact your child’s teacher if you have concerns or would like a conference to review your child’s progress.

H
Holiday Celebrations
Celebrations are great, we love for the students have fun at KWES. In the classroom, all teachers must abide ensure that it they are tied to instruction.

Homework
Our teachers follow PWCS Regulation 663-1 (Addendum III) regarding all assigned homework with states that the purpose of homework is to provide” pre-learning opportunity to organize new information or build interest in an upcoming topic, or build interest in an upcoming unit of study; practice for applying new knowledge and skill; revisit knowledge and concept for review;
and prepare for an upcoming assessment. You will receive information from your child’s teacher for individual homework information.

**Honor Roll/Hero Awards**
At KWES we are very proud of our students and want to celebrate all of their accomplishments. Students in grades K-2 will be honored with the **HERO Award** and the **Attendance Award** each quarter.

**HERO Stands for:**

- **H- HELPFUL**
- **E- ENGAGED IN LEARNING**
- **R- RESPECTFUL**
- **O- ORGANIZED**

The Attendance Award will be given to those students who have no tardies or absences for the quarter.

For our students in grades 3-5, they can receive the following awards each quarter:
- **A- All A’s**
- **A/B**
- **HERO**
- **ATTENDANCE**
- **ON A ROLL – IMPROVEMENT ON A GRADE/Skill**

At KWES, the awards will be placed in their Report Card folders. There will be no assemblies. However, we will be doing a school wide recognition for **ALL** students who are showing great Character Traits each and every day. Quarterly, we will celebrate with a Character Traits Assembly. Classrooms will be working to earn fish for our Sea Lion Pails based on the student’s behavior. These fish can be given to any student by any adult in the school. As a team, the students will collect these fish in the pails outside their classroom doors. When classrooms reach a certain number they will participate in the assembly. If they go beyond the number for the assembly, they can earn a beach ball which can give them more awards such as: extra recess, additional time in the Brain Builders Lab, special time with the principal or assistant principal etc.

1. **Illness & Injury**
If your child becomes ill or injured while at school we will notify you by phone to come and pick up your child. It is the expectation that students will be picked up in a timely manner. Be sure that you give the office an up-to-date local emergency telephone number on the Emergency Card so that you may be contacted promptly. An injury report will be sent home for all injuries. Please
keep your children at home if they are ill. Please check out the Nurse's page on our website regularly for forms and updates.

**Inclement Weather**
Decisions are made based on conditions across the county and beyond to create a margin of safety for all travelers from all areas of the county. As a reminder, conditions that can appear safe in one area may well be very different in another.

**Two-Hour or One-Hour Delayed Opening**
All students shall report to school on a 2 hour or 1 hour delay. Note that sometimes a 2-hour delay or a 1-hour delay is later changed to a full day school closing; so check for announcements frequently when there is a delayed opening. The SACC program will also be delayed one or two hours.

**Early Closing (One-Hour or Two-Hour Early Dismissal)**
Parents will be contacted using the phone tree as soon as the school receives the information or early dismissal. Information will be posted on the school's and county's website as well as local TV stations and radio stations. The SACC program will be closed.

**K**
**Kindergarten Arrival and Dismissal**
While our Kindergartners are becoming accustomed to arrival procedures, the kindergarten teachers and assistants will be located in the bus loop to gather all kindergarten children before going to the classroom. Only when our teachers feel our kindergartners are ready do they transition them to regular arrival procedures where the children walk down to their classroom directly with the rest of the students.

For our Kindergarten students who ride the bus, our kindergarteners are given assigned seats in the front of the bus and will only be released to a parent, guardian, babysitter or older sibling at the bus stop. All kindergartners that are not picked up at the bus stop will be brought back to school at the end of the route. Parents will be expected to come to the school to collect their kindergartner when this occurs. Parents should make certain that they have someone that the school can call in case of emergency that may also pick up their child noted on the Emergency Card. Please note that the appropriate person in charge of picking up the kindergartner MUST be at the bus stop to meet the driver to receive the kindergarten student. ANYONE WHO PICKS UP THE CHILD MUST BE ON THE EMERGENCY CARD AND SHOW PICTURE ID. Kindergartner's backpacks are tagged with contact information and color coded so that it is immediately evident to all staff and the bus driver that additional protocol should be followed for arrival and dismissal. For questions regarding
bus transportation, please contact Central Transportation Center at 571-402-3942.

**L**

**Lockdown**

During a Lockdown, we remain inside the building and activate our Lockdown safety procedures. All students and staff remain in the building, and if possible, away from locked doors and windows, in a crouched position until directed to resume our normal school day operations. All exterior doors are locked and only “authorities” are allowed inside. Parents may not pick up their children during a Lockdown. We will have scheduled Lockdown drills to practice this safety procedure throughout the school year.

**Lost and Found**

If you have a child that forgets their belongings on the playground, it is often delivered to our school Lost and Found. Parents are invited to check the Lost and Found as often as needed with their child. The items in our Lost and Found left unclaimed will be donated to an area charity at least three times per year. PLEASE write your child’s name inside their jackets and on their belongings to minimize the confusion.

**Lunch**

If you choose to pack your child’s lunch, please help us to support our Healthy Initiatives in the items that you pack. Also, pack items your child can open independently. Please put your child’s name on their lunchbox.

Sometimes parents like to join their student for lunch, which is highly recommended. If you would like to order from our cafeteria menu, we ask that you contact our cafeteria manager before 9:30 to order your lunch in advance. Parents often bring a special lunch to share with their child, which is always nice. Our division wide Healthy Youth Initiatives are focused on providing balanced school lunches, drinks, and snacks in our cafeteria; therefore, sodas are discouraged in our cafeteria.

**Lunch Accounts and Meals**

Students may buy a “Grab and Go” breakfast, lunch and milk daily. Please see our website for current prices. Meals are purchased on a credit basis for any number of days desired. Parents may write a check made out to Prince William County-Food Services (PWCS-FS). Please indicate your child’s first and last name on the memo section of the check. For your convenience, you may pre-pay with a credit or debit card online that will be credited to your child’s lunch account by going to [www.myschoolbucks.com](http://www.myschoolbucks.com). We highly recommend that parents make use of this system since it also provides an opportunity for the parent to monitor what their child is purchasing. To register for this, please visit the Parent Information link on our school web site to access the Cafeteria page. There is a link from there to access My Lunch Money. This page also
offers valuable information regarding all Food and Nutrition Services. If you have concerns about the type of food served or lunch accounts, please call our cafeteria manager at 571- 589-4350.

M Medication
Every effort should be made for students to take their medications at home. If taking medicine at school is necessary, parents must deliver the medicine to school in the prescription container and it must not exceed the expiration date. PWCS policy does not permit students to transport medication to and from school. A PWCS Medical Authorization form, signed by a physician, must be completed for school staff to administer prescription medication. This form is available in the school clinic and online. Any changes in medication must be submitted on a new authorization form. All medicines will be discarded on the last day of school if not picked up by a parent. Please contact our nurse if you have any concerns or questions. Plan to check out our Clinic Information web page on our website.

N Newsletters
Our teachers place a high value on communication with parents. Look for your student's teacher to send out newsletters, calendars, or emails to keep you informed this year. In addition, teachers will maintain a class web page on our school web site. We are trying to “go green” at KWES, but paper copies can be printed if you prefer one. Just complete the parent form given to your child the beginning of the year.

P Parent Portal
Access student information by registering for the Parent Portal- parents and students will be able to view student grades and attendance information, and parents can edit contact information. For more information on how to register, please check our homepage.

Parent Teacher Organization (PTO)
The PTO is a unified non-profit organization whose primary purpose is to promote the welfare of children through educational means. PTO meetings take place the second Tuesday each month. A PTO board will be elected each year.

Parking and Traffic Congestion
Parking is very limited during special events and especially during dismissal. If you need to park and come in to the building, please do not park along the yellow “No Parking Zone” curbs. Do not park in the Receiving Area, which needs to remain clear for deliveries or Heritage Baptist Church. There are designated Handicap Parking and ECO car spots located in the main lot.
We will expedite our Kiss “N” Ride Lane for dismissal so that parents do not need to park and come in to the building to pick up their children. Please remember to register for a Car Rider number. Remember the safety of our students, parents and staff is our top priority so please exercise caution at all times.

Please, be safe and remember:
1. Parents will NOT be allowed to pass cars that are lined up for arrival and dismissal.
2. All cars must wait until they reach the school entrance to load and pick up and unload students.
3. It is illegal to pass a school bus loading or discharging students. (Code of VA 46.2-844). The school bus always has the right of way.

Pets
Pets are not allowed to be walked or carried with families on school property when dropping off or picking up students. While most pets are safe and friendly, staff members and students do not know your pets. For the safety of all staff and students, please leave them at home.

Photo Identification
At KWES, we have a new security measure. When you come to the building, please bring the bell. When you ring the bell, the office staff will be able to see who you are before allowing you to come in the building. Remember, all persons entering the building must bring a photo ID with them. This includes volunteering, visiting and picking your child up. We cannot release students without proper identification and the person being on the emergency card.

Pictures of Students on the Web Page/Facebook/Twitter
At KWES, we like to capture our daily events on our webpage, Facebook or Twitter feeds. This is a great way for parents and families to see what their children are doing throughout the school day. Current PWCS policy does allow schools to place pictures of students and staff in order to promote events and recognize participation in programs. We will not post student names without direct parent permission. Any parent wishing to avoid use of student photos and images by external organizations may fill out and submit an opt-out form to be given to the principal at the start of the school year.

Placement
Teachers and staff spent a great deal of time placing children in classes for the next year. Each child’s individual needs are taken into consideration in this extensive, time-consuming procedure to determine the best learning environment for each child. Classrooms are designed to maximize instructional potential, establish positive interactions between students and teacher, and take into consideration student learning styles and needs. Grade levels work
together in teams and children may have the opportunity to work with various teachers in many different activities. All staff work toward our common goal and philosophy. Though parents are not able to request specific teachers, your input regarding your child's specific needs are valuable and appreciated. Please submit letters to the principal by May 1st.

If you feel that you must change your child’s teacher, you must meet with the current teacher to discuss your concerns with the teacher first. If you feel that your concerns have not been resolved, please schedule a meeting with the principal. The principal will make the final decision regarding new classroom assignments.

R

Report Cards and Interims

Interim reports are sent home every 4 ½ weeks in between report cards. Report cards are sent home every nine weeks.

S

School Supplies

Class supply lists are available on our school web site. Please plan to replenish your child’s school supplies as needed during the school year.

Snacks

Prince William County has a Healthy Communities/Healthy Youth Initiative. As a school and as a division, we will be working towards ensuring all snacks are healthy for our students to consume. Please make healthy choices when you prepare snacks for your child to bring to school. Teachers will provide specific guidelines for snacks.

STEAM

STEAM is the acronym for Science, Technology, Engineering, Art and Math. A STEAM philosophy will allow students to engage in relevant, meaningful experiences where content knowledge is integrated across curriculum areas. Collaboration, Cooperation, and Communication skills will be emphasized through project-based learning in all classrooms. If you would like to donate to our Brain Builders Lab for these projects please send in items from our list on our webpage.

STRINGS

Musical instruction with a focus on playing a string instrument is a choice offered to 4th -5th grade students at KWES. Parents must buy or rent the string
instrument that the student will play. The many hours of practice and commitment pays off when students have an opportunity to showcase their collective talent at our evening concerts.

Teacher Conferences

It is important to meet with your child’s teacher at least once a year to discuss his/her progress. Please schedule a teacher conference during the conference dates in November and January. If those dates are inconvenient for you, please do not hesitate to contact your child’s teacher for a conference on another date. Conferences can be held throughout the year, whenever the teacher or parent feel it is necessary.

Volunteers

Children love to have their parents visit their classrooms and volunteer in the school and so do we! PWCS regulations require that Volunteers be provided “Guidelines for Volunteering in Prince William County Schools” and we must have a signed copy on file in the office. You will be asked to do this at the beginning of each school year. For the safety and security of our children, all visitors and volunteers in the building during the school hours must report to the office to sign in. Prince William County School’s require that photo identification be left with the secretary. You will be given a visitor’s badge that must be visibly worn at all times. Your photo identification will be returned to you when you sign out and return your visitor’s badge.

WE believe that having you as a partner will help your child achieve more. Look for ways to support our school as a parent volunteer. Help out at our next Book Fair, support teachers with copies or lamination, re-shelve books in the library, stock items in the Brain Builders Lab. Volunteer to serve as a room parent or field trip chaperone. Become a WATCH D.O.G! Support our staff with positive feedback recognizing their efforts that always go above and beyond to make each day learning filled for our students on social media such as www.Greatschools.com. Join our PTO and lend a hand to make one of our amazing family events a greater success. Information is posted on our school website and flyers are sent home all year long!

Classroom volunteers must schedule their times directly with the teacher prior to coming into help. Parents should not drop in on a classroom, as this can be disruptive to the instructional process for all students in the classroom. Volunteers need to be in the VIP Lounge to support teachers or in the
classrooms as a helper. Visiting other classrooms to talk or side bar conferences will not be allowed.

Parents are welcome to observe classes at KWES. Please call first and set up a mutually agreeable time with your child’s teacher. Also because classroom instruction is in progress, please do not have a conference with the teacher during the observation.

Please keep in mind that the beginning and closing of the school day is a very busy teacher intensive preparation time with the students and not an appropriate time to converse with your child’s teacher. If you wish to talk with a teacher, please leave a message with the office staff and the teacher will contact you as soon as possible. In addition, if you need to talk to your child’s teacher, they will be happy to deliver a message for you.

If you have an item that needs to be delivered to your child, the office staff will ensure that it gets to your child.

Thank you for your understanding and cooperation. By working together we can make KWES an outstanding place for our children to learn and grow.

#WEAREWILSON
Addendums

I. REGULATION 661-1 - Grading

II. REGULATION 663-1 - Homework
INSTRUCTION

CLASSROOM MANAGEMENT

GRADING
(This regulation takes effect for the school year 2009-10)

Elementary School

The grade a student receives in any school in Prince William County (K-5) shall be based upon the same criteria. The criteria presented below are both descriptive and numerical in order to accommodate those subject areas or levels that lend themselves to letter grades and those that lend themselves to numerical grades.

Kindergarten, First, and Second Grades: Core Subjects and Specialty Subjects

Grades Three, Four and Five: Specialty Subjects

<table>
<thead>
<tr>
<th>ACHIEVEMENT IN SUBJECT</th>
<th>CLASS PERFORMANCE</th>
<th>INDEPENDENCE IN WORK</th>
</tr>
</thead>
</table>
| **S+**                 | - consistently meets objectives  
- outstanding achievement and sustains mastery of the subject area  
- superior level of performance  

- fully participates and demonstrates effort in all class activities  
- exhibits originality in thinking, expression, and work products  

- assumes responsibility for behavior and assignments  
- is self-directed |

| **S**                  | - adequately meets objectives  
- achieves the majority of the grade level objectives  
- achieves sufficient subject mastery  

- willingly participates and demonstrates effort in class activities  

- is self-directed  
- occasionally requires individual attention |
<table>
<thead>
<tr>
<th>ACHIEVEMENT IN SUBJECT</th>
<th>CLASS PERFORMANCE</th>
<th>INDEPENDENCE IN WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-</td>
<td>S-</td>
<td>S-</td>
</tr>
<tr>
<td>- inconsistently meets objectives</td>
<td>- inconsistently participates and demonstrates effort in class activities</td>
<td>- frequently requires individual attention</td>
</tr>
<tr>
<td>- frequently falls below the average level of achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- needs teacher support and can meet most objectives with more time and assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>- has difficulty meeting objectives at this time</td>
<td>- consistently requires teacher direction and encouragement to participate in class activities</td>
<td>- consistently requires teacher direction and encouragement to complete tasks</td>
</tr>
<tr>
<td>- most objectives are not being met, even when teacher support or extra time to learn are given</td>
<td>- demonstrates little effort in class activities</td>
<td></td>
</tr>
</tbody>
</table>

X  Having difficulty; demonstrates problems in performance.

*  Using a modified curriculum. In order to meet the student’s needs, objectives taught are above or below the student’s current grade level.

NG  No grade. Has not been enrolled for 50% of the grading period.

AGL  Student is reading at an instructional reading level that is ABOVE grade level according to the Kindergarten-Grade 2 or Grades 3-5 Reading Benchmarks documents.

OGL  Student is reading at an instructional reading level that is ON grade level according to the Kindergarten-Grade 2 or Grades 3-5 Reading Benchmarks documents.

BGL  Student is reading at an instructional reading level that is BELOW grade level according to the Kindergarten-Grade 2 or Grades 3-5 Reading Benchmarks documents.
## Grades Three, Four and Five: Core Subjects

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NUMERICAL RANGE</th>
<th>ACHIEVEMENT IN SUBJECT</th>
<th>CLASS PERFORMANCE</th>
<th>INDEPENDENCE IN WORK</th>
</tr>
</thead>
</table>
| **A** Excellent | 90-100% | - demonstrates outstanding achievement and mastery of the subject area  
- evidences understanding and appreciation of the fundamental concepts of the subject area  
- exercises superior ability in problem solving and in arriving at logical conclusions  
- expresses ideas clearly both orally and in writing | - fully participates and demonstrates effort in all class activities  
- exhibits originality in thinking, expression, and work products  
- submits all work on or before due date  
- displays neatness, legibility, and accuracy in work | - is self-directed  
- shows originality in preparation of assignments  
- consistently contributes independent work in addition to required assignments  
- submits all work on or before due date |
| **B+** Very Good | 87-89% | - demonstrates very good achievement and mastery of the subject area  
- evidences understanding and appreciation of the fundamental concepts of the subject area  
- expresses ideas clearly both orally and in writing | - usually participates and demonstrates effort in class activities  
- exhibits originality in thinking, expression, and work products  
- submits all work on or before due date  
- displays neatness, legibility, and accuracy in work | - completes assignments on time, thoroughly and accurately  
- is self-directed  
- sometimes contributes independent work in addition to required assignments |
| **B** Good | 80-86% | - demonstrates above average achievement and mastery  
- usually evidences understanding and appreciation of the fundamental concepts of the subject area | - usually participates and demonstrates effort in class activities  
- usually submits work on or before due date  
- displays neatness, legibility, and accuracy in work | - usually completes assignments on time, thoroughly and accurately  
- is self-directed  
- sometimes contributes independent work in addition to required assignments |
<table>
<thead>
<tr>
<th>GRADE</th>
<th>NUMERICAL RANGE</th>
<th>ACHIEVEMENT IN SUBJECT</th>
<th>CLASS PERFORMANCE</th>
<th>INDEPENDENCE IN WORK</th>
</tr>
</thead>
</table>
| C+ High       | 77-79%         | - achieves sufficient subject mastery to proceed to the next level  
- objectives are usually mastered, but not always | - sometimes participates and demonstrates effort in class activities  
- inconsistently submits work on due date  
- does not always display neatness, legibility, and accuracy in work | - usually completes assignments on time  
- is sometimes self-directed, but sometimes needs encouragement to complete tasks |
| Average       | 70-76%         | - achieves sufficient subject mastery to proceed to the next level  
- objectives are sometimes mastered, but not always | - sometimes participates and demonstrates effort in class activities  
- inconsistently submits work on due date  
- does not always display neatness, legibility, and accuracy in work | - sometimes completes assignments on time  
- is sometimes self-directed, but sometimes needs encouragement to complete tasks |
| D+ Below       | 67-69%         | - frequently falls below the average level of achievement  
- lacks sufficient subject mastery to proceed to the next level | - often does not participate and demonstrate effort in class activities  
- submits poor work, but effort is in evidence | - frequently requires individual direction  
- often does not complete assignments on time, or at all |
| Average       | 60-66%         | - demonstrates limited achievement of grade level objectives  
- consistently falls below grade level requirements | - may be irregular in attendance and generally fails to make up missed work  
- shows little interest in class and rarely contributes | - seldom completes an undertaking without teacher direction and encouragement |
<table>
<thead>
<tr>
<th>GRADE</th>
<th>NUMERICAL RANGE</th>
<th>ACHIEVEMENT IN SUBJECT</th>
<th>CLASS PERFORMANCE</th>
<th>INDEPENDENCE IN WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>F Failure</td>
<td>59% and below</td>
<td>- fails to meet minimum requirements</td>
<td>- frequently fails to complete assignments - demonstrates little or no effort - may have excessive unexcused absences - fails to complete 65% of the assigned, evaluated work</td>
<td>- seldom completes an undertaking without teacher direction and encouragement</td>
</tr>
</tbody>
</table>

X Having difficulty; demonstrates problems in performance.

* Using a modified curriculum. In order to meet the student's needs, objectives taught are above or below the student's current grade level.

NG No grade. Has not been enrolled for 50% of the grading period or of the school year.

AGL Student is reading at an instructional reading level that is ABOVE grade level according to the Kindergarten-Grade 2 or Grades 3-5 Reading Benchmarks documents.

OGL Student is reading at an instructional reading level that is ON grade level according to the Kindergarten-Grade 2 or Grades 3-5 Reading Benchmarks documents.

BGL Student is reading at an instructional reading level that is BELOW grade level according to the Kindergarten-Grade 2 or Grades 3-5 Reading Benchmarks documents.

Averaging Grades

1. In grades 3-5, teachers shall record either letters or numbers in the grade book, but regardless of the method of recording grades in the grade book, each grade must be converted to its letter equivalent before averaging.

2. For the purpose of averaging grades for the grading period, the following conversion table shall be used to determine the marking period grade:

   \[ A = 4 \quad B+ = 3.4 \quad B = 3 \quad C+ = 2.4 \quad C = 2 \quad D+ = 1.4 \quad D = 1 \quad F = 0 \]

   Example: The following twelve grades would be converted as indicated:

   \[ D \quad B+ \quad C \quad C \quad B \quad C+ \quad C+ \quad D+ \quad D+ \quad C \quad B+ \quad A\]

   \[ 1.0, \quad 3.4, \quad 2.0, \quad 2.0, \quad 3.0, \quad 2.4, \quad 2.4, \quad 1.4, \quad 1.4, \quad 2.0, \quad 3.4, \quad 4.0 = 28.4 \]

   Twenty-eight point four (28.4) divided by twelve, the number of grades, equals 2.367 (rounds to 2.37) or the letter grade of C+. (See conversion chart below.)

In calculating grades, carry the calculation to three places (thousandths) and round to two decimal places (hundredths). When the calculation to the nearest hundredth has been completed, the following conversion of averaged grades applies:

**CONVERSION OF AVERAGED GRADES TO LETTER GRADES**

<table>
<thead>
<tr>
<th>Grade</th>
<th>0.50 - 4.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.50 - 4.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.30 - 3.49</td>
</tr>
<tr>
<td>B</td>
<td>2.50 - 3.29</td>
</tr>
<tr>
<td>C+</td>
<td>2.30 - 2.49</td>
</tr>
<tr>
<td>C</td>
<td>1.50 - 2.29</td>
</tr>
<tr>
<td>D+</td>
<td>1.30 - 1.49</td>
</tr>
<tr>
<td>D*</td>
<td>0.50 - 1.29</td>
</tr>
<tr>
<td>F*</td>
<td>.00 - .49</td>
</tr>
</tbody>
</table>

*Note: Teacher discretion is allowed at the 0.50 level in determining a “D” or “F” grade for the nine-week grading period when the grade-point average falls exactly at 0.50 when rounded to hundredths.*
3. The final yearly grade shall be derived by summing the point values (e.g., A=4, B+=3.4, B=3.0, etc.) of the four nine-week grading periods and dividing the total by four (the number of total grading periods).

4. The following scale shall be used to convert the average of the four nine-week grading periods to the final letter grade for the year.

<table>
<thead>
<tr>
<th>Scale for Yearly Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B+</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C+</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D+</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

5. During each marking period a student who fails to complete 60% of the assigned, evaluated work shall be subject to failure. The teacher may request an exception to this regulation and, with the concurrence of the principal, may pass the student for that marking period.

6. As a general rule, teachers are required to have at least two achievement grades per student each week in each subject area.

7. Because of the nature of instruction in grades K-5, two grades per week per subject may not be feasible; however, in such cases, the teacher shall be responsible for recording a sufficient number of grades to accurately evaluate the student’s progress for the grading period.

8. Unit tests, quizzes, projects, and homework papers shall be given varying grade weights according to the material covered. At the beginning of the course, the teacher shall communicate the system of grade weights to the students.

9. The averaging of grades shall include test scores, class work, class participation homework, and neatness of assigned work.
10. To differentiate between the student who tries and fails and the student who refuses to submit work and may or may not fail, teachers are advised to record a "0" in the grade book each time the student does not submit homework or refuses to do written class work. The "0" is an indication of lack of effort. A student who does not submit homework or refuses to do class work shall receive a "0" which shall be averaged as an "F."

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing and revising this regulation in 2012.
INSTRUCTION

Homework – Grades K-12

The purpose of homework is to provide:

- Pre-learning opportunity to organize new information or build interest in an upcoming topic, or unit of study;
- Practice for applying new knowledge and skill;
- Revisit knowledge and concepts for review; and
- Prepare for an upcoming assessment.

Guidelines:

I. Homework, when assigned, will be incorporated as a meaningful component of the instructional program.

II. To promote well-rounded students and to acknowledge and encourage learning in many forms outside of school, teachers are strongly encouraged to avoid assigning homework over weekends, during holidays, and/or religious observances.

Homework shall not be assigned over Thanksgiving break, the winter holiday, and spring break (dates determined by the School Division calendar). During these breaks, students may be working on previously assigned long-term projects, but no assignment or summative assessment shall be required to be completed within the first two days following the break. This requirement is mandatory for all grade levels and all classes.

III. At all levels, teachers assigning daily reading (both fiction and nonfiction) for homework is strongly encouraged. Expected reading time should be included when calculating total time amounts assigned for homework. Based on the guideline chart below, in kindergarten through second grade, reading should be the main and most frequent type of homework. In third through fifth grade, the guideline chart provides time for reading and another activity, which is short in duration.

IV. Homework assignments will be based on the teacher’s assessment of the student’s abilities and instructional needs. Teachers will use professional judgment in assigning homework so that it may be completed in a reasonable amount of time. Guidelines to assist teachers with time allotments are as follows:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Frequency</th>
<th>Daily Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>Monday - Thursday</td>
<td>10 to 20 minutes (Teachers encourage parents/guardians to either read to their child or listen to their child read. Teachers may also provide parents/guardians with activities to follow up their child’s learning in other content areas.</td>
</tr>
<tr>
<td>1-2</td>
<td>Monday - Thursday</td>
<td>10 to 20 minutes</td>
</tr>
<tr>
<td>3-5</td>
<td>Monday - Thursday</td>
<td>30 to 50 minutes</td>
</tr>
<tr>
<td>6-8</td>
<td>Monday - Thursday</td>
<td>60 to 80 minutes</td>
</tr>
<tr>
<td>9-12</td>
<td>Monday - Thursday</td>
<td>1 1/2 to 2 hours</td>
</tr>
</tbody>
</table>

At the middle and high school level the total daily amount of homework needs to be divided out amongst all the student’s classes for that day. Major homework assignments and projects should be coordinated between teachers and departments to avoid undue time requirements on students.

V. The use of homework in determining grades will be communicated to students and parents at the beginning of the school year.

VI. Homework will be reviewed and returned with feedback.

VII. While students enrolled in advanced classes should anticipate increased expectations on independent work, their homework parameters should not fall outside of this regulation.

VIII. Parents/guardians who experience homework times for their child that consistently exceed the guidelines in this regulation are strongly encouraged to discuss this concern with their child’s teacher, school counselor, and/or principal.

IX. Nothing in this regulation prohibits a teacher, on a case-by-case basis, from differentiating homework assignments for an individual student based on his/her specific needs. Modifications related to this provision should be made in partnership with the parent/guardian.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2018.