

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 handbook will answer many of the questions you may have during the school year. 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,
Gretchen Drzewucki, Principal
Deanna Libby, Assistant Principal
George Wright, 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 send a note with your child when they come back to school. The lack of a note within 2 days 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 two weeks 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 always be possible. Teachers are not required to provide assignments in advance. However, assignments requested 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 principals, five parents that represent the various areas coming into Kyle R. Wilson as well as four staff members. The council meets once a month on the third Tuesday of the month from 5:30pm-6:30pm. Parents wishing to speak during Open Chair, please contact Ms. Drzewucki 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 that needs to be sent home. Kindergarten students are provided a folder to be used for daily home and school communication. By using an agenda or folder, on a regular basis, students will 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 from arriving at 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 be allowed 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

3:36pm- Walkers will be dismissed

3:40pm- Teachers will escort students to buses

Students who are dropped off in the Car Rider 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.

Alphabest students will be dismissed from the gym at 8:50am from **the gymnasium**.

Our teachers are in their classrooms at 9:00am to teach. Students should **never** 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 through 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 will monitor the students entering and leaving the building.

B

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. 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. 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 has 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, fidgets etc. to school unless they have been asked to do so by their teachers or they have a documented reason to bring it to school. 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. Devices must be left in bags and off until directed otherwise by the teacher.

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 may contact our office, and we can confirm when the bus left the school. However, your best point of contact after 4:30 will be Rosa Amusu, Transportation Coordinator (571-402-3942). Also, please consider using the Find My Bus resource provided by PWCS Transportation Services. Directions for this application are located on the PWCS Transportation Services homepage:

https://www.pwcs.edu/departments/transportation_services/search_tool

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 Car Rider 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. 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 Car Rider Lane is the ONLY location that parents should allow their children to disembark or load their vehicle.
- The Car Rider 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 refrain from using cell phones during Car Rider pick up and drop off.
- Do not park in the Car Rider Lane and leave your car unattended.
- Please encourage your student(s) to learn their Car Rider 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.
- Parents should not park in the Liberty Manor neighborhood to pick up students.



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 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 situations 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>).

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.

This year, we will implement the "House System" which will be closely aligned to previous' years HERO program. Our KWES House System features four Houses — reflecting learning and leadership communities for students. Each House will have unique properties such as its own color, symbols and more. We will be taking this dynamic, exciting, and proven way to build character, relationships, and school spirit. More information to come.

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 Card. 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. Students in grades K-2 who do not qualify for gifted services may be placed in the Early Talent Development (ETD) program. ETD is designed to nurture the potential and emerging talents of primary students. A portfolio is collected to document growth and the students are re-evaluated for gifted services no later than third grade. We have a full-time gifted resource teacher who works with students at KWES and provides strategies/support for classroom teachers.

Grading

Families will have access to ParentVUE. This tool will give you access to your child's bus and class schedules, grades, attendance information, and more. Classroom teachers will update student grades weekly. Students will receive a report card at the end of each quarter. Students must be enrolled in our school for a minimum of 15 days to receive a 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 and we love for the students have fun at KWES. In the classroom, teachers ensure that all holiday celebrations are tied to the curriculum.

Homework

Our teachers follow **PWCS Regulation 663-1** regarding all assigned homework which 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 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
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.

I

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 to create a margin of safety for 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 (11:00 a.m.) or 1-hour (10:00 a.m.) 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)

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 in the bus loop for approximately the first two weeks to gather all kindergarten children before going to the classroom. When our teachers feel our kindergartners are ready, they will 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 kindergartners 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 kindergartner student. **ANYONE WHO PICKS UP THE CHILD MUST BE ON THE EMERGENCY CARD AND SHOW PICTURE ID.** Kindergartner's backpacks are tagged 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 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.

MEALS	Full-Price STUDENTS	Reduced STUDENTS	GUESTS
Breakfast	1.50	0.30	2.05
Lunch	2.50	0.40	3.45
Milk	0.70	XX	0.70

Lunch Accounts and Meals

Students may buy a "Grab and Go" breakfast, lunch and milk daily. Please see our website for current prices. 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 . 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**.

As of 2017, students who charge \$100.00 will have their parents contacted by administration. Parents will need to pay this charge before any additional charges are accrued. Students who continue to have the \$100 charge will not

be allowed to charge any additional meals. Their lunch will be removed, and they will receive a bagged lunch from the office until the charge is reduced or paid in full. Students will come into the main office to pick up a cereal bar and juice for lunch.

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 at the beginning of the year.

P **ParentVue**

PWCS is excited to share The Hub, a new portal for parents, teachers, and students to access educational information. ParentVue will give you access to your child's bus and class schedules, **grades**, attendance information, and more. Instructions on how to set up your ParentVUE account were emailed July 15, 2019. If you have not received your email or deleted it, **please contact the school for assistance.**

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 of each month. More information will be sent home with your student regarding A PTO board is 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 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 unless they are parking in the lot.
2. All cars must wait until they reach the school entrance to load 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 security measures in place to ensure student and staff safety at school. When you arrive at the building, please ring the bell located on the wall outside the front doors. When you ring the bell, the office staff will respond and request that you show photo identification prior to entering the building. All persons entering the building for any reason must have a photo ID with them.

Students will only be released to personnel with proper identification and permission noted 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 post pictures of students and staff 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 spend a great deal of time placing children in classes for the next school 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 31st** .

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

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.

T

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/or 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.

V

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 Schools 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. Some suggestions might be to help at our next Book Fair, support teachers with copies or lamination, re-shelve books in the library, or stock items in the Brain Builders Lab. You are welcome to volunteer to serve as a room parent, field trip chaperone, or you can become a WATCH D.O.G! You might want to 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. Please consider joining our PTO and lend a hand at one of our amazing family events to help make it 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 designated area 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. These observations will be limited to 30 minutes. 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.

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Walkers

Students who walk to and from school must walk along the side walk and go into the main entrance of Liberty Manor. Students and parents are not allowed to walk through the neighborhood as this is someone else's property.

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