



J.W. ALVEY ELEMENTARY SCHOOL
PARENT HANDBOOK A-Z



SCHOOL YEAR: 2018-2019
AMBER MACERELLI, PRINCIPAL
KIMBERLY HOLCOMB, ASSISTANT PRINCIPAL

Visit our website at: <https://alveyes.pwcs.edu/>

GENERAL SCHOOL INFORMATION

SCHOOL HOURS

- Hours for students are 8:10 am – 2:50 pm.
- Front doors open for students at 8:00 am. There will not be supervision provided by the school before 7:55 am. Students are considered tardy after 8:10 am.
- **OFFICE HOURS:** 8:00 am-4:30 pm

CONTACT INFORMATION

ADDRESS: 5300 Waverly Farm Dr. Haymarket, VA 20169

PHONE NUMBER: 571-261-2556

FAX NUMBER: 571-261-2557

A

Absences

Please use the absentee phone line at 571-261-3541 to notify the school of your child's absence. If contact is not made, the absence will be recorded as unexcused. To avoid an unexcused absence, please call us when your child will not be attending school. In addition, a note to the teacher is needed regarding the absence within a 2-day period.

Advisory Council

J.W. Alvey Advisory Council is a committee of parents and staff who meet on a monthly basis to discuss issues specific to our school. The committee reviews the budget, enrollment, and assessment results to determine next steps in the Strategic Plan. The meetings are open to all parents. The committee meets on the second Tuesday of every month at 6:00 pm in the library. Meeting dates are listed below:

October 9
November 13
December 11
January 8
February 12
March 12
April 9
May 14

Allergies/Special Health Needs

A significant portion of our student population has a variety of allergies, which can be life threatening. The school nurse is in communication with the classroom teachers to provide a safe environment for all students. We cannot dictate what foods students bring to school, however it is imperative that there is NO sharing of food.

Attendance

Daily attendance is very important to academic and social growth. If a student is absent, make up work will be provided to the student the following day. Teachers will prepare materials for each successive absence at the end of the school day. Specific information regarding the Alvey Attendance plan is on our school website and listed below.

Attendance policies and procedures:

Parents and Guardians

At Alvey Elementary, we value good attendance. Research shows us that good attendance can positively impact reading proficiency, work habits, general academic performance, and graduation rates.

Please understand that we do not want students to come to school when they are sick. Instead, the aim of our attendance plan is to reduce the number of absences, tardies, and early dismissals for other reasons, and to encourage success for all.

Absences

Our school attendance computer program (SMS) tracks tardies and absences; early dismissals are tracked by paper in the front office.

Each week, the front office secretaries generate two reports:

- 4+ Unexcused Absences – Secretaries contact families via phone to get the reason for these absences; 5+ unexcused absences will cause an automatic report to the attendance officer.
- 10+ Total Absences (excused and unexcused) – Secretaries send an official PWCS letter to families about the importance of attendance and possible future consequences.
- 12+ Total Absences (excused and unexcused) – Counselors make a phone or email contact with families about attendance.
- 14+ Total Absences (excused and unexcused) – Counselors forward attendance concerns to administrators, who will consider having an in-person administrative conference with the student's family (possible involvement by attendance officer).

Students in grades K-8 who miss 10 or more days of school, excused or unexcused, for which little or no make-up work is completed, may be considered for retention (Source: PWCS Regulation 724-1).

What constitutes an excused absence?

- Personal illness of the student; a doctor's note will be required by the school principal after a student has accrued 10 or more total absences for the year.
- Medical and dental examinations when such appointments cannot be scheduled other than during school hours
- Death in the student's family or household
- Observance of a religious holiday

- Inclement weather that causes neighborhood walkways and/or roadways to be too hazardous to use
- Required court appearance
- Students who are visiting with a family member who has been called to active duty, is on leave from active duty, or has immediately returned from a combat zone deployment. There is a limit of 5 days excused absences for this reason, and the student MUST have a good attendance record prior to the visit.
- Prearranged absence. Parents are STRONGLY encouraged to schedule family trips during school holidays. Excessive prearranged absences (10+ days) may result in absences being unexcused. Administrators will look at a student's attendance record when considering whether to approve prearranged absences.
- Reasons of extenuating circumstances.
~Source: PWCS Regulation 724-1

What is not considered an excused absence?

- Truancy or school avoidance
- Missing a ride or a bus
- Out of school suspension
- Excessive absences for extracurricular activities (lessons, clubs, sports practices or tournaments)

Tardies and Early Dismissals

Teachers who are concerned about the amount of tardies or early dismissals will send an email to the school counselors and both administrators. The following guideline is used for concern about the number of tardies or early dismissals:

10 tardies – Are the student's tardies negatively impacting school progress?

10 early dismissals – Are the student's tardies negatively impacting school progress?

The school counselors will then collaborate with administrators to develop a plan of action, which may include one or more of the following strategies:

- Review of excuse note/call records
- Please see "What Constitutes An Excused Absence?" and "What Is Not Considered An Excused Absence?" sections above.
- Email or phone contact to student's family
- Counselor conference with student (possible follow up meetings)
- Personal incentive program for student
- In-person Administrative conference with student's family (possible involvement by attendance officer)

B

Birthday Celebrations

Birthday celebrations are held on the last Friday of each month during scheduled lunch times. Please check with your child's classroom teacher before sending in a treat in order to coordinate snacks. Any food items that are brought in on a day other than the last Friday of the month will be sent back home with the student or parent. We strongly encourage healthy snacks to celebrate your child's birthday. There are several websites that have recipes and ideas for fun and creative healthy snacks. If your child has a food allergy with restrictions, please send in a treat for your child on the last Friday of each month so that he/she does not feel excluded from the celebration. Birthday treats can be sent in on the following dates:

September 28

October 26

November 30

December 14

January 18

February 22

March 29

April 26

May 31

June 7

Bring Your Own Device (BYOD)

In recognition of the growing importance and utility of wireless communication devices (tablets, E-readers, etc.) the use of these personally owned devices by students will be permitted within Alvey Elementary School, provided such use complies with the rules in the Code of Behavior, and those rules found in PWCS Regulation 295-1. Students will be allowed to use personal electronic devices in school only when faculty determines a designated time and location. Students are not to use any electronic devices for any other purpose, in any other location, including classrooms, unless authorized by the classroom teacher and/or the school principal. The teacher will communicate to students when and if the devices may be used. Tablets, e-readers, and laptops are the only electronic devices that will be allowed at Alvey. Possession of electronic devices by students on PWCS grounds is a PRIVILEGE, and can be withdrawn at any time. For more information regarding the use of communication devices at school please refer to the PWCS 2014-15 Code of Behavior or Regulation 295-1 on the PWCS website.

Bullying Policies

Prince William County Public Schools is committed to a school environment in which students are free from bullying. The school administrator shall take appropriate steps to prevent bullying and shall deal promptly and decisively with reported incidents of bullying.

~Source: PWCS Regulation 733.01-1

The Definition of Bullying

Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" also includes cyber bullying, which involves the transmission, receipt, or display of electronic messages and/or images. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

Bullying behaviors include actions which cause the physical, verbal, or emotional abuse of others and shall not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered bullying behaviors. Another form of bullying is cyber bullying. Cyber bullying refers to any threats by one student towards another typically through emails or on Web sites (e.g., blogs, social networking sites) and electronic communications that support deliberate, hostile, hurtful messages intended to harm others; includes such things as sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; and defamatory online personal polling Web sites. Unacceptable use of technology includes use of technology off school property which has a material effect on the operation or general welfare of the School Division, impacts the integrity of the educational process, threatens the safety and welfare of students, staff, or school property, occurs when the student is under the school's authority in loco parentis, or otherwise invades the rights of students or staff. Violators are subject to corrective action up to and including suspension and expulsion.

~Source: PWCS Regulation 733.01-1

All Prince William County Schools, including Alvey, use the principles of bullying prevention and intervention developed by Dr. Dan Olweus, arguably the world's leading researcher of aggression and bullying psychology. Dr. Olweus's work is used in schools internationally, and is supported by the U.S. Department of Justice.

At Alvey, we teach students the 3 Ps of bullying: **POWER, PURPOSE, and PATTERN**. For behaviors to be truly considered bullying, the following needs to be present:

1. A perceived power difference between the students; is the student truly afraid of the other student or just mad/upset by their misbehavior?
2. Behavior that is purposeful, and not just an accident
3. A pattern of misbehavior; singular or occasional misbehaviors are treated as incidents, and are still handled by the teacher or administrator. It is usually helpful for a child to think of bullying as a series of incidents...repeated behavior 3 or more times/days.

~Source: Garrity, et. al. **Bully-Proofing Your School: A Teacher's Manual and Lesson Plans for Elementary Schools**. 2004: Sopris West.

The following elements are present at Alvey to prevent and/or treat incidents of bullying (as well as the conflict situations that may lead to bullying):

- At least 3 lesson classroom guidance unit for K-5 students on social skills and bullying (includes strategies for targets and bystanders, as well as direct instruction on how to avoid demonstrating bullying behaviors).
- Possible PTA/PTO-sponsored assemblies for K-5 students about bullying/character
- Weekly class meetings
- Peer mediation program
- Quality Student Positive Discipline Plan (includes communication forms and plans to handle incidents of misbehavior or bullying)
- Bullying Reporting Process (a way for students and staff to handle incidents of unwitnessed bullying)

Buses

Students will be released from the buses at 8:00 for the beginning of the school and will board after the 2:50 dismissal bell. Our buses are color coded for students to ensure that students get on the correct bus for the trip home. On the first day of school each youngster is given a colored paper that corresponds to

the bus “color”. The teacher records this information in the classroom for reference. Youngsters are dismissed by bus color for the first month of school. Students must adhere to the bus rules, if not; a student may lose the privilege of riding a bus.

Bus rules are as follow:

1. Obey driver’s instruction
2. Be seated immediately and remain seated
3. Share seats equally
4. Be courteous, respect property
5. Stay inside bus, keep aisles clear
6. Leave bus equipment alone
7. Observe good conduct
8. NOT PERMITTED: Smoking, profanity, fire, large objects, eating, trash, weapons, glass objects, loud noises, fighting, horseplay, drinking, vandalism, threats
9. Obtain permission from driver before using cell phones/wireless communication devices
10. Driver required to report violators.

Bus Passes

Consistency with arrival and dismissal is the best practice for students. If for some reason a student needs to ride the bus to a different location, a bus pass is required. A note must be provided with name, address, and bus number of the drop off location. This information is needed for the bus driver.

Buzzer System

PWCS has installed a buzzer system at Alvey that will be in use during school hours. The access buzzer for visitors is installed to the left of the front door. Once a visitor presses the call button, the visitor will be connected to the secretaries in the front office. The visitor needs to state their name, student’s name and the reason for the visit. A driver’s license or PWCS issued ID must be presented. After the information is verified, the front door will be unlocked for entrance into the front office. Keep in mind that all visitors will still be required to sign in with the concierge, for scanning through the Raptor System.

C

Code of Behavior

The “Code of Behavior” (COB) is available online with vital information for students and parents. Find it in Arabic, English, Korean, Spanish, Urdu, and Vietnamese on [the Code of Behavior & Forms web page](#) (choose “rules” from the “Parents” or “Students” icons on [pwcs.edu](#)). Printed copies are available for families who do not have access to a computer. All essential forms are consolidated in the COB and found on the Code of Behavior & Forms web page in the right-hand column.

Please review the Code of Behavior. Make sure you and your children understand the expectations, rules and regulations, policies, and procedures it contains. Use these “rules of the road” to navigate opportunities and challenges in PWCS, while protecting the health, safety, and rights of PWCS students and staff, and the quality of our learning environment.

Please sign a statement acknowledging awareness of its contents on the back of the Emergency Information Card.

Communication with my Child's Teacher

Communication between home and school is important for establishing a positive home-school connection. Please contact your child's teacher with any questions or concerns via note, phone message or email. The office staff will take the message for the specific teacher. You can expect a return phone call within 24 hours and a response to an email message within 48 hours. School Messenger is the communication tool used by staff.

D

Dress Code

Please be mindful that straps on shirts and dresses should be two to three fingers in width. Also, shorts and skirts need to be mid-thigh in length. Leggings can be worn under a skirt or shorts. For safety reasons, sandals are discouraged; tennis shoes are your best option.

Drills

Staff and students participate in a series of drills to ensure the safety of all in the event of an emergency. Fire drills, tornado drills, earthquake drills, bus evacuation drills and lock down drills are held throughout the school year. Safety is always a priority.

E

Emergency Card

Emergency cards are required for all students. The information provided on the emergency card will be used for the dissemination of school wide information regarding events, early closing or emergency situations. The information listed on the emergency card will be used to contact parents so it is very important that the information be updated so you can get the most accurate information.

F

Field Trips

Each grade level is allowed two field trips per year that support the curriculum. Chaperones are provided at a 4 students to 1 adult ratio. Prince William County school buses will be used for trips within the county and charter buses will be used when traveling outside the county which will impact the fees for the field trip. In the event that more parents volunteer to chaperone a field trip, a lottery will be held with parents being selected for one trip per year.

Free and Reduced Lunch

Free and Reduced Meal Applications are mailed via email or US mail by the school division to families with children registered in PWCS. If you did not receive an application, please contact School Food and Nutrition Services at 703.791.7314. You may also complete the application by going to www.pwcs.nutrition.com to access the electronic application. Students who were eligible to receive free or reduced meals in Prince William County Public Schools will be served during the 2018-19 school year based on previous eligibility until October 11, 2018 or a new application is processed. After that date, no

student can receive free and reduced price meals unless they have a current approved application on file with the School Food and Nutrition Services office.

G

Grading

PWCS Interim and Report Card Distribution Schedule:

	Interims	Report Card
First Semester (92 Days) First 9 weeks (47 Days) August 29- September 29 /November 3	October 11	November 14
Second 9 Weeks (45 days) November 4-December 13/ January 27	December 19	February 6
Second Semester (89 days) Third 9 Weeks (47 days) January 28- March 3 / April 6	March 8	April 9
Fourth 9 Weeks (42 days) April 7- May 16/ June 15	May 17	June 11

H

Health Clinic

Students are allowed to visit the clinic as needed. For minor illness or injury, the parents are not typically notified. If a student visits the clinic frequently for minor complaints of illness or injury, parents will be notified to work out a plan of action. For more serious injuries, parent notification is automatic. If you want to be notified each and every time your child visits the clinic, please communicate with the school nurse so she knows your preference.

Per PWCS Regulation 758-1, students may be sent home or a parent may keep the child home for the following reasons:

- Fever of 100 degree and over, students need to be fever free for 24 hours
- Conjunctivitis (pink eye), strep infections, ringworm and impetigo are all infections and must be treated with medication for a minimum of 24 hours before returning to school
- Rash of unknown origin especially if accompanied by a fever
- Head injury
- Severe coughing or difficulty breathing
- Colds - a child with thick or constant nasal discharge should remain at home
- Diarrhea or vomiting until a student has been symptom free for at least 24 hours
- Stiff neck associated with a fever and or a recent injury
- Inadequate immunizations with known disease outbreak in school

Homework Policy-Regulation 663-1

Homework is designed to provide practice of previously learned skills, not new learning. It should be meaningful, relevant, and something that a youngster can do independently. County policy states that homework should not exceed ten minutes per grade level. Please contact your child's teacher if homework exceeds the time allotment or is too difficult for independent completion.

I

Inclement Weather

Please make sure you have a plan and that your child(ren) and their teacher knows what to do if schools are closed, open late, or close early. Advance planning will certainly help ease everyone's mind. Please listen or watch one of the major radio or television news stations for announcements of changes in school schedule. Information is also updated on the PWCS.edu website and by viewing PWCS-TV on Comcast Cable channel 18 or Verizon channel 36.

K

Kiss and Ride

The pickup and drop off lane is for students who are being dropped off in the morning or picked up in the afternoon. Please do not leave your car unattended, as parking is not allowed in the lane. Students may be dropped off no earlier than 8:00. During afternoon dismissal, if for some reason your student is not yet out of the building, you will be asked to pull around so the traffic can continuously flow. NO LEFT TURN procedure has been added due to the volume of cars and the inability to keep the traffic flowing on Waverly Farm Drive. Please adhere to this new procedure.

L

Lunch Prices

The cost of lunch is \$2.50. Lunch accounts can be purchased for the number of days desired. Lunch includes milk. If a child brings a lunch from home, milk can be bought for 65 cents. Parents are invited to have lunch whenever they would like. Visitors must check into the office upon arrival. Adult lunches cost \$3.45. Money can be placed on your account through www.myschoolbucks.com. Please remind your youngster(s) that they are not allowed to share food due to the increasing number of students with severe food allergies. Please contact the cafeteria directly with any lunch related questions: 571-264-3801.

M

Medication-Regulation 757

Medication must be delivered to the office by parent or guardian. Children are not allowed to carry medication unless authorized by their doctor. Parents are required to complete a Medical Release Form. Over the counter medication will be given per package medication instruction. All medication must be in original container. If your youngster is required to carry an inhaler, documentation needs to be provided from the doctor stating that the child is able to self-administer the medication. Once this has been obtained, youngsters are allowed to carry their inhaler throughout the day. The student must carry the documentation along with the inhaler. If you have any questions please contact the school nurse.

P

Pets

Pets are not allowed on school property during school hours. We love our pets but when walking to school with your pet, please remain on the hillside and away from the school.

Photos

Photographs and video images of any student are allowed as set forth by the current policies and regulations. The photos/images may be produced and used in publications, news releases, or exhibits as long as it is in the best interest of the student and complies with regulation guidelines. It is the responsibility of the parent to inform the school if they do not want their child's picture displayed for public view. An opt-out form must be completed and returned to the main office. Information can be found on the PWCS website under Regulation, 790-3.

Policies and Regulations

All [regulations and policies of Prince William County Public Schools](#) are available on the School Division website, pwcs.edu. Both can be searched by topic or number on the home page by choosing "Policies & Regulations" from the "About Us" drop-down menu. Paper copies of PWCS policies and regulations are also kept in the School Board Clerk's Office located in the Edward L. Kelly Leadership Center, at 14715 Bristow Road, Manassas, Virginia.

View [the web announcement for additional details](#).

PTO

PTO meetings are the second Tuesday of each month at 3:30 in the school library. A K-2 representative and a 3-5 representative are needed for each meeting. The PTO provides the staff and school with great support and your input is valued.

The PTO meetings are as follows:

September 11
October 9
November 13
December 11
January 8
February 12
March 12
April 9
May 14

R

Right to Special Programs/Services

The Prince William County Public Schools Division is required to inform the community of a student's right to a free, appropriate public education and the availability of programs and services, including a special education. The Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) are federal laws that give the School Division certain responsibilities with respect to providing such educational programs to students with disabilities. Under the IDEA and Section 504, the School Division has the responsibility to actively and continuously identify, locate, and evaluate those children, infant to age 21, living in Prince William County who may be in need of special education and/or related services, or adaptations or accommodations to regular education services. These laws also require the School Division to:

- Refer for possible evaluation any student of school age living in the School Division who a school staff member suspects may be disabled.
- Provide appropriate educational and school-related opportunities to students with disabilities in an inclusive setting to the maximum extent appropriate.

- Provide notice of the availability of services and types and location of services to nearby private schools, pediatricians, and the Health Department.
- Provide parents/guardians of students with disabilities with notice of their rights annually, and prior to their student's evaluation and placement, or any significant change in their student's placement.
- Develop and implement procedural safeguards with respect to actions regarding the identification, evaluation, and placement of students with disabilities.
- Provide written notice of the School Division's procedural safeguards to parents or guardians.

If you suspect that your student may have a disability affecting your student's development or academic performance, or may have a mental or physical impairment that substantially limits a major life activity, please contact the Director of Special Education at 703.791.7287 for further information.

S

School Age Child Care Program (SACC)

Before and after school child care is available through the School Age Child Care Program coordinated by PWCS. If you are interested in this program, contact the SACC Main Office at 703.791.8844. The Alvey SACC number is 571-261-3997.

V

Visitors (Badge Regulation 501-6)

All visitors and staff are required to wear an identification badge. The badge must be visible at all times. All visitors must check in at the office and present photo identification before a visitor's badge will be issued. The photo identification will be scanned through the RAPTOR Security System. All visitors must return to the office lobby desk before leaving the building to obtain their photo identification. These procedures are in place for the safety of all. Appointments must be made in advance of a classroom visit. This is in place to maintain an instructional focus throughout the day.

Visitor's Table

Visitors coming for lunch should sign in at the main office with an ID and then they may join their child for lunch at our visitor's table in the cafeteria. Only students with a personal visitor will eat at the visitor's table. We are unable to invite classmates due to space. When the class is dismissed from the cafeteria, the child will return to class and the visitor will need to sign out in the main office. We are so excited to offer this so that visitors may enjoy one on one time with their student for a special lunch experience.

Volunteers

Classroom volunteers are a welcomed addition and provide a valuable resource to staff and students. Arrangements must be made with the classroom teacher in advance in preparation for your visit. Volunteers must produce a valid ID for security purposes.