



Visit our website at: [www.pwcs.edu/springwoodses](http://www.pwcs.edu/springwoodses)

### *Communication*

Communication is very important and is encouraged between parents and staff. Communication may be in the form of notes, emails, telephone calls, report cards, interims and face-to-face conferences. Weekly folders which contain school, PTO, PWCS, and other correspondences along with student work will be sent home each Monday. Generally, the staff is able to respond to notes and telephone calls the same day; however, if it interferes with instruction, we will respond within a 24-hour period.

### *School Day*

The school day begins at 8:45 a.m. with morning announcements and ends at 3:15 p.m. Students should not arrive to school before 8:25 a.m. If your child is having breakfast in the cafeteria, he/she may enter the building through the SACC door at 8:25 a.m. Students will enter the building at 8:35 a.m. Parents should not accompany their child to class. Students should be in their classrooms and ready to begin the day at 8:45 a.m. Students arriving after 8:45 a.m. are tardy and must check in at the front desk to obtain a tardy slip.

Remember instructional time continues until 3:15 p.m. Please do not arrive early and ask to pick up your child unless you have an appointment. Students are asked not to remain at school after the dismissal time unless they are staying after school at the request of a teacher for a specific reason.

### *Sign In*

To ensure the safety of our students, all visitors are expected to report directly to the main lobby when entering the school. All visitors must present a photo ID. A visitor badge will then be provided and must be worn at all times while in the school. At the end of your visit, you must return the badge to the office assistant who will then return your ID.

### *Absentee Policy*

In an effort to ensure that all students are present and on time, Springwoods students and parents are expected to adhere to the Prince William County's Attendance Guidelines. **When your child is going to be out, please call the school at 703-590-5655 before 9:00 a.m. If you do not contact the school, it will be necessary for the school office to contact you.** This is for your child's safety. A note explaining the absence is also required within two days of your child returning to school. Assignments will be given once the student returns to school.

**Prearranged Absence** If you are planning an absence (not due to illness) for more than two days, a written letter needs to be sent to Ms. Ripperger one week prior to the expected absence. Many factors are considered in approval or disapproval of these absences. Parents will receive notification of the principal's decision. If the extended absence is not approved, the absences will be considered unexcused.

In following Section 22.1-258 of the Code of Virginia. “Whenever any student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student’s parent/guardian is aware of the student’s absence, the parent/guardian will be notified by the school.”

### ***Illness and Injury***

Children may become ill or get injured at school. Whenever this happens, the school will contact the parent/contact person as directed by the Emergency Card. Every student must have an Emergency Card on file with phone numbers of whom should be contacted in cases of emergencies. Your child will be released only to those individuals listed on their Emergency Card; therefore, it is very important that parents update this information throughout the year.

### ***Conferences***

We encourage parent/teacher conferences at any time and feel that it is important to keep in close contact. Should you desire a conference with your child’s teacher to discuss his/her progress, please call the office and schedule an appointment date. **DO NOT attempt to “drop in” on the teacher in the morning prior to school beginning.** The teachers have responsibilities and their professionalism should be respected. The principal and assistant principal also welcome conferences with parents. **It is recommended, however, that parents do communicate with the classroom teacher first before making an appointment with the principal.** Any concerns brought forth to the principal or assistant principal will be shared with the teacher in order to facilitate necessary changes and proper communication.

### ***Early Dismissal/Late Arrivals***

If your child arrives at school after 8:45 a.m., **you must accompany him/her to the office.** The parent/guardian must sign the student in. The student will receive a tardy slip from the secretary for admission to class.

If your child needs to be dismissed early, please send a note with your child **in the morning.** This will give the teacher an opportunity to make sure your child is ready when you arrive. The parent/guardian must come into the office with appropriate ID and sign out the student. At that time the office will call to the classroom to dismiss your student. Please remember that instruction does continue until 3:15.

### ***Change in Transportation Home***

If the situation occurs which makes it necessary for your child’s transportation home to change, please send a note with your child in the morning giving clear directions as to what your child should do at the end of the day. Only a parent/guardian can change their child’s transportation plan for any given day. A note or email from the parent must be received by the teacher or office before noon that day indicating the change. This is for the safety of the children and will alleviate confusion at the end of the day.

When circumstances occur late in the day and a note cannot be provided, the administration will evaluate the situation and make a decision.

### ***Traffic Pattern***

In order to ensure a smooth and safe flow of traffic around the school, the following guidelines will be observed:

- Only buses will be allowed in the bus/fire lane between the hours of 8:15 – 9:00 a.m. and 3:00 – 3:45 p.m.
- Parking will be permitted only in designated areas.
- A “kiss and ride” lane will be available to drop off students. At no time will a car be left unattended or blocking this lane.

### ***Bus Passes***

If it is necessary for a student to ride a bus other than the one he/she is normally assigned, a bus pass is required and must be approved by the office. A note must be sent to school indicating the bus number that the child should ride and a phone number to verify the information.

### ***Inclement Weather***

Please make sure you have a plan and your children know what to do if schools are closed, open late, or close early. A little 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 schedules. Information can also be obtained by calling 703.791.2776, and selecting #3, by visiting pwcs.edu on the Internet, and by viewing PWCS-TV on Comcast Cable Channel 18 or Verizon channel 36.

### ***School Visitors***

Parents are welcome to visit their child’s classroom. We ask that parents please call ahead to make arrangements with the teacher and administrator so their visit is productive. For instructional concerns, when requested, visits are once a month for 30 minutes. Additionally, because classroom instruction is in progress, please do not have a conference with the teacher during the observation. For students’ safety and by county regulation, visitors must check in the office when entering the building and cannot go to the classroom directly. All visitors must leave a photo ID before a visitor badge will be provided. A visitor badge must be worn at all times while in the school. Parents who bring lunches, books, homework, etc., can leave these items in the office and they will be delivered to the classroom.

### ***Volunteers***

Volunteers are always welcome and greatly appreciated. Please be sure to complete the volunteer training and have a signed volunteer agreement on file. For safety reasons, children are not permitted to be in the workroom with copiers, paper cutters, etc.

### ***Medication***

Every effort should be made by the parent for the student to receive needed medication outside of the school day. No child is allowed to transport any medicine to school. Students are not allowed to keep any medication in their possession while at school. If your child requires medication at school, an adult needs to bring the medication to the clinic in its original container with a completed *Medical Authorization Form* before medication will be administered.

### ***Bringing Items to School***

Students are not allowed to bring toys, games, comics, trading cards, ipods, or any kind of electronic device to school. If these items are found, they will be given to the principal and the parent will be called to pick up the items. If it is necessary for your student to bring a cell phone to school, please note that they must be turned off and left in the backpack while they are in school and on the bus.

### ***Lunch***

Hot lunches are served every day. If your child plans to bring money for lunch, please put it in an envelope with the child's name and teacher's name. Checks should be made out to **Prince William County School Food Services and include your child's name and his/her teacher's name.**

Breakfast is available daily in the cafeteria at 8:25 a.m.

### ***Cafeteria***

Outstanding cafeteria manners are expected from the all students to ensure a safe and enjoyable environment for all.

Cafeteria Rules include:

- remain seated at the table during the lunch period
- talk quietly with the people at your table
- clean paper trash up from the table area
- follow the directions of the hostesses on duty
- raise your hand if you need assistance

## *Dress Code*

Appropriate clothing and neatness will be required of all students to avoid interruption of the instructional process. The following will not be permitted:

- pants that reveal underwear or loose, low-hanging pants with the waistband on the hips
- shoes poorly secured to feet or open toed/backless shoes on the playground or in the gym,
- bare midriff tops, bare shoulder tops, off-the-shoulder tank tops, spaghetti straps. (Straps should be at least 3 child fingers wide.)
- muscle shirts
- leotard type tops, revealing/see-through tops
- hats
- t-shirts that display inappropriate language or offensive symbols
- shorts that are not the length of a child's closed fist when arms are hanging at sides
- skirts more than 3" above the knee
- make-up
- hair color and/or styles which cause disruption to the educational environment

If a situation occurs where a student comes to school with clothing which is determined to be unsafe or inappropriate, he/she will be required to change clothing or will be sent home.

## *Instructional Programs*

Language arts, mathematics, social studies, and science are the four core curriculum areas of study. In addition, all students receive instruction in art, music, physical education, library, guidance and instructional technology. Fifth grade students may elect to take strings. Reading resource, special education, and gifted education services are also available.

## *Pets*

We ask your help in seeing that pets do not accompany students or parents to school. **Pets are not permitted on school property during the school hours unless they are in a vehicle.**

## *Guidance*

The guidance program has been developed to foster student potential, enhance student achievement and prevent personal difficulties. Our counselors assist teachers, work with parents, and help students achieve more in school.

## *Telephone*

The telephone is an essential instrument for school operation. Please do not ask us to deliver reminders or messages to students other than of an emergency nature.

### ***Discipline/Code of Behavior***

We have high expectations of our students. We believe self-discipline leads to sound instructional growth. Proper discipline is expected at the bus stop, on the bus, on the way to/from school, in the hallways and bathrooms, in the classroom, at lunch, and on the playground. All parents should review the *PWC Code of Behavior* and the *Elementary Workbook Supplement* with their children. Parents are required to sign a statement that they have received and reviewed both of these documents.

### ***Homework***

The purpose of homework is to provide drill or practice of a concept already presented by a teacher. Homework will be incorporated as an integral part of the instruction program. All students should read or be read to at least 20 minutes each night.

### ***Report Cards and Interims***

Report cards are sent home every nine weeks. Interim reports are sent mid-way through each quarter.

### ***Textbooks and Library Books***

Students and parents are responsible for all books issued to them by their teachers or borrowed from the library. Parents will be asked to make restitution for all damaged or lost books.

### ***Parent Organizations***

The Springwoods P.T.O. promotes the educational welfare of our students. Parents are encouraged to join and participate in the activities of the P.T.O.

The Springwoods School Advisory Council consists of parent and teacher representatives. The School Advisory Council advises the principal on the development, implementation and evaluation of the school plan.

*The Prince William County School division does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, national origin, religion, sex, pregnancy, age, veteran status or disability.*