

# Neabsco Elementary Parent Handbook



Neabsco Elementary School:  
Inspiring and Empowering All  
Learners  
2021-2022

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## **Absences, Early Dismissal and Changing Dismissal Plans**

It is the responsibility of parents and guardians to see that their child attends school on time, every day. Did you know the following facts?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Instruction takes place from 9:20AM to 4:00PM so it is important students are here for the entire day. If your child is going to be absent, we ask that you call the school at 703-670-2147 before school starts starting at 8:30am. Please send a note with your child when they come back explaining why they were absent. Within five days of the absence from school, the parent shall provide documentation to appropriate school staff to excuse the absence. Classwork for excused absences may be made up according to Regulation 724-1. The student or parent is responsible for obtaining assignments. 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 Neabsco.

### **Early dismissals**

Families will only be able to pick up their children for an early dismissal before 3:30pm in order to ensure safety of all students and families unless it is an emergency approved by an administrator.

## **Changing dismissal plans**

Any changes to your child's dismissal for the day must be made in writing by emailing NBES-office@pwcs.edu up until 2:00pm in order to ensure that we have received the information in time to communicate it to all the parties and ensure the safety of your child. Please do not email or send ClassDojo messages as teachers are instructing students and may not be checking those messages.

## **Advisory Council**

The purpose of the Neabsco 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 or administrative intern, four parents who represent various geographic areas and reflect the ethnic and grade diversity of the student population, and four staff members who are representative of the teaching/classified staff. The council meets once a every other month on the second Tuesday from 5:30-6:30pm. Parents wishing to speak during Open Chair, please contact Mr. Tsang about the subject you wish to address so it may be added to the agenda.

## **Dress Code**

Please be aware that the Prince William County Schools Code of Behavior defines the dress code for all schools in Prince William County and the code will be enforced at Neabsco Elementary. The PWCS student dress and grooming guidelines follow the State guidance and are created to ensure equity in student expression and staff enforcement and are not intended to discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, genetic information, or any other basis prohibited by law. Students are permitted to wear any

religiously and ethnically specific or significant head covering or hairstyle.

**Permitted head coverings and hairstyles include but are not limited to:**

- Hijabs;
- Yarmulkes;
- Headwraps;
- Braids;
- Locs; and
- Cornrows

Also consistent with Virginia Code §§ 22.1-276.01 and 22.1-279.6, these dress and grooming guidelines were created to maintain gender neutrality by creating equitable standards regardless of gender and to not have a disparate impact on students of a particular gender.

**Prohibited items of clothing include:**

Clothing items which:

- Reveal bare skin to the extent that they distract or may foreseeably distract other students or staff;
- Reveal or expose undergarments;
- Fit in a manner as to reveal or expose undergarments;
- Contain vulgar, discriminatory, lewd patently offensive or obscene language or images;
- Contain threats or gang symbols;
- Promotes the use of weapons and violence, or the use of alcohol, tobacco or illegal drugs, and/or associated paraphernalia;
- Cause or may foreseeably cause a disruption to the learning environment; and
- Accessories which could be regarded as or used as a weapon.

Headwear which covers one’s entire head or face with the following exceptions:

- Worn as part of one’s religion; or
- Worn for medical reasons; or
- Worn for personal prevention practices as in the case of the spread of infectious diseases; or
- Worn for an approved school event; or
- Worn as an expression of one’s cultural or ethnical background.
- Jewelry or other items which could be regarded as or used as a weapon.

Rubber-sole sports shoes are recommended due to the daily recess period and increased PE classes. Loose fitting sandals and flip-flops are not safe for school wear.

**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.

**School Closed**

When school is closed “Code Red” or closed “Code Green,” all school division activities will be cancelled. Also, the School Age Care Program will not open.

**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 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 Division-wide call out system as the Division receives the information of early dismissal. Information will also

be posted on the school's and Division's websites as well as local TV and radio stations.

- The SACC program will be closed.

### **Volunteers/Visitors**

Currently, volunteers can support the school where they have limited exposure to students to avoid being close contacts. Please contact our parent liaison at 703-670-2147 for more information. Unfortunately, at this time, parents are not permitted to volunteer in classrooms or eat in the cafeteria with your child.

### **Illness and/or 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 to update your emergency contacts in ParentVUE 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.

### **Medication**

Please note that any medication brought to school must be transported to school by a parent. In addition, medication authorization forms must be completed. All prescription medication requires authorization from a physician. Forms are located under Nurse's Notes on our website. Please call the school nurse if you have any questions.

### **Birthdays**

As part of the Virginia Healthy Initiatives, sweet treats for birthdays are discouraged. Children love to get pencils, erasers, and stickers, which are a

much healthier option over cupcakes. 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. Unfortunately, homemade treats will not be permitted due to various allergies in the school. All items must be checked in at the office and be served during lunch.

### **Report Cards/Interims/Grading Scale**

Students will receive a report card at the end of each quarter. The dates for report card distribution are below. Report cards will also be available in ParentVUE.

- Quarter 1: November 10
- Quarter 2: February 7
- Quarter 3: April 18
- Quarter 4: June 20

Please contact your child's teacher if you have concerns or would like a conference to review your child's progress.

You can refer to PWCS Regulation 661-1 for information on how your child's grade will be determined.

In grades 3-5, teachers will average grades and use the following conversion table for marking period grades:

A= 90-100% (3.5- 4.00)	C=70-76% (1.50-2.29)
B+=87-89% (3.30-3.49)	D+=67-69% (1.30-1.49)
B=80-86% (2.5-3.29)	D=60-66% (0.50-1.29)
C+=77-79% (2.30-2.49)	F=59% and below (.00-.49)

In Kindergarten through grade 2, teachers will average grades and use a rubric that assesses whether students have demonstrated mastery of the content. You can look at attachment I of regulation 661-1 for more information.

## Homework

Per regulation 663, The Prince William County School Board supports the appropriate use of homework to enrich, enhance, and/or extend the instructional program. Homework shall be incorporated as a meaningful component of the instructional program. Homework assignments should be understood by the student and should involve only work for which the student is ready. All assigned homework will receive feedback from the teacher.

Homework assignments shall be based on the teacher's assessment of the student's instructional needs. Teachers will use discretion in assigning homework so that it may be completed in a reasonable amount of time.

## PBIS and Community Circles

PBIS is a schoolwide initiative to promote positive behavior in our school. Our overall message falls into three categories: Be Safe, Be Respectful, Be Responsible. Students receive lessons on what it looks like to be safe, respectful and responsible in the classroom, hallways, bathrooms, playground and cafeteria. Students earn individual and class STAR cards that they can redeem for rewards for consistently meeting expectations.

Teachers will lead community building circles in their classrooms this year to hold each other accountable for when their actions have disrupted the learning of a peer or hurt a peer. Students will learn more about their classmates and teacher through these circles and develop a strong sense of community and family in their classrooms.

## Bullying Information

PWCS Regulation 773 covers bullying and harassment of students.

Regulation 773.01-1 provides more information on the definition of bullying, complaint procedure and guidelines for responding to student bullying complaint. Any student may initiate a complaint by talking to an administrator or completing a complaint form (Attachment II in Regulation 733.01-1) and returning this form to a school administrator. Any staff member may also initiate a complaint on behalf of a student or parent/guardian who reports bullying by talking with an administrator and/or completing a complaint form (Attachment II in Regulation 733.01-1).

## Arrival/Dismissal

### Arrival

1. First bell rings and students begin entering the building at 9:00 and enter the cafeteria to pick up breakfast bags and eat in their classroom.
2. Staff members are on duty at car riders post, cafeteria, outside bus duty, and throughout the hallways to ensure that students arrive safely.
3. Tardy bell rings at 9:20 and instruction begins.
4. Students being dropped off tardy, need to be signed in at the office by a parent.

**Dismissal** begins at 4:00. The following actions then occur:

1. Kiss and Ride students and daycare van riders are dismissed first.
2. Walkers are dismissed next. Staff supervise hallways as students move around the building.
3. Bus riders are called by number and color in order of arrival in the bus loop.
4. Administration, support staff, and grade level teachers supervise the dismissal process.
5. For those students that are car riders in kindergarten and 1<sup>st</sup> grade (Kiss & Ride), staff supervise them in the walkway by the Kiss and Ride door and call them by their assigned number. Kiss and Ride students in grades 2-5

are supervised by a grade level staff member who dismiss them when their number is called. Staff dismiss students to the parking lot in the order of the cars waiting. Staff supervise the loading process into the proper car.

### **Special Programs**

In order to provide for the unique needs of our students, there are some special programs available at our school. Some of these include:

- \*English as a Second Language (ESOL)
- \*Guidance Groups
- \*Speech Therapy
- \*Gifted Education
- \*Child Intervention Team
- \*Special Education
- \*Reading Specialists
- \*Math Specialists

### **Parent VUE**

ParentVUE is the portal for accessing information about your student. If you need assistance with setting up and accessing your ParentVUE account, please contact the front office.

### **Website**

Please check out our website on a regular basis as we are constantly adding important information and upcoming events. Classroom teachers, and well as specialists, have a webpage. The school’s web address is <http://neabscoes.pwcs.edu>. The principal emails a weekly letter to all families with highlights from the week and important upcoming dates. The letter will also be posted on the school website under the About Us tab and then clicking Principal’s Info/Message.

### **Weapons at School**

Students shall not have weapons, look-alike weapons, or other harmful objects on any school property or during any school events. More

information can be found in the Code of Behavior section, “Weapons and Other Dangerous Articles.”

### **Breakfast/Lunch**

This year breakfast and lunch is free for all students and families.

### **Counseling**

The vision of the Neabsco Elementary School Counseling Program is all students will learn to their fullest potential. Students will demonstrate mastery in social/emotional skills, academic achievement, and college and career readiness. The mission of the Neabsco Elementary School Counseling Program is to deliver data-informed, evidence-based activities promoting positive academic, career, and social/emotional development. School counselors meet with whole classes, small groups as well as individuals for counseling. More information on how our school counselors can support students and families can be found on the school counselor webpage under the Classrooms tab on the Neabsco school website.

### **Photo Identification**

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.

### **Student Recognition**

It is important that students receive recognition for all their hard work. Each nine weeks, we will recognize those students for their academic and attendance accomplishments.

- Perfect Attendance
- Bringing Up Grades (Given 2<sup>nd</sup> quarter through 4<sup>th</sup> quarter)
- A/B Honor Roll
- Principal's Honor Roll
- Students will receive a certificate that coincides with each award they earn.

### **What is Title I?**

Neabsco is a Title I school, but what does that really mean? **Title I** is a federal grant program designed to give educational assistance to students living in areas of high poverty. The **Title I** program originated in 1965 when Congress passed the Elementary and Secondary Education Act, and was reauthorized in 2001 with the passage of the No Child Left Behind Act. **Title I** is one of the oldest and largest federal programs supporting elementary and secondary education in existence, and over 90% of the school systems in the United States receive some sort of **Title I** funding. The **Title I** program provides financial assistance through State educational agencies (SEAs) to local educational agencies (LEAs) and public schools with high numbers or percentages of poor children to help ensure that all children meet challenging State academic content and student academic achievement standards. LEAs target the **Title I** funds they receive to public schools with the highest percentages of children from low-income families. Unless a participating school is operating a schoolwide program, the school must focus Title I services on children who are failing, or most at risk of failing, to meet State academic standards. Schools enrolling at least 40 percent of students from poor families are eligible to use **Title I** funds for schoolwide programs that serve all children in the school. **Title I** reaches about 12.5 million students enrolled in both public and private schools. **Title I** funds may be used for children from preschool age to high school, but most of the students served (65 percent) are in grades 1 through 6; another 12 percent are in preschool and kindergarten programs.