

Chris Yung Elementary School

Parent Handbook: Practices and Procedures A to Z

Motto: Full STEAM Ahead!

Welcome to Chris Yung Elementary School, home of the **Steam Engines!**

As a school community, we are committed to making Every Minute Count! We hope to embrace our cultural diversity and engage students, educators, parents, and the community in a learning environment of collaboration and educational action. We look forward to a strong partnership between home and school to ensure that all students achieve academic success.

All teachers are considered "Highly Qualified" per the federal guidelines for No Child Left Behind and certified in their area of expertise. They all hold Bachelors, Masters or Doctorate Degrees from accredited colleges and universities. We also have teachers who are National Board Certified and others who are entering the program this year. We are life-long learners therefore, we continuously attend classes and staff development to keep up with current research in education.

Grade level teams collaboratively utilize research-based strategies to teach the Virginia Standards of Learning. Continuous assessment provides data to plan for individual student needs. Literacy skills are emphasized with strong intervention and support. We provide additional literacy support and tiered interventions for students who are identified through reading screening by the Response to Intervention Team. Teachers of Special Education instruct students per their Individual Education Plan in small groups and inclusion in the regular education classroom.

Chris Yung students expand on their experiences with our Encore staff in Art, Library, Music, PE, and STEAM. As in every Prince William County School, other supports for our students include a Reading Specialist, ESOL teachers, School Counselors, Gifted and Talented teachers and a Speech and Language Pathologist. Block Scheduling provides time for Remediation, Maintenance, and Enrichment during the school day.

We believe that all children will learn to their fullest potential in a positive and safe environment. Your support and involvement are encouraged and appreciated to facilitate these aspirations.

This Parent Handbook has been prepared to familiarize you with some of the policies and procedures that are common practice at our elementary school. Please carefully review this handbook and keep it for future reference. For your convenience, the handbook is also posted on the Chris Yung website.



Agendas

A yearly agenda is provided for all students in grades 1-5. Teachers require students to write their assignments and other important daily information to be sent home. By using an agenda daily, students develop planning and organizational skills. Parents are

encouraged to write messages to the teacher and sign the agenda nightly. We value this daily communication between home and school.

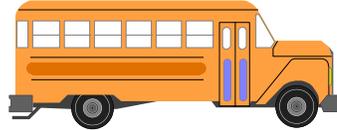
Arrival Time

School Hours

9:20-4:00: School is in session

9:20 Tardy bell rings

8:00-4:30: Front office hours



Students who are dropped off in the Kiss "N" Ride Lane or walk to school should line up at the front door no earlier than 9:10. There is one line for Kindergarten and one for 1st grade students at door 1. Students in 2nd grade will line up in front of Door 22 and students in grades 3rd and 4th will line up in front of Door 21. Students in 5th grade will line up at door 24. Students will wait in an orderly manner for the duty teacher to admit them into the building at 9:15 when the first bell sounds.

CYES staff are on duty from 9:10 to 9:20. If you arrive after 9:20, when the tardy bell sounds, please come in to the school to sign your child in as **students may never be dropped off outside unsupervised.**

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

Attendance

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.

Because we know that students need to be available for learning, Prince William County has identified improved student attendance as part of the Strategic Improvement Plan, so we are held directly accountable for our attendance rate as a school community.

Under Virginia Law, students are responsible for attending school every day that school is in session. Absences, tardiness, and early dismissals must have documented approval from parent and school personnel. Absences shall be excused based on verified contact with the parent. A doctor's note is typically needed following an extended absence due to illness. The division truancy office monitors attendance and will notify parents when a student develops a pattern of absenteeism or tardiness. Please see **PWCS Regulation 724-1** for more information.

Our computerized attendance system automatically generates a phone call home when a student is marked absent. This is simply a notification system. Please call to leave a message if your child will be absent from school and follow up with a doctor's note or written excuse with your student when they return. **You may contact our school office during the day or leave a message after hours at (571) 598-3500.**

Please do not send the teacher or secretary an email of a child's absence. There are times when the teacher is out sick, and the substitute will not be able to access email accounts.

Per PWCS policy, teachers shall not be required to provide work in advance of the absence. Teachers have very little time during the school day without students present, so make up work may not be available until the following day.

In keeping with division regulation, planned or unexplained absence that extends beyond 14 days will result in automatic withdrawal from school. The parent will be expected to re-enroll the student(s) upon re-entry.

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. As part of the Virginia Healthy Initiatives, sweet treats during the day are discouraged. Children love to get pencils, erasers, and stickers, which are a much healthier option over cupcakes but if you do choose to bring your child's class a birthday treat, please contact the classroom teacher first. Cupcakes (which must be store bought with a clear ingredient label) should be delivered to the office and will be shared in the cafeteria during lunch.

We also heed the growing number of serious food allergies among our students and are always concerned about the safety and well-being of every child. Please communicate with your child's teacher before sending in any edible treats for the class.

Children may pass out invitations to birthday celebrations with their teacher's approval ONLY if everyone in the classroom is invited. This supports our division culture of equity and inclusiveness.

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 library bound book to add to our growing library collection and to commemorate your child's special day! More information is available on our school web site under the "Parent Information" page and fliers will be sent home at the start of every school year, so you can plan for your child's special day. We think reading great books is a sweet treat, so this is a lasting way to celebrate another great year!

Breakfast

CYES has a breakfast program open to all students and staff. Breakfast begins at 9:00. All students who choose to eat breakfast will have an opportunity to eat even if their bus is delayed. In such cases, students who arrive late will be given a breakfast "bag to go" so they can report to their classroom and enjoy breakfast without delaying their instructional day. If a student is eligible for free or reduced lunch, then they are also eligible for free or reduced breakfast. Breakfast prices are:

- \$.30 student reduced price
- \$ 1.50 student full price
- \$ 2.05 adult price

Buses

There is bus transportation available to most students who attend our school. One exception is students who are on transfer status. Bus drivers maintain safety and discipline always and will communicate student Code of Behavior transgressions to administrators to ensure 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 safely 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 McCuin Transportation Center at 571-402-3902. The staff at CYES does not have the authority to change routes or pick up/drop off locations. While our school official dismissal time is 4:00, we must wait to load buses when they arrive so typically buses do not leave our bus loop until approximately 4:15. Safety is our priority, so buses do not leave until all children have been loaded.

We will not phone the parents when a bus is running late for dismissal, but if you are concerned about a late bus arrival, you can contact our office, and we can confirm when the bus left the school. However, your best point of contact after 4:30 will be [McCuin Transportation Center at 571-402-3902](tel:571-402-3902). We cannot predict traffic back up or late buses. Please be patient as we monitor this process for the safety of our students. Please consider signing up for **Here Comes the Bus™** from your PWCS Mobile App.

Business Partnerships

CYES always interested in adding new business partners to enhance the educational process for students. We are very appreciative for our partnership with the 7-11 Store located at 6865 Wellington Rd. We thank Mr. Chang Lee for the donation of coupons and the financial support provided last school year. When you visit the store, please offer your appreciation for their support of our school.

C

Car Riders

Each family who wishes to provide their own transportation and pick up their student(s) from school in the Kiss "N" Ride Lane will register to receive a number for the family. You will need to complete the registration form and show your ID to receive a designated number. Parents can download and print the registration, agreement and traffic pattern map from our school web site at <http://chrysuniges.schools.pwcs.edu>. Forms are also available in our front office.

The tag should be hung from the rear-view mirror during student pickup. Students will wait in the building to be dismissed by supervising teachers to their numbered vehicle. This process is very quick and smooth if parents display their numbered sign in the front windshield.

- The Kiss "N" Ride Lane is the ONLY location that parents should allow their children to disembark or load their vehicle.
- The Kiss "N" Ride Lane is separate from the school bus loop, which helps us to avoid problems associated with cars intermingling with buses. Private vehicles should NEVER go back to the bus loop. **Buses have the right of way.**
- Drivers should remain behind the wheel and OFF cell phones during Car Rider pick up and drop off.

- Do not park in the Kiss “N” Ride Lane and leave car unattended.
- Please encourage your student(s) to learn their Kiss “N” Ride number so they will respond quickly when their number is called.
- **Children will only be permitted to enter a car on the right side from the sidewalk.**
- Children will only be dismissed through the Kiss “N” Ride Lane to vehicles, not to parents who walk up to the school.
- Parent Pick Up is for parents who walk up to the building to pick up their child.

Character Education

Character Education traits such as Caring, Respect, Responsibility, Trustworthy, Integrity and Perseverance will be woven into the daily activities at CYES. 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 from the Prince William County Schools Home Page or from the CYES Website. This information is reviewed with all students in the beginning of each school year. 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 agree with the Code of Behavior.

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. These actions create serious situations and consequences.



Communication

Every effort is made to keep you informed. All our upcoming events and important information can be found on our website. Please check our site at least weekly. <http://chrisyunges.schools.pwcs.edu>.

We have a Facebook page and two Twitter accounts: #CYESsteamengines and @ChrisYungES. Our teachers also use ClassDojo as a means of communicating throughout the day.

Please remember to check your child's book bag daily for their agenda and Weekly Folders from the teachers and Individual Teacher / Parent Notes. 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 aid 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. The counselors 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

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 necessary that you pick up your student(s) early, a note should be sent to the teacher so that he/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. Please have a photo ID in hand for the release of the child. If a student returns to school the same day, they need to be signed in again.

Planned early dismissal ends at 3:45. The process of having a student pack up early in the classroom and report to the office for early dismissal typically takes 10-15 minutes depending on the age of the child. Therefore, **students will not be dismissed between 3:40 and dismissal time at 4:00, unless there is a dire emergency.** We begin end of day announcements at 3:55.

Per 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.

Encore Teachers

Every student at CYES receives Art, Music, Library, Physical Education and STEAM during encore block rotation. Your student's teacher will provide a copy of the class Encore Block Schedule at the beginning of the school year. The Encore teachers can be reached by email and welcome your communication if you have a question specific to their class. Please refer to the staff directory located on our school website for this information.

F

Forgotten Items

If you have an item that needs to be delivered to your student, the office staff will get it to your child. If you need to talk to your child's teacher, we will be happy to deliver a message for you. If your child forgets their belongings on the playground, it is often delivered to our school Lost & Found. Parents are invited to check the **Lost & Found** as often as needed with their child. The items in our Lost & Found left unclaimed will be donated to an area charity at least three times per year. PLEASE write your child's name inside their jackets and on their belongings to minimize the confusion.

G

Gifted Education

SIGNET is Prince William County's program for identified gifted students in the 4th and 5th grades. Identified primary children participate in the START program. Both SIGNET and START teachers work with students at CYES and provides strategies for the teachers.

Grading

In keeping with PWCS Regulation 661-1, the grade a student receives in K-5 shall be based on the same criteria and will be a balance of the child's total performance in each subject area.

The averaging of grades shall include test scores, class work, class participation, homework, and neatness of assigned work. In grades 3-5, teachers will average grades and use the following conversion table for marking period grades:

A =3.5-4.00	C =1.50-2.29
B+ =3.30-3.49	D+=1.30-1.49
B =2.5-3.29	D = 0.50-1.29
C+=2.30-2.49	F =.00-.49

In Kindergarten – Grade 2, teachers will average grades and use a conversion rubric for marking period grades briefly summarized as follows:

	Achievement in Subject	Class Performance	Independence in Work
S+	-consistently meets objectives, -outstanding achievement, -sustains mastery in the subject area, -superior level of performance	-fully participates and demonstrates effort in all class activities -exhibits originality in thinking, expression, and work products	-assumes responsibility for behavior and assignments -is self-directed
S	-adequately meet objectives -achieves most of the grade level objectives -achieves sufficient subject mastery	-willingly participates and demonstrates effort in class activities	-is self-directed -occasionally requires individual attention
S-	-inconsistently meets objectives -frequently falls below average level of achievement -needs teacher support and can meet most objectives with more time and assistance	-inconsistently participates and demonstrates effort in class activities	-frequently requires individual attention
N	-has difficulty meeting objectives at this time -most objectives are not being met, even when teacher support or extra time to learn are given	-consistently requires teacher direction and encouragement to participate in class activities -demonstrates little effort in class activities	-consistently requires teacher direction and encouragement to complete tasks

A student who fails to complete 65% of the assigned work shall be subject to failure for that marking period. As a rule, teachers will collect at least two achievement grades per student per week in each subject area. Because of the nature of instruction in grades K-5, two grades per week per subject may not be feasible; however, in such cases, the teacher shall be responsible for recording enough grades to accurately evaluate the student's progress per grading period. Unit tests, quizzes, projects, and homework papers shall be given varying grade weights per the material covered. Teachers will communicate the system of grade weights to the students.

Classroom teachers will update student grades using Power Teacher Grade book on **"The Hub"** 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 **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.



I **Illness**

If your child becomes ill 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. Please keep your children at home if they are ill. Check out our Clinic Information page from the Parent Information link on our web site regularly for forms and updates.

K

Kindergarten Arrival and Dismissal

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

For our kindergarten students who ride the bus, our kindergarteners are given assigned seats in the front of the bus and will only be released to a parent, guardian, babysitter or older sibling at the bus stop. All kindergartners that are not picked up at the bus stop will be brought back to school at the end of the route. Parents will be expected to come to the school to pick up their kindergartener 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. Kindergartner's back packs are tagged with contact information and color coded so that it is immediately evident to all staff and the bus driver that additional protocol should be followed for arrival and dismissal. [For questions regarding bus transportation, please call McCuin Transportation Center at 703-753-6398.](#)

L

Library

All children visit our school's library during the block rotation for story times, library skill classes, book swaps, and research. Our librarian likes the library to be busy with students actively engaged in finding the next reading adventure to build their love for reading. The library will host two book fairs during the year so keep an eye out for the fliers!

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.

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 on a special occasion. If the adults would like to order from our cafeteria menu, we ask that you contact our cafeteria manager before 9:30 to order lunch in advance. Parents often bring a special lunch to

share with their child on these occasions, which is always nice. Our division wide Healthy Youth Initiatives are focused on providing balanced school lunches, drinks, and snacks in our cafeteria; therefore, sodas are discouraged in our cafeteria.

Lunch Accounts and Meals

Students may buy a "Grab and Go" breakfast, lunch and milk daily. Please see our website for current prices. Meals are purchased on a credit basis for any number of days desired. Parents may write a check made out to Prince William County-Food Services (PWCS-FS). Please indicate your child's first and last name on the memo section of the check. For your convenience, you may pre-pay with a credit or debit card online that will be credited to your child's lunch account by going to www.myschoolbucks.com. 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 SchoolBucks. 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 571.598.3476.

Effective 6-30-17, lunch prices are:

- \$.40 student reduced price
- \$ 2.50 elementary school student
- \$ 3.45 adult price
- \$.70 milk

M

Math

Teachers will use a blended approach to the Virginia Math State Standards of Learning through the Math Investigations and the Math Connects series to meet the individual needs of their students. Parents can access sample lessons K-5 from the web site at macmillanmh.com. Information about these standards can be found on the Prince William County website.

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 on line. 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 the parent. Please contact our nurse if you have any concerns or questions. Please check our Clinic Information web page from the Parent Information link on our school web site.

N

Newsletters

Our teachers place a high value on communication with parents. Look for your student's teacher to send out newsletters, calendars, emails and messages to keep you informed this year. In addition, grade level teams will maintain a web page on our school web site. We are trying to 'go green' at CYES, but paper copies can be printed if you prefer one. Just let your child's teacher know. Additionally, parents receive an electronic newsletter monthly from the school

No Place For Hate (NPFH)

Chris Yung Elementary has been designated as a No Place for Hate school. This initiative is a school climate improvement framework that provides us with an organizing framework for combating bias, bullying and hatred, leading to long-term solutions for creating and maintaining a positive climate. No Place for Hate schools receive their designation by: • Building inclusive and safe communities in which respect is the goal, and all students can thrive. • Empowering students, faculty, administration and family members to take a stand against hate and bullying by incorporating new and existing programs under one powerful message. • Sending a clear, unified message that all students have a place to belong.

National Elementary Honor Society (NEHS)

Thank you to our faculty sponsors, Mrs. Thai-Pappa and Mrs. Harrison, we will be starting our chapter of NEHS. One of our primary goals is to promote a positive school climate and provide opportunities to motivate *all* students to reach their greatest potential in school and in life. The NEHS accomplishes this. Fifth grade students will be offered membership based upon their cumulative GPA for grades 3-4, as well as information provided in their application packets, relating to character, staff recommendations and an essay. The GPA cut off score is 3.80.

P

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 are usually held the third Tuesday of each month. Some activities organized by the PTO include: Fall Festival, Spirit Nights at area restaurants, Family Movie Night, Spirit Wear Sales and Staff Appreciation Week.

ParentVUE

ParentVUE is the replacement for Parent Portal. It gives parents/guardians access to their child's class and bus schedules, grades, attendance, and more. Instructions on how to set up a ParentVue account began being emailed to you in July. If you are new to PWCS or need support setting up your account, you may call the school.

Parking & 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. There are designated Handicap Parking spots located in the main lot. Only vehicles with DMV approved stickers should use those parking spaces.

We 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 register for a Car Rider number in the Front Office.

Remember the safety of our students, parents and staff is our top priority so please exercise caution always.

Please, be safe and remember:

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

Positive Behavioral Interventions and Supports (PBIS)

This year we will begin utilizing PBIS as another facet of our discipline model. There is an emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. A continuum of positive behavior support for all students within the school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, cafeteria, and restrooms).

Placement

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

R

Recess

Recess/rest from academic rigor is critical for student success. We recognize the importance of aerobic activity for the health of our students. Students are provided an outdoor recess daily when weather permits. Indoor recess is held on inclement weather days.

Response to Intervention

At CYES, we provide differentiation to build reading proficiency through a balanced literacy approach every day in our classrooms. The Response to Intervention Team and the classroom teacher regularly monitor progress and plan interventions. Through the focus of our Intervention Team, we work collaboratively to increase academic proficiency for all students.

S

School Advisory Council

Our School Advisory Council (SAC) generates community input through elected parent members and teachers. We look at our school's continuous improvement in achieving division wide and school goals outlined in the annual Strategic Plan. Representatives usually meet the third Tuesday of each month and all meetings are open to the public and parents are encouraged to attend.

School Photos

Pictures are a vital part of telling the PWCS story. They are taken in the fall and spring. Per current policies and regulations, photographs and video images of any student engaged in school activities **may** be produced and used in any School Division program, publication, or exhibit, if deemed appropriate by the principal or other School Division designee. Photos and images may also be authorized for use by external entities, such as the news media and scholarship providers, so long as this is in the best interests of students, the school and School Division, and complies with other regulation guidelines. 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. The form, along with the complete text of the relevant regulation (790-4) may be found online at http://pwcs.edu/Admin/prcs/admin_pdfs/R790-4.pdf.

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.

School Wide Discipline

At CYES, 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. To achieve these goals, we have developed an effective School Wide Discipline Program that encompasses Baldrige Principles, Positive Behavior Interventional Supports (PBIS) and Responsive Classroom. In addition, the Olweus Bully Prevention program will be implemented across all grade levels. We thank you in advance for your support as we work together to guide students in becoming responsible citizens of our country and our world.

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. Please make healthy choices when you prepare snacks for your child to bring to school. Teachers will provide specific guidelines for snacks.

Smoking

The use and distribution of tobacco products; nicotine vapor products, or alternative nicotine products, including electronic smoking devices, and any components or accessory used in the consumption of a tobacco product (including liquid-containing nicotine) is prohibited by staff, contractors, and visitors on school property or school premises, on school buses, and at on-site or off-site school-sponsored activities, at any time, including non-school hours. See PWCS Reg. 403-1 for more information.

STEAM

STEAM is the acronym for Science, Technology, Engineering, Art and Math. A STEAM curricular focus allows students the opportunity 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. These are 21st century skills that are critical to the future of our children and our world.

Strings

Musical instruction with a focus on playing a string instrument is a choice offered to 4th and 5th graders at CYES. 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

Tardies

The tardy bell rings at 9:20, and children should be in their classrooms before it rings.

Students who arrive after the tardy bell has rung must be accompanied by a parent to sign in at the front office. Students will receive a tardy pass to give their teacher upon arrival in the classroom. To avoid interrupting the instructional process, parents will not be able to walk their child to class when they are tardy. Students who ride the bus will NEVER be considered tardy.

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 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 always. Your photo identification will be returned to you when you sign out and return your visitor's badge. (Regulation 501.06-1)

We believe that having you as a partner will help your child achieve more. Look for ways to support our school as a parent volunteer. Help at the next Book Fair or help re-shelve books in the library. Volunteer to serve as a room parent or field trip chaperone. Support our staff with positive feedback recognizing their efforts that always go above and beyond to make each day learning-filled for our students! Join our PTO and lend a hand to make one of our amazing family events a greater success. Information is posted on our school web site and flyers are sent home all year long!

Classroom volunteers must schedule their times with the teacher prior to coming in to help. Parents should not drop in on a classroom, as this can be disruptive to the instructional process for all students in the classroom.

Please bear 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. 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 CYES an outstanding place for our children to learn and grow.

W

Website

The web address is <http://chrisyunges.schools.pwcs.edu>. You can also go to the Prince William County site at www.pwcs.edu, click on school listings and then scroll down until

you see our school. Our school web site is updated weekly with important calendar events and reminders. You can also access class updates from each teacher's web page. School closings, delays, and early dismissals are also posted on our school web site. Mark our page as a favorite and check our web site regularly!



Yearbooks

Remember to order a Yearbook and other keepsakes provided throughout the school year. Yearbook sales are advertised with a flyer sent home in early spring. Yearbooks are handed out to the student(s) who ordered them during the last week of the school year.