

Pattie's Parent Playbook

The Place Where You Want to Be



Pattie Elementary School
16125 Dumfries Road
Dumfries, VA 22025
703.670.3173

RJ Lucciotti, Principal

Tiffany Turner-Bell, Assistant Principal

Meghan Anderton, Administrative Intern

Passion*Positivity*Pride*Performance

Together We Are Pattie Strong!

Handy Information

School Hours

Student Hours: 8:45 a.m.-3:25 p.m. The first bell rings at 8:45. Please do not drop off children prior to 8:45 a.m. as there is no staff available to supervise them. The second bell rings at 8:55. All students should be in their classrooms ready to learn at this time.

Office Hours: 8:00 a.m.-4:00 p.m.

Office Contact Information

Main Office-703.670.3173

Fax-703.583.7233

Attendance Hotline-703.586.9208

Cafeteria-703.586.6520

RJ Lucciotti, Principal: luciorj@pwcs.edu

Tiffany Turner-Bell, Assistant Principal: turnerts@pwcs.edu

Christine Gruszkowski, Secretary/Registrar: gruszkca@pwcs.edu

Kathy Canales, Secretary: SalazaKM@pwcs.edu

Jenna Forester, Nurse: forestjk@pwcs.edu

Jeanette Montes, Parent Liaison: montesjj@pwcs.edu

Juan Gonzales, Cafeteria Manager: gonzaljc@pwcs.edu

Pattie Website: www.pattiees.schools.pwcs.edu

YouTube Channel: Pattie Elementary School

Pattie's 4 Elements

Every staff member and student, from kindergarten to fifth grade, is assigned an element – Air, Earth, Fire or Water. Each element operates as a team, earning points for “leveling up” and for demonstrating outstanding behavior and accomplishments that go above and beyond expectations. We use this as a vehicle to teach sportsmanship and the importance of working together for a common goal. We regularly recognize and celebrate point leaders throughout the year, and in June, all points are all tallied from the entire year, and

everyone comes together to celebrate the champion. The ultimate prize is the trophy located in our lobby and bragging rights for the next year!

Every Wednesday students are expected to wear their t-shirts for “Element Wednesday.” Shirts are given to students at the beginning of the school year and are available for purchase afterwards. T-shirts are also available for families to purchase in our front office.

5th Grade students have the opportunity to become Element Ambassadors. This is a leadership opportunity that they need to apply and interview for. One student is selected from each element to represent them for the year, and they meet regularly with Pattie’s Principal for leadership lessons and school-wide decision making and planning opportunities.

Pattie’s *Level Up* System

Pattie’s “Level Up” system is intended to harness the power of individualized goal setting. All students are expected to have at least one personal goal, which may be in addition to other academic goals. As students demonstrate progress towards their goal(s), teachers reward them with a point, paw, star, or whatever method that teacher chooses. Once a student earns a set number of “points”, he/she may level up and move up to the next level on their classroom’s level up board. Once a student reaches one of three school-wide benchmark levels (blue & gold), he/she will be recognized. If a student moves through every level and reaches the final benchmark level – Legend. Upon reaching Legend, each student will have their picture displayed on the school’s Legend wall.

Attendance

Regular attendance is essential for success in school. We encourage your child to come to school daily and on time. If your child arrives after 8:55 they are considered tardy and will need to be signed in by a parent/guardian. **If your child will be absent, please call the attendance hotline at 703-586-9208 or update the reason in ParentVUE.** If no call has been received for students who are absent, a call will be made from the school to verify your child’s absence.

Three days of unexcused absences will warrant a letter from school and 5 unexcused absences will result in a conference with the school to develop a plan for consistent attendance. After 15 consecutive days of absences the student will be withdrawn from the school roster and must be reenrolled. A student who misses more than 10 days of school for the year will receive a letter from the office and can be considered for retention. Tardiness is excused for late arriving buses. If you are planning an absence (not due to illness) for 3 or more days, a written letter needs to be sent to the principal at least one week prior to the expected absence. Many factors are considered in the approval or disapproval of the absences. Parents will receive the decision in writing. If the extended absence is denied, it will be unexcused. ***Please note that teachers are not responsible for pre-assigning work or allowing make-ups for work missed during excused absences.***

If your child is considered chronically absent, which means they are missing 10% or more of the school days at any point in the year, will receive an individualized intervention, including goal setting and regular check-ins from a school counselor.

Tardies do accumulate into days of absence! For example, if a child has 10 tardies and his/her missed school time adds up to 6.5 hours, it will also count as full day of absence from school.

Arrival and Dismissal

All students will have a tag placed on their backpack on the first day of school. This tag will identify how the students will get home. If necessary, your child may have two tags on their bag. Please do not remove it.

Walkers

Students who live within the walking boundary will walk up the pathway from Waterway and enter the building through door # 13. Staff will be there to greet students at 8:45 a.m. Students will not be permitted to enter prior to this time. If students choose to ride a bike, there is a bike rack located behind the school where students can lock their bikes. *(Please note that Pattie ES is not responsible for bike locks, or any damage incurred to property)*

Students will be dismissed at 3:25 p.m. **Kindergarten parents will need to pick up students and have a valid ID in order for students to be released.** Anyone who is authorized to pick up your child must be listed on the emergency card. Please notify your child's teacher if your child will be walking home with an older sibling.

Students are expected to go straight home after school. Playing in the playground will not be permitted unless a parent/guardian is present.

Kiss and Ride

There is an established traffic lane designated as a safe place for dropping off and picking up at the end of the day. This route is separate from the bus loop, which helps us avoid problems with buses. The drop off/pick up location is the loop around the lower parking lot. There will be staff out front to help guide traffic and to ensure everyone's safety.

Families who wish to pick up students, even occasionally, will need to come into the office and register for a vehicle tag that will need to be placed on your rearview mirror – making it visible to staff. Please use the designated lane and observe safety rules to keep the flow of traffic moving.

- Please do not block the entrance and exit of the bus loop so they can enter and exit in a timely manner. **Buses have the right of way.**
- Pull forward as far as possible into the designated lane before loading and unloading.
- Load and unload in the designated area only. Staff will be available to assist.
- Students are to load and unload from the right side of the vehicle, and they're expected to buckle and unbuckle themselves.
- Do not pass cars in line.
- Remain the driver's seat. Staff will be available to help unload students.
- Please **be respectful** to the directions of the school staff who will be assisting in the flow of traffic and the safety of the students.

Buses

Riding the bus is a privilege for students. Students are required to follow the rules at the bus stop and while on the bus. Please refer to PWCS' Code of Behavior, found in your back-to-school information in ParentVUE, for specific rules. Typically, when the school receives a behavior referral from any child's bus driver, a warning and parent phone call will be made following the first infraction. After the 2nd infraction, and any additional infractions thereafter, a child may have bus riding privileges revoked for a period of time – up to and including, the remainder of the school year.

During dismissal, you can track the departure of your student's bus from Pattie using this Zoom link:
<https://pwcs-zm-edu.zoom.us/j/81659853140?pwd=L3p5RWWh5K0FteUNpSkF1bC9VenQrZz09>

Bus Passes

Whenever it is necessary for a student to ride a bus other than the one he/she is normally assigned to, or if your student plans on getting off at a different stop, parents must send a note to school.

Early dismissal

If it is necessary to pick your child up prior to the end of the school day, please send a note to your child's teacher or call the office. Parents or authorized persons must show a valid ID for the child to be released.

Students will only be released to individuals listed on their emergency card.

If an early dismissal is necessary, please pick your student up before 3:00 unless there is an emergency.

There are a lot of moving parts during dismissal time, so we need to ensure that all children are accounted for and dismissed properly. Picking up a child during this time can jeopardize the safety of all students.

Birthdays

We ask that you **do not bring in outside food for your student's birthday**. You are free to send in other small toys, birthday pencils, stickers, etc... We ask that you do not distribute birthday party invitations in school during school hours.

Cell Phones

Student cell phones are allowed at school however, they need to be inside of their bookbag and turned off. If there is ever a need to contact your student for an emergency, then you should call the main office and we will contact your student. If a student is unable to keep the phone in their backpack, it will be held by the teacher and returned at dismissal. If this occurs a second time, the cell phone will be held in the office, and the parent will be called to pick it up. Any cell phone brought to school is the responsibility of the student. PWCS takes no responsibility to search for lost or stolen cell phones nor is there any financial responsibility by PWCS for lost, stolen, or damaged cell phones.

Code of Behavior Handbook

At the beginning of the year please familiarize yourself with the Code of Behavior Handbook. It can be accessed online through the PWCS website: https://www.pwcs.edu/about_us/code_of_behavior or as a part of your back-to-school forms in ParentVUE. The handbook contains PWCS student expectations of behavior and conduct. There are other important pieces of information for parents to include:

- *Family Life Education curriculum and opt out forms
- * Medication Administration Authorization Form
- *Complaint of Bullying form

*Complaint of Harassment and Discrimination form

*How to Opt-Out of Student Information/Photo Disclosure

Communication

Families will receive a monthly school newsletter, via email – complete with news, upcoming events, and highlights of positive things taking place throughout the school.

While some teachers may use multiple methods of communication, all teachers are required to use School Status as their primary method of communication.

Teachers can also be contacted via phone call or e mail. Please keep in mind that teachers cannot accept phone calls or respond to texts and emails during the instructional day. If you leave a message for the teacher, expect a return call within 24 hours.

Dress Code

Students are expected to come to school ready to learn. As stated in the Code of Behavior, clothing that displays gangs, weapons, profanity, alcohol, or tobacco products will not be allowed. The 3-finger rule requires the width of material on the child's shoulder. Any garments that have less than that are to have a tee-shirt underneath. Also, all tops should be long enough to cover the stomach/navel. All pants/shorts need to sit on the student's waist area. Shorts and skirts must follow the 5-finger rule. When the child stands and places their hand on the side of their leg, their shorts/skirts must be longer than their longest finger. Dress Code concerns will be handled administratively, and parents may need to provide a change of clothes.

For P.E. students are expected to wear athletic shoes (sneakers/tennis shoes). Flip flops, open toes shoes and heels are not appropriate for P.E. or recess due to safety concerns.

Grading and Assessments

Grading for Growth is a shift from traditional grading practices that emphasizes clear learning outcomes to be assessed, separation of behavior from proficiency on a learning objective, multiple opportunities to demonstrate proficiency, and using only the best evidence of mastery for each learning objective. **The purpose of offering multiple opportunities to retake an assessment is to help ensure that students reach a level of proficiency (not mastery) of standards before moving on. It is NOT to provide opportunities for students to reach the highest grade possible.** Teachers update grades regularly and are viewable any time through ParentVUE. Please refer to PWCS Regulation 661-1 for more information on PWCS' elementary grading practices.

Homework

The purpose of homework is to provide practice of a concept already taught by the teacher. Homework, when assigned, will be incorporated as a meaningful component of the instructional program. We believe that students work hard during the school day and should have a break when they get home to play and enjoy family time; therefore, homework will be minimal. At minimum, all students should read or be read to at least 20-30 minutes each night. Each teacher/grade level develops their homework expectations following PWCS regulations.

Instructional Programs

Students receive daily instruction in reading, writing, math, science and social studies. On a 6-day rotating schedule, students receive instruction in Art, Music, Technology, and Library, and they will participate in PE twice in a 6-day rotation. Our 5th grade students have the option to participate in PWCS' strings program.

We also have special instructional programs for students who qualify.

ESOL (English for speakers of other Languages)

Students who speak languages other than English are assessed and identified for this instructional program. Initial identification and testing are conducted at the Central Registration Office. Once identified, students are provided services according to their identified level and needs.

Gifted Education

PWCS' Gifted Education program offers resource services from kindergarten through 12th grade for students whose learning needs cannot be entirely met in the general education classroom setting. Minutes and frequency of services vary depending on the grade level. Differentiated classroom services are also provided through collaboration between classroom teachers and the gifted resource teacher. For more information, please contact Michelle Anderson, Gifted Education Resource Teacher, at: andersmi@pwcs.edu

Special Education

Our student population has diverse instructional needs; therefore, some students receive individualized instruction based upon their Individualized Education Plans (IEP's) and their identified academic, behavioral, or emotional needs. Please contact Mrs. Turner-Bell, Assistant Principal, for further information.

Lunch Accounts

Information about lunch menus, costs and the application process for free/reduced lunches can be found at this site: <https://www.pwcsnutrition.com/>

Medication

Prescription medication requires a completed physician's authorization form. Over the counter medications (ointment, Tylenol, Benadryl, etc.) require a parent's authorization form. Students with asthma or severe allergies should have a treatment plan on file (nebulizers, Epi-pens and inhalers) and all medications provided to the school. Health Treatment Plans should be current with appropriate signatures from the healthcare provider. Parents will need to bring the medication to school. Students are not allowed to carry medication themselves. Please ensure that the medication is in the original container. ****Any changes in medication must be submitted on a new authorization form. All medications must be picked up by the last day of school or they will be discarded.*** Students may carry cough drops, lip balm, hand sanitizer and sunscreen as needed without a permission form, but they cannot share with other students. For further information, questions or concerns please contact our school nurse, Jenna Forester, R.N. (703.670.3173)

Parent Engagement

We are fortunate enough to have a wonderful Parent Liaison, Mrs. Montes, whose primary responsibility is to engage families for the benefit of their child(ren)'s education. Students/families are identified based on any number of risk factors, such as chronic absenteeism and/or insufficient academic progress. We encourage families that are contacted by Mrs. Montes to welcome her assistance for the benefit of your child(ren).

PTCO (Parent Teacher Cooperative Organization)

The PTCO works to bring our community together in support of Pattie ES, its staff, and students. Your involvement is crucial to the PTCO's ability to achieve its objectives. Our PTCO sponsors various fundraising and school events for our entire community. Any profits made during fundraisers and Spirit Nights are used to host PTCO sponsored activities or given back to the school for the benefit of students. Meetings are generally held the 3rd Tuesday of every month at 6:30 p.m.

For more information, please visit the PTCO page on Pattie's school website, under *Be Involved*, and/or come to any of our meetings! Reminders for monthly meetings will be included in the school's monthly newsletter.

Principal's Advisory Council: Opportunity for Decision Making

The Principal's Advisory Council is a representative group of parents, community members and staff that collaboratively work with Pattie's Principal to review instructional programs and progress, discuss budgetary guidance, and address community and school related questions and concerns. The Council creates and monitors our Strategic Plan which addresses the needs identified in the student achievement and satisfaction data. The Pattie Advisory Council typically meets every 3rd Tuesday at 5:00 p.m. All parents, family members and staff are welcome to attend these meetings. The Advisory By-laws and monthly minutes can be found on the Pattie homepage and reminders for upcoming meetings are shared in the school's monthly newsletter.

Report Cards

Report cards are released at the end of each quarter, and they are only viewable in ParentVUE.

School Safety

Keeping students and staff safe is our #1 priority at Pattie. Anyone who enters the building must have an ID and sign in at the front office. All parents and visitors must enter directly through the office and will have their ID run through our security system. At that time, you will be provided with a visitor's badge. When leaving the school, don't forget to turn in the temporary badge and retrieve your ID. We also have a full-time Security Assistant on-site. Mr. Duah completes regular building checks and is frequently positioned in the front office of the school. Here are some tips to help us ensure student safety:

- Keep your child's emergency card in ParentVUE updated with any changes to phone numbers, emergency contacts, and anyone who is designated to pick up your child.
- Notify the school if there any potentially serious or unusual situations that we need to be aware of when it comes to the safety of your child. (custody situations, change in pick up persons, etc..)

- If there is a change in how a child is going home, let the office know of the change and they will follow up with the teacher to ensure your child gets home properly. (If it is a permanent change, we will change the tag on the backpack)

Safety Drills

Safety drills are conducted periodically throughout the year, and all staff and students will participate in scheduled and unannounced safety drills. Staff will supervise their classes and account for each student throughout the exercise. Dates of upcoming lockdown drills will be communicated in the school's monthly newsletter.

During any emergency we activate our safety procedure according to PWCS guidelines. The following safety drills are conducted throughout the year:

- Fire Drills
- Tornado Drills
- Lock Down Drills
- Earthquake Drills

*In case of an actual emergency parents will be notified through School Status (email and/or text) with information and any next steps, if necessary.

Technology

Every student at Pattie will have a device – either an Ipad or laptop – assigned to them. Parents will be asked to sign a loan agreement form as part of their back-to-school information in ParentVUE. **We strongly recommend purchasing insurance for your child(ren)'s devices.** Information on the insurance can be found, here: <https://securranty.com/pwcs> Students will also be asked to abide by PWCS' acceptable use policy, which can be found in PWCS' Code of Behavior.

Volunteers

Pattie welcomes all volunteers to the school. Volunteers may be working directly with teachers in their child's classroom, in our library, or with our PTCO. All volunteers working in PWC Schools must be provided with a copy of the "GUIDELINES FOR VOLUNTEERS" and sign the "ACKNOWLEDGEMENT OF RECEIPT" form. Stop in the front office at anytime to obtain these forms. **If you have signed the guideline previously, you do not need to sign again.