

Springwoods Elementary School

(703) 590-9874 Attendance Line (571) 298-0357

Web Site: <http://springwoodses.schools.pwcs.edu/>

Janeene Mainor, Principal, Ken Burton and Kenneth Harkins,
Assistant Principals

SCHOOL DAY 8:45am-3:25pm

The school day begins at 8:45am with morning announcements and ends at 3:25pm. Students should not arrive to school before 8:25am. For breakfast, students enter the building through Door 3 starting at 8:25am or Door 20, if Kiss and Ride. Students head to class at 8:35am. Morning bell rings at 8:45am.

COVID-19

Please keep student home if he/she has illness symptoms not related to allergies. Please report this absence and reason to the Attendance Line (571) 298-0357. Please notify the nurse of exposure to Covid-19 or Covid-19 diagnosis in household. Stay informed about Covid-19 Safety on the PWCS Covid-19 Dashboard at www.pwcs.edu. Clinic Phone Number (571) 298-0267

LATE ARRIVAL AND EARLY DISMISSAL

If your child arrives at school after 8:45am, **you must accompany him/her to the office** and must sign the student in.

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.

COMMUNICATION

The school newsletter is published through School Messenger and the school website the first week of every month. If you do not receive the Messenger email, please verify your contact information in ParentVue.

ATTENDANCE GUIDELINES

Attendance is critical for school success. **When your child is going to be out, please call the school before 9:00am at (571) 295-0357. 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. A pattern of absences or tardies will be addressed according to PWCS Attendance Guidelines and Virginia Code.

Prearranged Absence – In order for any prearranged absences to be classified as excused, a letter (or email) must be sent to Mrs. Mainor at least one week prior to the expected absence. Parents are encouraged to schedule family trips during school holidays. Prearranged absences that extend beyond 15 school days will result in the withdrawal of the student from school. In this situation, parents would be required to re-enroll their child.

SUPERVISION GUIDELINES

According to the Department of Social Services, NO child 8 years or younger is to be left alone at home without adult supervision. Additionally, children between the ages of 9-11 may be left alone without adult supervision for no more than 1 ½ hours.

CAR RIDERS

MORNING: Enter the Springwoods lower parking lot no earlier than 8:30am. Pull up close to the car in front. Stay in lane. DO NOT pull out of line to go around. After the 8:45am bell, park in the upper lot and escort student inside. Parent must sign in their student for the day and explain the late arrival.

AFTERNOON: Please complete a form to register. Enter the Springwoods lower parking lot no earlier than 3:20pm Display assigned number in car window. Kiss and Ride begins at dismissal, 3:25pm.

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.

KINDERGARTEN BUS RIDERS

Drivers will only release Kindergarten students to authorized adults or siblings. Adults should ALWAYS bring their ID to the bus stop for pick up in case asked by driver or by substitute driver. If any violation, student will be returned to school and parent will be called for pick up from school.

CHANGES IN TRANSPORTATION

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 and 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.

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 his/her Emergency Card; therefore, it is very important that parents update this information throughout the year.

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.

SCHOOL VISITORS

Per PWCS Regulation 926, all visitors must check in at the office. A photo ID is required before a visitor badge will be provided. A visitor badge must be worn at all times while in the school.

CLASSROOM OBSERVATIONS

Parents are able to observe their child's classroom in accordance with PWCS regulation 926. Please call ahead to make arrangements with the teacher and administrator. Visits are up to 30 minutes. Additionally, because classroom instruction is in progress, please do not have a conference with the teacher during the observation. Other criteria apply.

BIRTHDAYS AND OUTSIDE FOOD

In accordance with the PWCS wellness policy, nonfood celebration items are encouraged. Per the PWCS Management of Life Threatening Allergies in School and SACC guidelines: "If food is to be provided in the classroom the teacher must check with the parent of the allergy student prior to any food being given to that student. Please bring food for your child only (special lunch, cupcake...). This ensures there are no violations to any family's allergy restrictions, dietary/health and wellness preferences, or religious restrictions. If you wish to provide a store bought food product to other children, you must notify the teacher at least 3 days in advance of the date you plan to bring food so that she can request permission from the other parents for their children to receive food from a classmate's parent. Please include in your request the food item and the food ingredients. If a parent does not receive prior approval for providing food to the class, they will not be permitted to share the food with the class.

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:

- bare midriff tops, bare shoulder tops, or spaghetti straps, hats, bandannas, and other head gear unless related to one's religious practices
- t-shirts that display inappropriate language or offensive symbols
- bottoms that are not the length of a child's closed fists when arms are hanging at sides
- 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, inappropriate or a distraction to

the learning environment, he/she will be required to change clothing or will be sent home.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Cafeteria Phone Number: (571) 298-0354

PWCS is pork-free. Breakfast = \$1.50 Elementary Lunch = \$2.50 Students who meet the criteria for Reduced Priced Meals will receive Free Meals instead. Breakfast is available daily in the cafeteria at 8:25am. The PWCS Menu is published online. Menu changes occur due to supply.

CODE OF BEHAVIOR

Springwoods is a Positive Behavior and Intervention Supports (PBIS) School. Springwoods implements the "House Model," with Nest assignments for all Springwoods students and staff. Each Nest has its own identity and practices "Emmett's Essentials", 15 life lessons or expectations that not only foster community and kindness, but also, earn points for each Nest toward a quarterly reward.

Springwoods is also Virginia's first World Kindness School. Springwoods students and staff practice kindness everyday. All parents should review the *PWCS Code of Behavior* found online.

DEVICES

PWCS provides a device to every student. Parents are responsible for the care of the loaner device. Parents are liable for damaged devices.

TOYS and CELL PHONES (including watches w/phones)

Students may NOT bring fidget spinners, toys, games, electronic equipment, sport equipment, etc. to school unless they have been asked to do so by their teacher. If cell phones/communication devices are brought to school, they must be stored in the student's backpack and remain off for the entire school day, including the bus ride home. Violators are subject to confiscation of these devices. School division staff does not assume responsibility for the security of these devices.

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. Please check your PWCS app on your device, listen or watch one of the major radio or television news stations for announcements of changes in school schedules.

JOIN THE PTA



Email address: PTASpringwoods@gmail.com

Facebook: @PTASpringwoods

Springwoods on Social Media

