

The ABCs of Haymarket Elementary!

Parent Handbook

2021-2022

Welcome to Haymarket Elementary School, Home of the CUBS!
#Haymarkettogether

Due to local health conditions, some of these handbook items are subject to change.

A

Advisory Council: The HMES Advisory Council generates community input through parent members and teachers. It meets the 2nd Tuesday of every month at 6:30 PM in the library. Childcare is provided for school-aged children until 7:30 PM.

Administration: The Principal, Scott Baldwin, and Assistant Principal, Nicole Mills are the instructional leaders who supervise the safety and security of all, instruction, and manage the building. Nicole Mills, the Assistant Principal, is the Special Education and 504 Administrator. With instruction, safety and security being most important of the school day, please be respectful of time by pre-arranging meetings as needed.

Arrival Time:

School Hours

9:05 AM-3:55 PM	School is in session
9:15 AM	Tardy bell rings
8:30 AM-4:45 PM	Front office hours
6:30 AM-6:30 PM	School Aged Childcare hours (SACC)

Students should not be dropped off outside unattended. If you arrive after 9:15 AM, you should plan to park, and come into the building with your child to sign your student in the office.

Attendance: Under Virginia Law, students are responsible for attending school every day that school is in session.

Absences, tardies, and early dismissals must have documented approval from parent and school personnel. 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 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 703-468-2800. Please be mindful when you send the teacher or the office staff an email of a child's absence. They may not always see the email if they're not at school or our email system is down. There are times when the teacher is out sick and the substitute will not be able to access email accounts. Please contact the front office when planning a vacation which will result in an extended absence for your child. Make note: In keeping with division regulation, a planned or unexplained absence that extends beyond 15 days will result in automatic withdrawal from school. The parent will be expected to re-enroll the student(s) upon re-entry.

B

Birthdays: To celebrate our students and ensure we are allergy friendly, HMES encourages non-food options, such as an extra recess opportunity, reading a book to the class, or purchasing cookies from our cafeteria to share with your student's class! They are delicious and cost \$3.50 a dozen. Please contact our cafeteria manager Mr. Berendt Johnson johnsobe@pwcs.edu to order. If you do choose another food option, please contact your child's teacher to coordinate at least 3 business days in advance. School staff may not read food labels or check for the allergy safety of food items.

Breakfast: Breakfast begins at 9:05 AM. Breakfast will be provided free of charge for all students this school year.

Buses: Bus drivers always maintain safety and positive behavior and will communicate student Code of Behavior transgressions to administrators to ensure our students maintain our standards of behavior while riding in PWCS vehicles. Riding the school bus as a general education student is a privilege. Bus stop information can be found in [ParentVUE](#). For questions regarding bus transportation, please call McCuin Transportation Center at 571-402-3902.

C

Car Riders: Each family who wishes to provide their own transportation and pick up their student(s) from school in the Car Rider Lane will register and receive one numbered tag, but more are available upon request. You will need to complete the

registration form and show your ID in the front office to receive a tag with a designated number. Your number is assigned to your family for the entirety of time your child is a student at HMES. Parents dropping students off are expected to use the car rider line at the front of the building or park in the front parking lot. The side parking lot is reserved for staff, handicapped and van and bus riders.



Code of Behavior: Please carefully read the PWCS Code of Behavior available online from our school web page. These are reviewed with all students during the first quarter. 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 agreed to the Code of Conduct. Please remind your children that 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. Such actions create serious situations and consequences.

Communication: All our upcoming events and important information can be found on our web site, Facebook page and Twitter accounts:

- <https://haymarketes.pwcs.edu/>
- <https://www.facebook.com/HaymarketES/>
- <https://twitter.com/HaymarketCubs>

Counseling: Our school counselors provide support to students, parents, teachers, and staff that involve counseling, consulting, and coordinating classroom guidance lessons. They support and instruct students using a guidance curriculum

that includes social and peer relationship skills. You may contact our school counselors to share concerns about your child or ask for help for your family.

K-2: Ms. Criser and Ms. McLeod

3-5: Ms. Schenck and Ms. McLeod

D

Dismissal: Dismissal time is very busy! Please respect this time of day and do not request an early release after 3:30 PM. If your student is going home a different way than usual, please contact their teacher AND the front office as soon as possible. Kindergartners need to be picked up at their bus stops with an ID and this person must be listed on the [Kindergartner's Authorization form](#).

Dress Code: Student dress and overall appearance must meet the basic standards of health, safety, cleanliness, and decency. The Prince William County Schools' Code of Behavior has addressed several areas that are considered improper dress in any Prince William County school. If violated, students will be offered other clothes and a phone call home will be made. [Code of Behavior](#)

E

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, as well as e-mail addresses. Please advise the office if there is a change in the information on your child's emergency card any time during the year.

Encore: Every student at Haymarket ES receives Art, Music, Library, Guidance, Drama, and Physical Education. Homeroom teachers will provide a copy of the class and encore schedule. We rotate on a 6-day system, with P.E. meeting twice during this rotation. The Encore teachers can be reached by email and welcome your communication.

G

Gifted & Talented: SIGNET is Prince William County's program for identified gifted students in the 4th and 5th grades. Identified primary (K-3) children participate in the START program. Please contact our Gifted teachers, Mrs. Phillips (grades 4&5) or Mrs. Kidwell (grades K-3) with additional questions if you would like more information about these programs. [PWCS Gifted Information Page](#)

Grading for Growth: Students will receive a report card at the end of each quarter in [ParentVUE](#). Please check [ParentVUE](#) regularly for updates daily on your child's current progress. Please contact your child's teacher if you have concerns or would like a conference to review your child's progress. For questions regarding PWCS grading, please refer to the Grading Regulation [\(661-1\)](#) on the PWCS homepage. Parents are encouraged to access [ParentVUE](#) (previously Parent Portal) to review their child's grades.

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 unit of study
- Practice for applying new knowledge and skills
- Revisit knowledge and concept for review
- Prepare for an upcoming assessment

You will receive information from your child's teacher for individual homework information. Homework will not be assigned over any holiday break from school. Reading for 10-30 minutes a night with a family member is very important.

<u>Grade</u>	<u>Frequency</u>	<u>Daily Guidelines</u>
Kindergarten	Monday - Thursday	10 to 20 minutes Teachers encourage parents/guardians to either read to their child or listen to their child read. Teachers may also provide parents/guardians with activities to follow up their child's learning in other content areas.
First-Second	Monday – Thursday	10 to 20 minutes
Third-Fifth	Monday – Thursday	30 to 50 minutes

I
Illness: If your child becomes ill while at school, we will notify you by phone to pick up your child. It is the expectation that students will be picked up in a timely manner. If a child has a fever, please keep the child home for 24 hours until the child is fever-free.

Insurance: Many parents without insurance coverage worry about protecting their children in the event of an illness or injury. Optional student accident insurance is an inexpensive way to provide medical coverage in such events. Affordable student accident insurance is available for purchase through a group rate. For more information, please refer to PWCS homepage, click parents at the top right and there is [a link for insurance](#) under Health and Safety.

K

Kindergarten Arrival and Dismissal: 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. [Kindergarten Authorization form](#). For questions regarding bus transportation, please call McCuin Transportation Center at 571-402-3902.

L

Lost & Found: Our school has a Lost & Found. Parents are invited to check the Lost & Found as often as needed. The items left unclaimed will be donated to an area charity at least two times per year.

Lunch: Sometimes parents like to join their student for lunch on a special occasion. Please keep in mind that we will not interrupt learning to pull a sibling from their class time to join the parent and brother/sister for lunch. Our priority is to maintain learning momentum, classroom structure and appropriate supervision for all students, every day! Please sit with your student's class during lunch. Each class has two tables, one even numbered and one odd numbered. Odd tables are allergy friendly tables. Students who buy school lunch may sit at either table and students who pack their lunch will sit at even numbered tables. If outside food is brought in, please sit at the class's even numbered table. Please check in with an ID at the front office before going to lunch. **Lunch will be provided free of charge for all students this school year.**

Lunch Accounts and Meals: PWCS is offering free lunch to all students this school year. Students may be able to purchase a la carte items such as a cookie or fruit juice. If you have concerns about the type of food served or lunch accounts, please contact our cafeteria manager by calling the front office. Please access PWCS School Food and Nutrition Website for more information (Menus and more!) [Click Here](#).

M

Media Center: All children visit our school's library during the block rotation for story times, library skill classes, book swaps, and research. Ms. Zenoniani, 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!

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 in the link above. Please contact our school nurse, Ms. Stevens, if you have any questions or concerns.

Multi-sensory Learning Lab: HMES has an amazing lab in the library to encourage a multi-sensory approach to learning to read. Please contact your child's teacher to become trained to volunteer in the lab.

N

Newsletters: We place a high value on communication with parents. Our monthly newsletter is called *Haymarket Happenings* and is sent via email and social media to all our families. It is also posted to our school's website. Look for your child's teacher to send out newsletters, calendars, and emails to keep you informed this year. In addition, frequent tweets and Facebook posts share news and updates.

P

Parent Engagement: We want our Haymarket families to be more than involved at Haymarket, we want our families to be engaged here! Parent Engagement involves positive two-way communication that encourages a sharing of ideas and leadership to support students. Some ways to be engaged at Haymarket include: Watch D.O.G.S., PTO leadership positions, Advisory Council, and volunteer opportunities. Please check out the link on our website at the top navigation bar entitled “Parent Engagement” or contact the main office at 703-468-2800.

Parent Involvement: At Haymarket ES, we encourage Parent Involvement, or opportunities for parents to participate in school activities, such as the PTO, attend class activities, such as plays, book fairs, musical productions, Back to School Night, Open House and more. Please join us throughout the school year and contact your child’s teacher, social media/school website, or the front office for information about upcoming events and become more involved at Haymarket ES.

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 take place the third Tuesday of every month at 6:30 PM in the library. Child-care will be provided for school-aged children. Activities organized by the PTO include, but are not limited to:

Spirit Nights at area businesses	Back to School Event
Student Enrichment Program Fall and Spring	Boosterthon Fun Run
Staff Appreciation Week	Family Dance
Family Bingo Nights	Breakfast with Bear Cubs

ParentVUE: [ParentVUE](#) is PWCS Parent Portal. Please note that report cards, bus information, up-to-date attendance, tardies, and grades can be found within this valuable tool. Please be sure to log in regularly. If you are new to PWCS and did not receive an activation e-mail, please contact the main office.

Parking & Traffic Congestion: Parking is very limited during special events and especially during dismissal. If you need to park and come into the building, please do not park along the yellow “No Parking Zone” curbs. Also, personal vehicles should never drive in our bus loop during bus arrival and dismissal. Car riders should stay in the car rider lane only and exit from curb or passenger side only. During arrival and dismissal, please park in the front parking lot only, as the side parking lot is for handicapped, buses, van riders and staff. Parking in Handicap spots is not permitted unless your car is equipped with a handicap tag/license plate.

R

Recess: At Haymarket ES, in accordance with PWCS Regulation, provides thirty minutes per day of unstructured time. Weather permitting, recess takes place on the school playground. If the www.weather.com “feels like” temperature is 90 degrees or above and below 32 degrees outside, recess may take place within the school building for student safety.

Response to Intervention: At HMES, we provide tiered differentiation, support, and extensions to support learning success. Our intervention team meets regularly with our AP, Mrs. Mills, to review student progress and academic and/or behavioral data to ensure we are steadily moving towards our goals. Teachers meet regularly in collaborative teams with the principal and assistant principal, to benchmark progress for all students. Our parents are an important member of the intervention team and will be invited to all intervention meetings for their child.

S

School Photos: Pictures are a vital part of telling the HMES story. According to 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 (790-3) can be found on the PWCS website.

School-Wide Positive Behavior Support: At HMES, we believe all students and staff 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. Our Cubs work as a classroom team to define quality student behaviors and to create positive learning environments. 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. Reflection Forms are provided to support school-home communication and are not discipline referrals. [Code of Behavior Information](#)

Snacks: PWCS has a Healthy Communities/Healthy Youth initiative. Please make healthy choices when you prepare snacks for your child to bring to school and be mindful of any classroom allergies.

Strings: Strings instruction will be offered to 5th graders at HMES.

Student Activities: Upper grade students are given the opportunity to participate in many activities: Student Council Association, Safety Patrols, Strings, and Chorus. Students will be given information for each of these different opportunities at school. All our students have an opportunity to participate in our PTO sponsored Student Enrichment Program. Parents will receive information about upcoming sessions, fees, and application deadlines.

T

Tardies: The tardy bell rings at 9:15 AM and children should be in their classrooms before it rings. Students who arrive after the tardy bell has rung (when the sign is posted in the car loop) should be accompanied by a parent to sign in at the front office. Parents will not be allowed to walk their child to class when they are tardy. Students who ride the bus will never be considered tardy for bus related delays.

V

Visiting School: 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 with an ID. Prince William County Schools require that photo identification be left in the office. You will be given a visitor's badge that must be visibly worn at all times. Your photo identification will be returned to you when you sign out and return your visitor's badge (Regulation 926-1).

Volunteers: We love volunteers at Haymarket ES! All volunteers are asked to prearrange times with teachers in advance. Volunteers should always check-in at the office and report only to the classroom where you have prearranged your visit. Safety and security in the building remain a priority and we appreciate your support by always arranging your volunteer time in advance. During volunteering, "surprise" visits to your child's classroom are not permitted to keep the instructional focus maintained.

W

Watch D.O.G.S.: At HMES, our Watch D.O.G.S. (Dad of Great Students) are a huge part of our volunteer community. Please contact our Top Dog or our school counselor Ms. Criser to sign-up. crisersw@pwcs.edu

Website: School closings, delays, and early dismissals that are called by PWCS are also posted on our school web site. Mark our page as a favorite and check our web site regularly!
Our web address is: <https://haymarketes.pwcs.edu/>

Y

Yearbooks: Yearbook sales are advertised in early spring. Yearbooks will be distributed during the last week of the school year at the latest.