

## T. CLAY WOOD ELEMENTARY SCHOOL PARENT HANDBOOK!

Our school vision states that we are: "A Community of Leaders and Learners Achieving Excellence." We believe that when teachers, staff, parents and students all work together as a team; our children will have a more productive and successful year and learn to their fullest potential. Thank you in advance for your assistance and support and for entrusting your children to us. If you have any questions or concerns, please feel free to contact us. We look forward to teaching your children. Sincerely, Andrew Buchheit, Principal.

### ATTENDANCE

It is the responsibility of parents/guardians to see that their child attends school regularly and on time every day. Every school day is important to the education of your child. Research tells us that the best learning takes place during the interaction between the teacher and child in class. Simply making up the missed work does not begin to take the place of actual class attendance. Students who enter class tardy are disruptive to classroom instruction and can have a challenging time getting into the classroom routine. The same holds true for students who leave early. If it is necessary to leave school before the regular dismissal time, send a written note to the teacher indicating your intentions. **We discourage vacations during the school year.** However, we know for a variety of reasons they may occur. Please send a note or letter in advance to the teacher and the principal informing the school of your plans. The principal has the responsibility of approving prearranged absences. We realize in the case of a family emergency that this may not be possible. **Teachers are not required to provide assignments in advance.** We would encourage students to read, keep a written journal and practice math facts while out of school. Students can complete make up assignments when they return.

**If your child is absent, please call the school at 703.594.3992 or email [CWES-Timberwolf-Attendance@pwcs.edu](mailto:CWES-Timberwolf-Attendance@pwcs.edu)** This is for your child's safety. If you do not contact the school, you will receive an automated phone call message or a call from the office. If we do not hear from you; your child will be marked as unexcused for the day. Students with excused absences are allowed two days for every day of absence to make up work. Students are responsible for making up work when they are absent. Please send in a note to confirm and excuse the absence when your child returns to school.

### BRINGING ITEMS TO SCHOOL

Students should not bring toys, games, comics, trading cards, electronic games, sports equipment, bikes, rollerblades, skates, rolling backpacks, etc. to school unless they have been asked to by their teachers (i.e. show and tell). The student will assume responsibility for any item brought to school. Students are not allowed to bring in party invitations to school unless they bring in an invitation for all students in a classroom. **Students should never bring anything that can be seen or used as a weapon to school. Please do not send in balloons/flowers for students as these items would be distracting to the educational environment.** Students can bring in their own devices based on teacher permission. Please coordinate with your child's teacher and review our BYOD policies and procedures and know that we are not responsible for damage or loss to any devices. If **cell phones** are brought to school, they should be turned off and kept in book bags during the school day unless allowed by the teacher. **Students should not receive calls or texts during the school day on their cell phones or smart watches, etc.** We are following PWCS Regulation 275-1 which discourages sharing of food or beverages. Please keep this in mind and try to refrain from sending in birthday food treats to school. Please do not bring rolling back packs to school for safety reasons. For multiple safety reasons, Pets and animals are not allowed to be brought into the school building. **Students may bring water bottles to school. Water bottles should only contain water and not juice, soda, etc.**

### BUILDING A POSITIVE SCHOOL COMMUNITY - BEHAVIOR MANAGEMENT PLAN

Please take time to read over our school wide Behavior Management Plan - "Building a Positive School Community" with your student. The plan outlines our expectations and responsibilities for all members of our school community. We have high expectations of our students. **Our 3 Be's: Be Safe, Be Kind and Respectful, and Be Responsible and Ready to Learn.** We believe that self-discipline leads to sound instructional growth. Proper behavior is expected at all times and locations while at school (restroom, lunch, bus, the bus stop, on the way to/from school, hallways, and on the playground.) Teachers will review the Code of Behavior and this Plan with students. We are committed to providing the most effective learning environment, which maximizes instructional time for all. We also believe it is important to recognize our students for their successes and hard work, good attendance, and

excellent behavior. We encourage our students to "Strive to Make a Positive Difference at School", model Quality Leader and Learner behaviors and show their TERRIFIC character. All students and parents are responsible for adhering to the Code of Behavior.

### **BUS RIDERS AND BUS PASSES**

**Bus Riding** - Please remind your students to follow all stated bus rules and school rules when riding the bus. Bus riding is a privilege and students can be removed from the bus if they are not following the rules, behaving inappropriately or creating an unsafe situation on the bus. Students should remain seated, not throw anything, or say or do anything that can hurt someone else, themselves or anyone's property.

**Bus Pass** - Whenever it is necessary for a student to ride a bus other than the one he/she is normally assigned or get off at another stop, parents must send a note or email to school by 3:15pm. The office will approve these.

**Bus Stop** - Students need to follow school rules and behave appropriately at the bus stop. Students should not be playing games and throwing balls. Please remember to be respectful of the homeowner property or HOA property around the bus stops. Students should be waiting on the sidewalk for the bus. Students should not be playing in the street. Footballs should not be transferred back and forth to school. Also, please remind your students to watch the volume of their voices as some families are sleeping or have younger children.

**Kindergarten Students** - All Kindergarten students must be accompanied to and from bus stops by a parent, guardian or other designated individual. Those authorized to take custody of kindergarten students must be listed on the Kindergarten Authorization Form maintained by the bus driver and the school and they must have identification available when receiving a student at the bus stop. An older sibling who is at least 12 years old may take custody of a kindergarten student at the bus stop. No change of custody is required if an older sibling is riding the bus with a kindergartener unless the parent has indicated otherwise.

### **CAR RIDERS**

Bicycles, skateboards, and roller blades are not permitted.

**Drive Carefully** - Please remember when picking up your students and driving your car in our parking lot to drive carefully and stay observant. We have many students leaving our building. Please follow the posted speed limits of the roads in and around our school.

**Car Rider Tag** - Parents who are picking up their students by a car must obtain a Car Rider Tag. These tags need to be picked up by the parent/guardian from the office and will not be sent home with students. We request that when you are dropping your students off or picking your students up from the car line that you, please, enter (and exit) through the T. Clay Wood entrance NOT the Patriot High School entrance. Please save your tags from year to year while you attend T. Clay Wood and return them to the office when you leave school.

**Fire Lane Hazard** - Please do not arrive before 3:25 pm to pick up your students and wait in the pickup lane. This is a fire line and needs to be readily accessible for emergency equipment. Thank you.

**Morning Drop Off (Parents Driving Students)** - We have a student drop off area in front of the school. Please keep cars in a single file. If you need or wish to park, use the visitor parking spaces. Parents/adults must walk students to the crosswalk. Please do not leave an unattended car in the drop off lane. Students may not be dropped off before the bell rings. Supervision is not available for students until this time. Please exit out of our parking lot. Please do not just drop off students in lot. Please do NOT park in the car loop line prior to 8:50 am as other students are being dropped off for activities. Please do not enter through Patriot HS Entrance.

**Afternoon Pick up** - If you are picking up your child in the afternoon and have a car rider tag issued from the office, please form a single line in the student drop off area. You cannot use the car rider pick up lane if you do not have a car rider tag. In this case, you will need to park in the lot and come into the front office. Your student will be released to you after the car rider line pick up is completed. If you need or wish to park or you do not have a car rider tag, use the visitor parking spaces. Please do not leave your car unattended in the car lane. We will have staff members assisting in the loading of students. This is primarily for student's safety. If you will be picking up your child on a daily basis, please complete a car rider form to receive 2 car rider tags. You will need to display one of these tags when you pick your child up. Please do not block the bus entrance/exit areas. Please exit out of our parking lot. Please do not arrive before 3:25 pm to pick up your students and wait in the pickup lane.

### **CHANGES TO ADDRESS, EMAIL, PHONE NUMBER**

Please inform the office when you have a change in your contact information or address. The automated phone system that is used for emergencies uses the current numbers that are in the system. You can request changes through the ParentVue System.

### **CLASSROOM VISITATION, VOLUNTEERS AND INTERRUPTIONS**

Parents are welcome to observe classes at school. They will first submit a written request to the principal stating the purpose and nature of the observation. The date, time, length of the observation will be scheduled by the principal. Observations will not exceed 30 minutes and are limited to one time per semester. Since classroom instruction is in progress, please do not have a conference with the teacher during the observation. **Please do not walk your child to class daily.** Our students need to accept the responsibility of getting ready for class. We also invite and encourage parents to volunteer at T. Clay Wood ES. Teachers and students appreciate our volunteers. However, please coordinate volunteering with the teacher in advance. Prince William County Schools requires all school visitors and volunteers to **sign in at the office or the welcome table and leave a valid photo ID. A badge will be issued. Please remember to bring your driver's license or valid photo identification with you in order to enter our building. We cannot let you enter the building or pick up your children without one.** When volunteering during the school day, due to sibling safety, non-T. Clay Wood ES siblings are not permitted to attend. Younger siblings can attend the kindergarten-fourth grade end of the year celebrations and the 5th grade Promotion Ceremony, if the younger students are monitored and supervised appropriately. It is up to the discretion of the teacher and grade level to allow younger siblings to attend other class celebrations during the year. Siblings in other grades may not be pulled out to attend another siblings Celebration. Younger siblings are not allowed to attend the 5th grade End of the Year Celebration.

**Classroom Interruptions** - We wanted to let everyone know that in order to limit interruption to the teaching and learning environment and protect instructional time, if you drop off forgotten lunches, homework or materials, we will ask you to leave these in the front office. We will inform the teacher who will pick it up at a more convenient time. In addition, when coming to have lunch with your child, please remain in the front lobby or office until your child's lunch time instead of going to the classroom. This will help us avoid interruption to classroom instruction. We want to thank you in advance for your understanding of this procedure and hope you know that our only intent is to maximize your children's instructional time.

**Field Trip Volunteers** - Field trip volunteers need to be 21 years or older if not the parent of the student. All field trip volunteers need to bring a valid driver's license to check in. A Field trip volunteers' responsibility is to monitor all students in their groups.

### **COMMUNICATION AND EMAIL**

Please call the office for urgent changes, information, messages that need a more immediate response. Teachers do not check their emails during the school day. Please give teachers/staff 48 hours (2 business days not counting holidays or weekends) to reply to an email. Also please remember to check the teacher and school websites for up-to-date information. This might help answer any questions you may have. This will help us preserve and protect student instructional time and teacher planning time.

### **DISMISSAL**

Please do not arrive early and ask to pick up your child unless you have an appointment. Instruction continues until students are dismissed. If you need to pick up your child for an appointment, please plan to arrive **before 3:30pm**. Please park and report to the office. Please do not leave your car unattended in the pickup lane.

**Emergency Card** - All parents picking up a student from the office must show a photo ID and be listed on the student's emergency card. Please inform the office beforehand if someone other than the parent is picking up your child from school for dismissal. The emergency card information is only used by school staff in case of an emergency with your student when school staff is not able to get in contact with the parent or guardian. It does not give the individuals listed on the emergency card the right to pick up your children at any time unless the parent or guardian sends in written permission to school informing us that the individual is allowed to pick the student up from school on the specific date.

**3:30 pm** - If you must pick your student up early, please arrive before 3:30 pm. We will not be able to call students to the office after 3:30 pm until all car riders are picked up. Students called for dismissal after 3:30 pm will be sent to the car rider area and will be brought up after all car riders are dismissed with the supervising

teachers. This way we can reduce interruptions to the classrooms, provide continual supervision for all our students and give our focus in the office to dismissing students. Parents coming in after 3:30 pm will be asked to wait in the vestibule outside of the office and once their students are brought up to come in and sign their students out.

**Changing Dismissal Routine - Parents, if you are changing your child's dismissal, you must send an email/note to the office or notify the office by 3:15pm.** The teacher and bus driver cannot accept a change if a student just tells him or her about the change without a note. In these cases, students are sent home the original way. In addition, please try to avoid changing dismissal procedures in the middle of the day and please send all dismissal changes to our office by calling our office at 703.594.3990 or sending a note in the morning. Emails sent to the teacher in the middle of the day may be missed if there is a substitute that day or if the teacher is not able to check his or her email.

### DRESS CODE

All students are expected to dress appropriately and maintain a reasonable appearance. The Prince William County Schools' Code of Behavior has addressed several areas that are considered improper dress in any Prince William County School. **Students are required to dress modestly and meet the standards of health, safety, cleanliness, and decency.** Their attire shall not be disruptive to the learning environment. We are requesting that students not wear the following articles of clothing to school: articles of clothing that advertise and/or promote the use of drugs or alcohol, or that display vulgar and/or inappropriate language or images, outside jackets worn inside the building, pants worn below the waistline, hats, hoodies over head in school, scarves, sport-type headbands, or any other type of head covering unless related to one's religious beliefs or practices; sunglasses, beachwear, sleeping apparel, undergarments worn as outer garments, white undershirts worn alone, halter tops, half-shirts, t-shirts and sweatshirts with waist-length arm holes, clothing that is too short or tight, see-through garments, bare midriff, long dresses, strapless dresses, spaghetti straps, tube or tank tops, bedroom slippers, flip-flops, high heels, shoes with cleats, shoes with wheels, socks only, jewelry or other items which could be regarded or used as a weapon. Shorts may be worn but must be longer than the end of the student's fingertips when arms are extended downward. Students must wear shoes. If sandals or clogs are worn, they should have a strap around the heel. We encourage children to wear sneakers or rubber soled shoes since they will be going outside for P.E. and recess. 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. Additional information is contained in the Code of Behavior.

### GRADING

Grades are available in ParentVue in the Gradebook. If you have questions about your student's grade on an assignment, please follow up with your child's teacher. PWCS schools follow a Grading for Growth Model to include the following guidelines for All Grades:

- Students need to demonstrate they have studied more (example signed note from parent), attended some type of remediation, completed an error analysis of incorrect problems or worked with the teacher before they retake an assignment.
- Retakes should be completed between 5-10 days from when the grade was given to the student.
- Teachers inform families of these guidelines at the start of the school year and keep them posted on their Canvas pages.
- Retakes need to be completed before the end of the quarter.

Kg-2nd grade: Provide remediation after county assessments and then allow students to retake an assessment.

3rd-5th grade -Retakes allowed on quizzes and tests, but not classroom assignments. Students or parents should reach out to indicate if they want a student to take a retake or not with 5-7 days of receiving the grade.

### HOMEWORK

The purpose of homework is to provide practice of an idea already presented by a teacher. Homework may consist of activities or projects, which enrich, enhance, and extend a school experience, provide real-life application of a subject being studied, and/or develop an appreciation of a community resource. The instructional objectives of homework and the weighting of homework in determining grades will be communicated to students and parents. **All students should read or be read to each night for the specific grade level required minutes. Teachers are not required to provide assignments in advance for students going on vacation.** Parents, please remind your students to bring their homework and all the materials they will need to complete their homework home with them



before they leave for dismissal each day. Unfortunately, once the teacher is no longer in the classroom, we cannot send students or parents into the building and the classroom to pick up the forgotten homework. The office is covered from 4:00pm-4:30pm and the lone office assistant cannot leave the office and front door unattended. Please understand that if the teacher is not in the classroom between dismissal and 4:30pm, we cannot send students or other visitors into their classroom. After 4:30pm, the office and front doors are closed. Please be sure that if you are in the building for another reason that you never trespass into your child's classroom without a teacher present as there may be confidential information and personal belongings that are in the teacher's classroom.

### **ILLNESS AND INJURY**

Children may become ill or get injured at school. Whenever this happens, the school will contact the parent. All parents must provide the school with the name and telephone number of a person who can be contacted in cases of emergencies. It is very important that parents update emergency numbers as changes of the contact person occur. Some of the reasons students may be sent home from school or why students should be kept at home include: Fever of 100.4 degrees or higher, contagious infections such as pink eye, strep, ring worm, head injury, diarrhea or vomiting, rash of unknown origin, head injuries, colds, inadequate immunizations with known disease outbreak at school. Please note other issues/illness may also require students to stay at home. Each student or incident is different, so please call our school nurse to confirm if you have any questions.

### **INCLEMENT WEATHER**

Please be sure you have made your children aware of what to do if schools are closed, open late, or close early. Parents should be particularly clear in their instructions regarding what to do if schools close early.

**WINTER WEATHER REMINDERS** - Please discuss these procedures with your child.

**Code Orange:** Virtual Learning Day for Students and Remote Work For Non-Essential Employees.

**Code Green:** Schools Closed for Students and Teachers

**Code Red:** Schools Closed for Students and Employees.

**All Day Closing:** All activities are cancelled at the school and all evening activities are cancelled.

**Two Hour Late Opening:** School will begin at 11:15 a.m. All before school clubs and classes will be canceled unless you have heard from the instructor. Lunch will be served. Breakfast will be served. Bus pick up will be two hours later than usual. School will be dismissed as usual.

**Two Hour Early Closing:** (Always Make Certain Your Child Knows Where To Go) -School will be dismissed approximately 2 hours earlier than normal for that day. All evening activities are cancelled.

**NOTES:** Please listen to the radio or television during inclement weather.

1. Please sign up to have school closings and activity cancellations emailed to you. You can do this at [www.pwcs.edu](http://www.pwcs.edu). This county website will also post closings and delays.
2. Please update your contact information in ParentVue. We use this information for the School Messenger system to inform you of early dismissals and so on.
3. Parents should not bring students to school early when a delayed opening is in effect because school staff members may also be delayed in getting to school.

**SACC Inclement Weather Plan** - if school is dismissed early, the afternoon SACC program will not open. If school is dismissed at the regular time but all afternoon and evening activities are canceled SACC will close 5:00 pm.

**PWCS Code Red/Orange/Green** - SACC is CLOSED.

### **INSTRUCTIONAL PROGRAM**

Language arts, mathematics, social studies, and science are the four major areas of study. Students in grades K-5 receive instruction in art, music, drama, science, technology, physical education, guidance and library. 4<sup>th</sup>/5<sup>th</sup> grade students may elect to take strings. Reading/Math resource, Special Education, and Gifted Education services are also available. Please contact the assistant principal for more information on these programs.

## LOST AND FOUND

Articles lost by students are kept in the office area where they can be claimed by students or parents. Articles not claimed after a reasonable length of time will be donated to a charitable organization. Parents are requested to label all articles with their child's name.

## LUNCHES

It is particularly important that students eat a wholesome meal at lunch. Nutritious lunches are available every day in the Timberwolf Café. Students can purchase a complete lunch or A La Carte items. Students who forget to bring lunch money can charge their lunch with the cashier. Parents should send payment the next school day. Checks should be made payable to Prince William County Food Service.

## MEDICATION

1. It is the intent of the Prince William County School System to assist parent(s)/guardian(s) by giving needed medication to students so that the student may maintain school attendance when parents are unable to come in.
2. It is the parent(s)/guardian(s) responsibility to provide the following for prescription or non-prescription medication:
  - a. The parent(s)/guardian(s) needs to sign the Release and Indemnification Agreement requesting Prince William Schools to dispense medication.
  - b. Over the counter medication requires a Medication Authorization form (Regulation 757-4, Attachment I) filled out by the parent/guardian. Prescription medication requires the physician to fill out the medication authorization form.
  - c. Medication shall be in the original container. Over the counter medication must be unopened.
3. **The school will not be responsible for lost or spilled medications.**
4. **Parents need to bring medication to the office themselves. Students are not allowed to bring in medication.**
5. Students are not allowed to keep any medication in their possession while at school. However, students may keep in their possession certain medication such as prescription inhalers, EpiPens, etc... if ordered by the physician. This will be noted on the health treatment plan by the physician. Parents must make this request of known to the school nurse. Medication may not be shared with other students including siblings.

## ParentVUE

Please take a moment to sign up for the Parent Portal through our school website or the PWCS website. Once you have access to the ParentVue, you will be able to view, online, basic information about your children as well as their grades and missing work. It is important that you update all contact information especially your primary phone number and email so that the automated phone system can contact you in case of emergency.

## PARENT ORGANIZATIONS

The **T. Clay Wood P.T.O.** exists to promote the educational welfare of our children. Parents are encouraged to be a part of the P.T.O. Funds raised from the PTO are used to support students, instruction, staff and programs. The **T. Clay Wood Advisory Council** consists of parent & teacher representatives. The Advisory Council advises the principal on the development, implementation and evaluation of the school plan. Anyone can attend an Advisory Council meeting. Please see calendar for meeting dates.

## PARENT REQUEST TO MOVE STUDENT TO ANOTHER CLASS

At T. Clay Wood, we take great care when forming classes. We consider many different variables when creating each class of students. This means your child might not be placed in a class with the same teacher that his/her older sibling had or with his/her best friend. We believe all our teachers are excellent and that your child will have an outstanding year as they learn to adjust to different teaching styles and classroom environments. We also feel that moving students from one classroom to another is not always in the best interest of the student being moved, the classroom he/she is moving from or the classroom he/she is moving to. For these reasons, we tend not to move students very often and look at any requests to move a student very carefully and in a precise manner. I have outlined the procedures we will follow in the event you request a different teacher for your child:

Step 1 - Meeting with the Classroom Teacher - When you believe your child is unhappy or not progressing in her/his class, you must first meet with your child's teacher. We have seen that most concerns are resolved in this manner.

Step 2 - Discussion with our School Counselor - If after meeting with your child's teacher, you still have concerns, you will need to contact our school counselor and talk with her to further discuss your concerns. Many times, this consultation will resolve any concerns you have. The counselor may also meet with your child.

Step 3 - Intervention Planning conference - If concerns are still present, the counselor will meet with you and your child's teacher together to discuss issues and develop mediation strategies to be implemented for at least 10 school days. If concerns are still present, it is the responsibility of the parent to follow up with the counselor.

Step 4 - Formal Written Request to Principal - In the unlikely event that you or the teacher feels that the issues or concerns have not been resolved and a transfer is preferred; a written request to the principal for your child's transfer is required from you. In this request, you must specify the reason(s) you feel your child should be transferred and why you feel this is in the best interest of your child. The principal will review all information and inform you of the decision for or against the transfer as soon as feasible. **Please note: The principal will make the final decision regarding the new class assignment and the new teacher.**

### QUESTIONS/CONCERNS FROM PARENTS

During the year, parents may have questions or concerns. **If this is a classroom issue, it is important that parents contact the teacher first.**

### REPORT CARDS

Report cards information is available in ParentVUE every 9 weeks. Once logged into ParentVUE, click Documents on the left side of the screen and look for the correct date and report card period.

### SCHOOL PHOTO POLICY

According to current PWC school 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 school division personnel. Photos and images may also be authorized for use by outside organizations such as the news media and scholarship providers so long as this is in the best interest of the students, the school and the school division and complies with other regulation guidelines. Any parent wishing to avoid use of their children's photos by external organizations may fill out and submit an opt-out form. These forms along with the complete Regulation (790-4) can be found online.

### STUDENT SAFETY AND SECURITY

To help ensure the safety and security of our students, these procedures will be followed:

1. All parents and visitors must report to the school office or Welcome Table directly upon entering the school. Prince William County requires that all visitors sign in and leave photo identification with a valid expiration date. Visitors will then be issued a visitor's pass. Our doors are locked at 4:30 pm each day.
2. We have the "buddy system" for when students move from one part of the school to another.
3. Keep your child's emergency information card, on file in the office, up to date with valid phone numbers, emergency contact persons, and persons designated to pick up your child from school.
4. Train your children not to become involved with strangers, to accept rides, etc. and to be alert to unusual happenings or "cruising vehicles" in your neighborhood. Teach them to report such occurrences to an adult.
5. Please notify the school immediately of any potentially serious or unusual situations involving friends or relatives who may try to contact your child at school. Our only interest in knowing this very private type of information is for the protection of our students and staff.
6. Do not allow your older children in middle or high school to "drop-in" for an unannounced visit. We do not issue visitor privileges to older students during regular school hours in most circumstances.
7. Parents, please make appointments for conferring with your child's teacher. **"Drop-in" conferences are distracting and not always possible.**
8. We have an overall Emergency Plan to deal with specific safety and emergency issues.
9. Students must be signed out in the office and will not be released to anyone other than those listed on the emergency cards. Anyone signing out a student must show a valid photo identification.

10. Parents need to call the attendance line each morning their child is out of school or will be tardy.
11. Please remember when picking up your students and driving in our parking lot to drive carefully and stay observant. We have many students leaving our building. Please follow the posted speed limits of the roads around our school.

### **TEXTBOOKS, LAP TOPS, AND LIBRARY BOOKS**

Students and parents are responsible for all books issued to them by their teachers or borrowed from the library. Parents will be asked to make restitution for all damaged or lost books.

Per PWCS device policy, all students are issued a laptop to use for the entire school year. Students are expected to bring it home and back to school each day and to take proper care of the device. Parents/Guardians are financially responsible for lost or damaged devices, but insurance coverage is available. Information about purchasing insurance is sent out in the first week of school.

### **T. CLAY WOOD ELEMENTARY SCHOOL MISSION STATEMENT**

T. Clay Wood Elementary School will be a safe, positive, inclusive, and culturally responsive World Class Learning Community. We will prepare ALL students for THEIR future, in partnership with our entire school community, by inspiring and empowering them to:

- meet high academic standards and expectations
- learn to their fullest potential
- think critically and creatively
- communicate effectively
- utilize 21st century technology
- develop their voice and talents
- enhance their health and wellness
- become innovative problem solvers, productive citizens, responsible leaders and lifelong learners within the global community.

### **THE T. CLAY WOOD ELEMENTARY SCHOOL PLEDGE**

*"I am Trustworthy, Respectful to everyone, Responsible for my work, my choices and my actions, Fair, Caring and a Good Citizen. I am a Quality Leader and Learner Achieving Excellence. I seek to make a Positive Difference at T. Clay Wood Elementary School each day."*

### **"A COMMUNITY OF LEADERS AND LEARNERS ACHIEVING EXCELLENCE"**

#### **As a T. Clay Wood Elementary School student, it is my responsibility:**

- To attend school every day and be on time to all classes.
- To come to school prepared with books, paper, pencil, and any materials and assignments as directed by teachers.
- To follow the directions of all T. Clay Wood staff members and follow the T. Clay Wood Behavior Management Plan.
- To maintain a positive attitude toward learning and believe in my ability to succeed.
- To respect myself and the rights and property of others, model TERRIFIC character and make a positive difference at school.

#### **The staff of T. Clay Wood Elementary accepts the responsibility:**

- To provide a quality instructional program in an integrated setting for each student.
- To provide an orderly classroom and safe school environment.
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.
- To assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member.
- To prepare students as Leaders and Learners for the 21<sup>st</sup> century.

#### **As the parent of a T. Clay Wood Elementary student, it is my responsibility:**



- To send my child to school each day on time, prepared with all necessary materials, well-rested, and properly dressed.
- To check my child's work and homework on a regular basis.
- To provide my child with suitable study conditions at home (desk or table, lights, books and supplies).
- To communicate with my child's teachers when I am concerned about my child's work or health.

**2023-2024 School Year**  
**Home of the Timberwolves**

*"A Community of Leaders and Learners Achieving Excellence"*

**School hours: 9:20 am - 4:00 pm**  
**(Office hours: 8:10 a.m. - 4:30 p.m.)**

**SCHOOL SCHEDULE**

Doors Open: 9:10 a.m.                      **Students tardy after: 9:20 a.m.**                      Dismissal: 4:00 p.m.

School Phone Number: 703.594.3990

School Fax Number: 703.594.2653

Principal - Andrew Buchheit

Assistant Principal - Melissa Yuditsky

Facebook: TCLAYWOODES    Twitter: @TClayWoodElem    Instagram: TClayWoodElementary

**Motto: "I seek to make a POSITIVE DIFFERENCE AT SCHOOL"**

Website: <http://tclaywoodes.schools.pwcs.edu>

**#TimberwolvesROCK**

**Attendance Email: [cwes-timberwolf-attendance@pwcs.edu](mailto:cwes-timberwolf-attendance@pwcs.edu)    Phone:- 703.594.3992**