MULLEN ELEMENTARY FAMILIES

*“Our Children and Learning Come First”*

Programs and Practices from A - Z

**A**

**Accreditation**

Virginia state accreditation is determined yearly by the Standards of Learning (SOL) results in English (Reading/Writing), Mathematics, Science, and Social Studies. Students in grades 3, 4 and 5 take the growth assessment in reading and math in the fall and end of grade tests in May.

**Advisory Council**

This is a Council of parents, teachers, and administrators who meet monthly to discuss the instructional focus and needs of the school. Budget, enrollment, state and local assessments, and open chair are consistent agenda items. The Advisory council also creates updates and monitors our school level Strategic Plan, which details student achievement and satisfaction data.

**Agendas/Planners**

A yearly agenda/planner 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. Using the agenda on a daily basis will develop your child’s planning and organizational skills. Parents are encouraged to sign their child’s agenda/planner nightly. We value this daily communication between school and home.

**Attendance**

We encourage students to come to school every day as long as they are healthy. Please call the school to report all absences at 703.330.0427. Parents will receive a call from the school to verify absence and to ensure student safety. Four days of unexcused absence per quarter will warrant a letter from the principal. Five days of unexcused absence during the school year, will warrant a letter from the Prince William County attendance officer, and ten days of excused or unexcused absence may warrant retention.

**Auto Dialer**

This is our auto-telecommunications system. On occasion, we may send school wide telephone messages and/or e-mails to all parents/guardians to inform you of important events, dates, school closures, etc. ***Please make sure that the school has a current phone number and e-mail address.***

**Awards**

Students may earn and receive quarterly awards for Attendance, Academic Progress, and Citizenship. The criterion for each award is listed below:

**Principal’s Honor Roll**- A’s in all academic areas and S or higher in encore, listening, speaking, work habits, and conduct.

**Honor Roll**- A’s or B’s in all academic areas with S or higher in encore, listening, speaking, work habits, and conduct.

**Shining Shamrock**- (2nd- 4th grading periods) Improvement in one or more areas with no dropped grades. This award can be given in conjunction with any other award.

**Class Act Awards**- Students earning an S+ in work habits and conduct.

**Outstanding Attendance**- Students may be absent for religious reasons and still qualify for this award. Religious absences must be approved through the office.

1st Nine Weeks------------No Absences

2nd Nine Weeks------------No Absences

3rd Nine Weeks------------No Absences

4th Nine Weeks------------No Absences

**Bilingual Students**

**B**

Students who speak their native language and English are bilingual.

**Birthdays**

Birthday students are invited to walk to the front office to receive a special birthday pencil and hear a “Happy Birthday” song.

**Box Tops for Education**

Please continue to collect/scan Box Tops throughout the year. Encouraging family and friends to begin collecting box tops and placing a box at your work place will help our school acquire library books, technology and

more. Students are encouraged to bring in the box tops to their classroom teachers on a regular basis.

**C**

**Cafeteria**

Parents are not able to visit the cafeteria to have lunch with their child at this time. We will let you know when we receive further guidance.

**Charm Academy & Shamrock U**

These programs are offered in the spring and meet Tuesdays & Thursdays before or after school (depending on the teacher’s schedule). Students will be selected to participate in either an enrichment or additional support portion of the program based on assessment data. Students will be given small group instruction in either reading and math.

**Child Abuse/Neglect**

By law, we are required to report every incident of suspected abuse or neglect. Child Protective Services (CPS) will conduct the investigation to determine the details and the facts of the case.

**Child Intervention Team**

We have a committee which meets weekly to take a look at students who need assistance with academic, social or emotional progress. The committee reviews the student’s present level of performance, and then recommends interventions to support the student’s needs. Parental attendance and participation is requested and is very important during this process.

**Class Placement**

Students are placed in classrooms according to:

* Reading Levels
* Math Levels
* Gender, Race/Ethnic Codes
* Special Education Needs
* ESOL Needs
* Behavior and Work Habits

Using this data, we group students, so that teachers can maximize instructional time. Teachers, administration and guidance counselors provide input during this process.

**Code of Behavior**

Prince William County enforces a “Zero Tolerance for Violence” policy. Words, gestures, and actions that hurt, offend or threaten will receive strong disciplinary actions. Items that can be deemed as a weapon are not allowed. Behaviors that range from name calling to fighting will not be tolerated. Students should always exhibit positive behaviors in accordance with the Prince William County Schools Code of Behavior. This includes on the buses, at the bus stops and while walking to and from school each day. All students will attend a Code of Behavior assembly at the beginning of the school year to review the expectations. Parents should also review the Code of Behavior with their children, (a link was sent to you with the beginning of school information letter.) Parents are required to sign in Parentvue that Code of Behavior was read and understood. If necessary, consequences that range from a conference to suspension will be recommended. Safety is a priority at Mullen Elementary!

**Conferences**

Conferences are held school wide twice a year. Parents should receive an invitation to a meeting if one is requested. Parents are also welcome to schedule a conference with their child’s teacher whenever the need arises.

**Co-Teaching**

Students may receive instruction from two or more teachers. The classroom teacher coupled with Reading/Math specialists, SOL and/or Special Education teacher co-plan, co-teach, and co-assess, so that they can differentiate instruction. Together, they share a common responsibility for all learners. The entire class benefits from this team-teaching approach.

**Curriculum Requirements**

The following chart depicts the minutes which teachers are to spend on each curriculum area per day.

|  |  |
| --- | --- |
| Curriculum Area | Curriculum Area |
| ***Language Arts/Reading:***  Kindergarten: 140 minutes  Grades 1-2: 120 minutes  Grades 3-5: 90 minutes | ***Recess:***  All Grades 2x 15 minutes |
| ***Math:***  Kindergarten: 70 minutes  Grades 1-2: 90 minutes  Grades 3-5: 75 minutes | ***Lunch:***  All Grades 30 minutes |
| ***Social Studies:***  Kindergarten: 45 minutes  Grades 1-2: 45 minutes  Grades 3-5: 45 minutes | ***Encore (Art, Music, Spanish, Library):***  *All Grades 45 minutes*  ***PE:***  All Grades 45 minutes  (two times every six days) |
| ***Science:***  Kindergarten: 45 minutes  Grades 1-2: 45 minutes  Grades 3-5: 45 minutes | ***Core Extension:***  All Grades 45 minutes |

**D**

**Dress Code**

Students must come to school dressed for learning. Clothing that display gang signs or pictures that are associated with gangs, profanity, alcohol, or tobacco products will not be allowed. Likewise, students need to wear tops that

completely cover their stomachs/navels. Spaghetti straps that show the chest area and/or bra are not allowed. Please no “saggy-baggy” pants, and a belt is encouraged. Sandals must have a strap around the heel to ensure safety. No flip-flops, please. Shorts and short skirts must pass the “fingertip” test. Dress Code concerns will be handled administratively, and parents may need to provide a change of

clothes.

**E**

**Emergency Cards**

**All parents/guardians must update the emergency information in Parentvue at the beginning of the school year.** **If your information should change during the school year, please send us the updates. Current emergency information is extremely important for the safety of our youngsters.** Students will not be released to individuals who are not listed on the emergency contacts.

**ENCORE Specialists**

Our 45 minute block schedule allows for a daily ENCORE time of one of the following: Art, Foreign Language in Elementary Schools (FLES) (Spanish), Music, P.E., and Library.

**English Language Learners (ELL)**

Students who speak a language other than English are assessed and identified for this instructional program. The ELL teachers provide specialized instruction on English Language Development. We embrace diversity at Mullen Elementary School!

**F**

**Family Nights**

Mullen is a *Family Friendly School*. We invite parents to join us for various events that foster community sharing, fun, and partnerships. Our PTO will keep us informed about upcoming social events*. \*\*\*Due to Covid 19, me need to hold events virtually, but as guidance changes, we will let you know.*

**Field Trips**

*\*\*\*Field Trips are on hold right now due to Covid 19. When guidance changes, we will let you know.*

Each grade level plans to enjoy two field trips that support the curriculum. We recognize the value of learning in various forums. Our youngsters are motivated by the experiences that they have in local museums and theatres. Chaperones are welcome. Field trips that exceed our immediate community warrant charter buses that impact the cost of field trips. Our goal is to give parents advanced notification of scheduled field trips, so that all students can participate.

**Gifted Education**

**G**

Strategies for Teaching and Reaching Talents (START) is a potentially gifted education program for students in grades K, 1, 2, and 3. Teachers or parents can recommend students who have consistently demonstrated higher level thinking skills. Students who qualify for this service will receive an enriched and accelerated curriculum under the instruction of a gifted education resource teacher. START students meet with the gifted education teacher weekly for 45 minutes.

Students Involved in Gifted Needs in Education Today (SIGNET) is a gifted education program for students in grades 4 and 5. The Cognitive Abilities Achievement Test (CogAT) is given to all 3rd grade students and the Naglieri Nonverbal Ability Test are taken by all 2nd graders. These test scores are used as part of the eligibility process. Teacher and parent recommendations are also critical components of the identification and screening process as well as grades and work products. Identified SIGNET students will attend full day classes once a week at Mullen’s Gifted Center.

**H**

**Homework**

We recognize the importance of homework. It provides out-of-class activities or projects which reinforces and enriches, enhances, and extends the classroom instructional program. Please support our expectations for this extension of the instructional day. Homework is expected to be completed and returned to school. Parents can help reinforce and support the completion of homework by establishing a daily homework routine:

Upon arrival home from school:

* Students should eat a nutritious snack and have some time to play.
* Parents and students should establish a quiet area where homework can be done with minimal interruption. Parents are encouraged to go over homework with their child after he/she completes it.
* Eat dinner together as a family whenever possible and take time to ask your child about his or her school day.
* All students should READ for at least 20 minutes every night.

**I**

* Limit the time your child watches television and plays video games.

**Inclusive Classroom**

We embrace an inclusive culture at Mullen Elementary, and we support instruction via the *least restrictive environment. All* students will have learning opportunities in the classroom, through small group or whole group instruction. In addition, there may be academic or social needs that need to be addressed in a “pull-out” session in a different location. Teachers have the autonomy to match student needs to various instructional practices.

**International Baccalaureate Program (IB PYP)**

The PYP is a program of inquiry which utilizes inquiry-based teaching and learning. It focuses on providing students opportunities to think and learn using a global perspective and a hands-on student driven framework. We focus on the IB Learner profile and the attributes of good citizenship. Look for monthly newsletters describing these attributes and what your child is learning in the IB curriculum.

**Interim Reports**

Students will receive a mid-quarter progress report to inform them of their progress. Students should use this report to make adjustments and improvements in both academic and work habits if necessary. Parents are asked to review, sign, and return the Interim Report each quarter.

**Interpreting Service**

If you need an interpreter, please see a member of the office staff for assistance, contact the school at 703.330.0427.

**L**

**Lockdow**n

During an emergency situation we will activate our Lockdown safety procedure. During a Lockdown, we remain inside the building, and possibly, 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.

**Lending Library**

*\*\*\*Lending Library is on hold due to Covid 19. We will let you know when we are able to resume.*

Students in grades 1-5 can visit the Lending Library daily to select a book for home reading. We also accept donations of gently used books to update our collection.

**Little Free Library**

This little blue book box is located to the right of the main entrance by the picnic tables. This a system for students to use after school hours to promote daily reading. Read and return books will be available in the book box for student use. Books are first come, first serve. If no books are available, check back another day. Also, if you can donate a book, please leave it in the book box to share with others.

**M**

**Mathematic Connects**

Prince William County Schools has adopted the Origo Math program which is designed to provide students with an engaging, yet balanced approach to mathematics that includes conceptual understanding, procedural fluency, strategic competence, adaptive reasoning and productive disposition. This program also includes methods of differentiation which will ensure that the needs of all students will be met.

|  |  |  |  |
| --- | --- | --- | --- |
| **MEALS** | **Full-Price STUDENTS** | **Reduced STUDENTS** | **STAFF and GUESTS** |
| Breakfast | $1.50 (free this year) | $0.30 (free now) | $2.05 |
| Lunch | $2.50 (free this year) | $0.40 (free now) | $3.45 |
| Milk | $0.70 (no a la carte) | $0.70 (no a la carte) | $0.70 |
| Soy Milk | $1.25 (no a la carte) |  |  |

**Meals- *All breakfast and lunch are free for students this year. No a la carte milk is being served to students.***

**Medication**

Our school nurse will handle all medical needs. Prescribed medication requires a completed physician’s authorization form. All over the counter medications (cough medicine/drops, ointment, Tylenol) require a parent’s authorization form. Medication must be managed so that the intended patient consumes it. Students with asthma or allergies should have treatment (nebulizers and inhalers) at home and at school.

**Mullen Advisory Council (MAC)**

This is a council of parents, teachers, and administrators who meet monthly to discuss the instructional focus and needs of the school. Budget, enrollment, state and local assessments, and open chair are consistent agenda items. The Advisory council also creates, updates, and monitors our school level Strategic Plan, which details student achievement and satisfaction data.

**Mullen Newsletter**

A monthly newsletter will be sent home the first or second Friday of each month via the school messenger system. It will also be posted on the school website. If you would like a paper copy, please stop by the office. Newsletters, as well as, other school-wide information are provided in both English and Spanish.

**P**

**Parent Teacher Organization (PTO)**

The PTO sponsors activities and events to unite families with the school. Fundraising is another goal of the PTO. This year the PTO will continue to focus on organizing family nights and fundraisers. Please join our PTO during monthly meeting via Zoom or in the school library if we can. Your support is important to the success of this organization.

**Parents as Educational Partners (PEP)**

The PEP program is offered free to all Limited English Proficiency (LEP) parents in all schools as part of the ESOL Program parent outreach. PEP instructors provide information to parents about county school procedures, expectations, rules, consequences, and parental rights and responsibilities. Some school vocabulary is also taught in English during the PEP classes in order to help new immigrant families feel less anxious about being in an American school, to understand what is expected of them, and to learn how to become involved in school activities and support their child’s learning at home.

**Parent Portal:**

Parent Portal is a parental account to allow access to student attendance

**Reading**

**R**

Reading is integrated in all subject areas. Our goal is to have all students reading on grade level at least by 3rd grade. This will enable students to perform at their full capacity in 4th and 5th grade. We teach decoding (phonics), word meaning, and passage comprehension. Teachers receive training in reading instruction on a regular basis. Reading at home is a critical component of our reading goal. We assess each student’s reading progress throughout the school year.

**There is a direct correlation between achievements on standardized tests and the number of minutes read independently per day.**

|  |  |
| --- | --- |
| **READING** | **TESTING** |
| **(Minutes per day)** | **(Percentiles)** |
| **4-7**  **15**  **30**  **67** | **30%**  **70%**  **90%**  **95%** |

(Anderson, Richard: Reading Research Quarterly, Volume 3, 1989)

**Recess**

Students will receive 30 minutes of recess daily. This can be broken up or completed in one 30-minute block. Students are prohibited from bringing balls or toys to school to ensure no loss of or damage to personal property. If a student brings items to school, they will be confiscated and held in the office until dismissal.

**Report Cards**

Students receive quarterly progress reports to include academic, conduct, and work habit grades. Please review the report card, praise your child, and provide the necessary routines and expectations for excellence. Report cards will be sent home quarterly. Parents need to sign and return the report card folder.

**Retention**

We will monitor student achievement very closely. Students who are not mastering the grade level’s Standards of Learning objectives may be considered for retention. Parents will be notified at the end of the first semester (18 weeks). If student achievement continues to lag, parents will receive a 2nd letter at the end of the third grading period (27 weeks). Retention is a lifelong decision, so we depend on detailed data and information when making a decision to retain a student. Parental involvement is a must!

**Robotics Club**

Students in grades 4 & 5 can apply for this club. They meet 2 days a week before school to design, program and control fully functionally LEGO Robots. More information will be sent our later in the year about this opportunity.

**Safety Drills and Procedures**

Our students’ safety is a priority. To prepare students and staff for emergencies, the administrators conduct drills periodically throughout the year. Fire drills are conducted weekly in September, and once a month after that. In addition, we routinely conduct tornado, earthquake, and lockdown drills. In the event that we would need to evacuate the area, our alternate shelter location is Unity Reed Senior High School. The school’s address is 10100 Lomond Drive in Manassas.

**S**

**Safety Patrols**

Selected students in 5th grade may be safety patrols. Safety Patrols are student leaders who help with safety at their bus stops, on the bus, and at school. Interested 5th graders will need a recommendation from their teachers, and must write an essay stating why they would like to become a Safety Patrol. Once selected, Safety Patrols must maintain at least a “C” average and an “S” in conduct. They meet monthly with a Prince William County Crossing Guard Officer to discuss safety. A “Patrol of the Month” is chosen each month.

**School Age Child Care (SACC)**

SACC is a before school and after school child care program in the auxiliary gym at Mullen Elementary. Students may arrive as early as 6:00 a.m. and stay as late as 6:30 p.m. Though we provide space for the SACC, it is a separate program from our school. SACC’s phone number is 703.791.8844. You may also visit them online at www.sacc.departments.pwcs.edu.

**School Counselor**

Our school counselors provide classroom guidance for all students. They deliver lessons according to the Prince William County curriculum. These lessons support self-image, teamwork, choices, community, and communication. Students may request counseling or parents can make the request. The counselors are also an excellent resource for community information and services.

**School Messenger**

Is a Division-wide web hosting product used to maximize communication between students, staff, and parents. Parents are encouraged to visit https://mullenes.pwcs.edu/often to learn about the exciting things taking place in your child’s classroom.

**School Schedule**

8:45 Breakfast served

*(Unless students are eating breakfast, they should not arrive before 8:45am)*

9:00 Arrival Bell

9:05 Tardy Bell Rings/Instructional time begins

3:40 Dismissal begins

**School Pictures**

Students are individually photographed in the fall, and again in the spring. Individual and group/class pictures are taken in the spring.

**Shelter in Place**

During an emergency, we may provide “Shelter in Place” for our school. This means that we remain inside the building until it is safe to resume our outside activities. Instruction continues, and school entry is limited.

**Special Education**

Our student population has diverse instructional needs due to disabilities such as Specific Learning Disabled (SLD) and Speech and Language Impaired (SLI). These students receive individualized instruction based upon their Individualized Education Plans (IEPs) and their identified academic, behavioral, or emotional needs.

**Spirit Wear**

Monday is our school spirit day, and we proudly wear our green and blue. Be sure to purchase your school spirit wear when offered throughout the year! Fridays are Fitness Fridays. Students dress comfortably and participate in physical activity with their teacher.

**Standards of Learning (SOLs)**

Prince William County’s curriculum includes the Virginia SOLs for each grade level. Students are expected to demonstrate mastery in all subjects. Teachers prepare students for these high stakes tests all year long. Our accreditation and adequate yearly progress will be based upon student performance on the SOLs. Parental support for all instructional programs and assignments is paramount. The specific SOLs for each grade level are available at www.pwcs.edu.

**Standards Based Grading**

Student grades will be collected on SOL standards. With standards-based grading students have multiple opportunities to demonstrate mastery of an objective. You may see teachers send home a retest slip and accompanying study material to facilitate success in retesting. All teachers in a grade level will agree on the assignments that will be used in the gradebook to promote a uniform assessment of students.

**Student Council Association (SCA)**

The SCA is another opportunity for students to demonstrate leadership and active involvement. Two students in grades K-5 are selected from each class. Students in the 4th & 5th grades may campaign and present a speech followed by school wide elections. The SCA sponsors community outreach programs such as Food Drives, Coats for Kids and Pennies for Patients. SCA representatives must maintain good grades and appropriate conduct.

**Summer Reading**

Prince William County schools support the importance of reading throughout the summer in order to maintain or improve reading levels. We will acknowledge and reward the students who complete the Summer Quest reading program through the Public Library, or students who simply keep a log of their summer reading. They will receive various incentives from local business establishments at the beginning of the school year.

**Summer School**

Students who qualify for additional support in reading, writing, and/or mathematics are recommended for summer school. Satellite transportation is provided. Summer school is a half-day program that runs for three weeks in July.

**Supplies**

The school has provided basic school supplies for every student this year. Each grade level has other supplies they would like to have the students bring in, but they are not required. The list is sent home in the June report card folder. In addition, supply lists are available in the front office and on the school website.

**Tardiness**

**T**

It is very important that all students arrive at school on time each day. The instructional day begins promptly at 9:05 am. When students arrive late, they miss valuable instructional time and disrupt the learning process. If your child is tardy, you must accompany him/her into the building. They will be given a tardy pass to enter the classroom. A conference with an administrator will be scheduled for students who are consistently tardy. If tardiness continues to

be excessive a referral to the Attendance Officer will be made.

**Title 1 School-Wide Program**

The emphasis in school-wide program schools is on serving all students, improving all structures that support student learning, and combining all resources, as allowed, to achieve a common goal. School-wide programs maximize the impact of Title 1.

**V**

**Visitors- \*\*\*Due to Covid 19, we are not able to accept visitors to our building, except for the front office. When guidance changes, we will let you know.**

In order to maintain a safe environment, all visitors must provide a photo ID before entering any areas of the building. Visitors should then sign in at the front desk to receive a visitor’s pass, which must be worn and visible at all times while in the building. At the conclusion of the visit, the photo ID will be returned, and visitors will sign out. Thank you for helping to keep our schools safe.

**Volunteers- \*\*\* Due to Covid 19, we are not able to accept volunteers to our building. When guidance changes, we will let you know. We can still have volunteers for PTO, Advisory Council, and Work from Home if you would like to support us in that capacity.**

Parents are needed in every capacity. Please identify your niche, roll up your sleeves and join us. Here are a few areas to consider:

* Room Mother/Father/Grandparent
* Tutor
* Office Assistant
* Library Assistant
* Nurse Assistant
* Field Day
* Field Trips
* Technology Assistant
* PTO
* Mullen Advisory Council
* Work from Home

**W**

**Weekly Folders**

On Fridays, a folder with graded class work and important information is sent home with all students. The Weekly Folders maintains communication between home and school. Parents are asked to review the information, sign and return the folders on Mondays.

**Y**

**Yearbook**

Each year we’ll publish a yearbook that captures many memories of the school year. Our Yearbooks are especially exciting for the 5th graders, as they move on to middle school.