

Who to Contact: 571-248-4930

Principal – Michael Kelchlin kelchlm@pwcs.edu

Assistant Principal – Kisha Trammell Trammekj@pwcs.edu

Administrative Intern - TBD

Registrar- Lori George – georgela@pwcs.edu

Attendance -Abby Rice – riceA@pwcs.edu

Counselors – Sarah Fullerton fullerse@pwcs.edu

Kim Kiser kiserkc@pwcs.edu

Social Work- Maureen Amiryar amiryamd@pwcs.edu

Gravely Staff Listings / contact listings https://gravelyes.pwcs.edu/staff_directory

Technology Support:

Hardware Support: Michael Wood woodmp@pwcs.edu

Software Support / Canvas: Gail Bowman bowmanga@pwcs.edu

ParentVue Support: Lori George georgela@pwcs.edu

Class Placements available in ParentVUE August 16

ParentVUE is a tool that gives parents and guardians access to their child’s bus information, class schedules, grades, attendance information, sign required documents and more. https://www.pwcs.edu/about_us/the_hub/parent_vue_information

“Back to School Packet”

All families are required to complete the Back-to-School Packet located in Parentvue. The New School Year Packet contains emergency cards, Code of Behavior acknowledgement, as well as other annual acknowledgements and consents.

Open House/ Meet and Greet

August 18	Kindergarten Meet and Greet: 9:00am-9:45am Meet and Greets Grades 1-5: Last Names A-H 10:00am - 10:30am Last Names I- P 10:45am - 11:15pm Last Names Q-Z 11:30am – 12:00pm
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Back to School Nights

September 29	Back to School Night ✓ 5:30-6:10 Kindergarten ✓ 6:20-7:00 2 nd Grade ✓ 7:15-8:00 4 th Grade
October 3	Back to School Night ✓ 5:30-6:10 1 st Grade ✓ 6:20-7:00 3 rd Grade ✓ 7:15-8:00 5 th Grade

Advisory Council

Under the philosophy of site-based management in Prince William County Public Schools, the Gravely Advisory Council represents and assess the needs of the community and staff. The Advisory Council assists in supporting school improvement and acts as an advisor to the school administration on areas such as the budget, program evaluation, and modifications of the School Plans. The Gravely Advisory Council identifies concerns, obtains community and staff feedback, and support the goals of the educational system. Gravely's Advisory Council will meet Quarterly in alignment with PTO meetings for the 2022-2023.

Arrival / Dismissal

- Arrival time is **8:50-9:05**/ Students are Tardy after 9:05 / Dismissal process begins at 3:37
- *Kiss and Ride*: Students being dropped off/picked up at school will utilize our kiss and ride loop in front of the building. Please follow the flow of traffic as our kiss and ride line loops throughout the front parking lot. Do not exit car until staff is present at 8:50. A staff member will open the car door to assist students to exit, or student may exit cars independently once car is stopped along pathway. **All adults shall stay in their car. Students must exit on the passenger side.** For student pick-up, a staff member will radio into the gym and the student will be escorted to their car.
- Kiss and Ride flyers are to be placed on your dashboard to assist in efficient dismissal process. Flyers are available from our Kiss and Ride staff (day 1) and in the main office.
- At dismissal, Walkers (Grades 1-5) will exit the front door and begin walking home. (Kindergarten walkers are to be picked up by an adult at the gym door)
- Whenever picking up a student be sure to have a picture ID available.
- There is no student drop off permitted on Waverly Farm drive

Remember you must always send a note in if your child is to go home differently than their normal schedule. Please do not notify us by email as we may not receive the notice in time. If your child is going home with another student or if you have a student coming to your house, both parents must send in a dismissal change note.

In prior years, Dominion Valley Owners Association as well as residents contacted us in regard to parking in no parking areas. There are no parking signs posted throughout the inside of the gate at Allen's Mill Blvd, and the DVOA has notified us that Gravely families are parking in these areas during afternoon dismissal. As a school we strive to be good neighbors to the communities that we serve. Please support us in an effort to work

collaboratively with DVOA and follow their established rules of not parking in these designated no parking zones.

Walkers:

- A crossing guard has been assigned to our school and will assist our students in crossing Waverly Farm Drive / Allens Mill Blvd.
- Students are to use the crosswalk at the entrance to the school where a staff member will help them safely cross
- If students are riding their bikes, bike helmets are required. Due to the large crowds of walkers, students that bring bikes or scooters should walk their bikes on school property and along Waverly Farm Drive.
- At dismissal, Walkers (Grades 1-5) will exit the front door and begin walking home. (Kindergarten walkers are to be picked up by an adult at the gym door)

Attendance

Reporting Absences: Please report any and all absences prior to the first bell (9:05am) Absences can be reported by calling 571-248-4930 or by completing the attendance form on the Samuel L Gravelly Webpage [Attendance Reporting Form](#)

As with previous school years, daily automated calls and emails will be sent to parents and/or guardians when a student is marked absent. All students are held to compulsory attendance laws will be required to attend school by one of the above methods. If a student will be absent, contact your school to alert them of the reason. Please note that truancy guidelines will be followed if a student accrues an excessive number of absences, as defined by Notice 724-1-19 – Attendance and Excuses – which can be found on the Prince William County Public Schools’ website. 5 or more unexcused absences results in an attendance conference. 8 or more overall absences may result in an attendance conference.

*******Absences for family trips will not be excused unless accompanied by extraordinary circumstances. A determination of whether extraordinary circumstances exist lies in the discretion of the principal in collaboration with the Office of Student Services.*******

Before and After School Care

Find out if our satellite school still has space available by signing in to AlphaBEST Education. While some sites are at capacity, AlphaBEST maintains an electronic waiting list on their website. Please complete the registration process to be placed on the waiting list. If you have any questions, please call 703.334.1272. [Alpha Best](#)

Bell Schedule:

School hours **9:05 - 3:45**

8:50 - Doors Open

9:05 - Tardy Bell

3:37 – Dismissal process begins

Birthdays

For all student's safety, **WE DO NOT ACCEPT EDIBLE BIRTHDAY TREATS** (Cupcakes, cakes, popsicles...). We have many students with severe allergies and continue to ensure a safe learning environment for all. If you would like to send something to celebrate your child's birthday, please consider things such as "party bag items" or a book to read and donate to the class library.

Bullying Regulation 733.01-1:

Prince William County Public Schools is committed to a school environment in which students are free from bullying. Gravelly ES is a BULLY FREE SCHOOL and Bullying will not be tolerated. Numerous preventative steps are put into place to create an amazing learning environment. If you feel your child is being bullied, please reach out to your classroom teacher to address the concern, and administration is always available to support and address any major or unresolved concerns. We will ensure that appropriate preventative and corrective actions are used at all times.

Cafeteria

PWCS Nutrition department provides meals for both breakfast and lunch. This year students at Gravelly will again need to pay for meals. Students will need to learn their student ID number to pay each day.

Go to myschoolbucks.com to put money on your child's lunch card. You need your child's student ID number to activate your child's account. You can also view your child's lunch choices. myschoolbucks.com

<https://pwcsnutrition.com/index.php?sid=0408101731444083>

Each class has a 30-minute lunch block. Multiple grade levels will be in the cafeteria at a time. Covid cafeteria seating/spacing mitigations are lifted for the 2022-2023 school year. **At this time, additional visitors are not permitted to attend lunch.**

No Edible Birthday/ Holiday Treats will be accepted in the cafeteria or classroom.

Canvas

Canvas provides a platform for teachers to create virtual classrooms, supporting both real-time (synchronous) and self-paced (asynchronous) learning. Canvas is a powerful tool for blended and distance learning.

Canvas Video Tutorials for students and parents: [Canvas Tutorials](#)

[Canvas and Zoom Information](#)

Cell phones

Students that bring cell phones to school will keep them in their backpacks off/silenced. This expectation includes smartwatches.

Code of Behavior (PWCS)

[PWCS Code of Behavior](#)

Communicator:

Detailed communications on our Positive Behavior Support Plan, and schoolwide behavioral expectations can be found in our Parent Student Handbook. We often hear concerns from parents when a student receives a communicator, commonly out of fear of the perception that this document will follow them and label them as a discipline problem. This perception is NOT accurate. The purpose of the Communicator is an intermediate form of discipline and serves as a warning to students and communication to parents. These Forms will be sent home after inappropriate behaviors have occurred repeatedly by the student or the behavior is at a Tier 2 or above.

Computers

- **PWCS 1:1 Student device (laptop and hotspot) procedures**
 1. PWCS continues to be a 1-to-1 School Division with Canvas as the learning management system for students attending both in person and virtually.
 2. Every student will receive a laptop for the 2022-23 school year on the first day of school.
 3. Parents/guardians must acknowledge the Digital Device Student Loan Agreement in The Hub at the start of each school year as part of the “Back to School Packet” in the online records section.
 4. Provide parent/guardian information on the [optional digital device insurance](#).
 5. Click here for the [Parent/Student Device Handbook website](#).

Availability of optional device insurance

6. Parents/guardians have the option to purchase low-cost student device insurance through the PWCS-approved third-party vendor, [Securranty](#). This optional insurance opportunity will be shared with PWCS parents/guardians by the Communications Department once school begins.
7. If purchased, the insurance covers unlimited repairs or replacements for everything from broken screens, lost chargers, and accidental damage, with a zero deductible for one year on a school-issued HP device. The insurance cost is \$32.95, which may be significantly less than repair or replacement costs without insurance.

Concerns:

If you have a concern about your student, their academics, behavior, peer relationships, homework.....be sure to follow the chain of command and first address these concerns with your student’s classroom teacher. We value your student’s success and well-being and aim to work collaboratively with you to ensure an amazing school year for your student. If additional assistance is needed, school counselors and school administration are always available to support.

Contacting Teachers

When contacting teachers, please understand that they are in a classroom with students throughout the day. Checking emails and the ability to accept/make phone calls is limited during school hours by their daily schedule. Do not send change of transportation emails to teachers during the instructional day as they may not be received, please contact the main office in those situations.

Teachers work to honor the 24-hour rule when responding to emails and parent communications. Communication is key in the success of our school and the support of your child's academic and emotional needs. County wide conference days are scheduled for the first and third quarter, but it is always appropriate and acceptable to schedule additional conferences at mutually agreed upon dates and times.

Be sure that all communications are respectful and professional towards our staff.

Dress Code:

Please be aware that the Prince William County Schools Code of Behavior defines the dress code for all schools in Prince William County and the code will be enforced at Gravely Elementary. Tasteful and traditional school attire is expected for both students and adults when in the school. Students' clothing should be clean and neat and conform to the standards of good taste and decency. Clothing that is unacceptable includes: reveal bare skin to the extent that they distract others, reveal or expose undergarments, contain vulgar, discriminatory, lewd patently offensive or obscene language or images, contain threats or gang symbols, promotes the use of weapons and violence, or the use of alcohol, tobacco or illegal drugs, and/or associated paraphernalia, cause or may foreseeably cause a disruption to the learning environment. Hat/caps/headwear will not be worn inside the building, unless for religious purposes. Rubber-sole sports shoes are recommended due to the daily recess period and increased PE classes. Loose fitting sandals and flip-flops are not safe for school wear.

Encore:

Everyday students participate in one of our Encore Programs (Physical Education(2x), Music, Art, Library, STEAM). We are on a 6-day rotating schedule. Your classroom teacher will provide you with your individual classrooms schedule.

Gravely Connection / Update Emails

Gravely ES values effective communication. School Messenger emails throughout the year will highlight the great things occurring at Gravely, as well as key information, dates, and updates. If you are not receiving these update emails, please contact the main office to update your email address in our student information system.

House System

The Seadog Family House system is a SCHOOLWIDE positive behavior system to promote vertical alignment, a sense of family, collaboration across the school and grade levels, and help students take ownership in creating and demonstrating a CULTURE of Community and Responsibility!

[House System Overview](#)

Medical

Health Treatment Plans must be approved every year. Please contact our school nurse, Nina Herrera @ 571.248.4930

Prescribed medication administered during the school day requires a physician's signature. Over the counter medication requires a parent/guardian to complete a form.

Office Hours

Monday – Friday 8:00am-4:30pm

ParentVUE

ParentVUE is a tool will give you access to your child's bus and class schedules, grades, attendance information, and more.

https://www.pwcs.edu/about_us/the_hub/parent_vue_information

If you need assistance logging into ParentVue, please contact the main office or email Lori George georgela@pwcs.edu

PTO

We have an amazing and supportive PTO that runs community events, volunteers, fundraises, and supports the school and its students in any way possible. If you would like to get involved, please contact our PTO President at gravelyptopres@gmail.com

Quick Pay

PWCS is excited to announce our new online payment system! In an effort to reduce time, money and paper waste, parents of returning students can avoid the long lines of school startup and pay their children's school fees through a secure online website that is accessed through the following website: <https://www.studentquickpay.com/pwcs>

The PWCS online payment system allows you to pay for: Tuition, Field Trips, Activity Fees, and more!

Recess:

All student at Gravely Elementary receive Recess Daily. Teachers also incorporate numerous brain breaks and physical movement opportunities throughout the regular instructional day.

Safety

Providing a safe and positive learning environment for all is our number one priority! Numerous preventative safety measures are set in place within our facilities, practices, procedures, daily routines, and expectations to ensure that safe learning environment. Throughout the school year safety drills are practiced schoolwide to include but not limited to Lockdown drills, Tornado Drills, Earthquake Drills, Fire drills, and bus evacuations.

Supply Lists

Please check our website for school supply list.

If you are in need of support in purchasing supplies please contact our main office.

Technology

Hardware Support: Michael Wood woodmp@pwcs.edu

Software Support / Canvas: Gail Bowman bowmanga@pwcs.edu

All students will be issued a school laptop for 1 to 1 technology implementation. Parents will be required to sign documentation, agreeing to replace broken / lost equipment (Approx \$450)

Optional insurance is available through a third party vendor.

Visitors and Volunteers

There are many volunteer options including both our PTO and WATCHDOGS program. You may also reach out to your classroom teacher to request to volunteer. All classroom volunteers and WATCHDOGS must be trained before working in classrooms. Training sessions will be promoted throughout the year.

WATCHDOGS

WATCH D.O.G.S. is one of the nation's largest and most respected school-based, family, and community engagement, organizations in the country. Since the program's creation in 1998, more than 6,450 schools across the country have launched a WATCH D.O.G.S. program of their own. Each school year hundreds of thousands of fathers and father-figures make a positive impact on millions of children by volunteering millions of hours in their local schools through this amazing one-of-a-kind program. Who are WatchDOGS? Fathers, grandfathers, step-fathers, uncles, and other father figures who volunteer to serve at least one day a year in a variety of school activities as assigned by the school principal or other administrator. Please our WATCHDOGS at gravelywatchdog@gmail.com to learn more.

Website:

Be sure to utilize our website to locate schoolwide information, upcoming dates, grade level pages.....Canvas is utilized for class specific information.