



**Sinclair Elementary School**  
**Parent Handbook**  
**2021-2022**

7801 Garner Drive, Manassas, VA 20109

School Hours: 8:15-2:55 PM

703-361-4811

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<http://Sinclairees.schools.pwcs.edu>

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**Principal**

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## **Welcome to C. A. Sinclair Elementary School Parent Handbook**

Welcome to Sinclair Elementary! We are looking forward to another wonderful year with your family as we strive to provide the best for the children we serve. Many of our educational opportunities rely on the partnership between parents and families and the school. As your child's first teacher, the time you spend reading or being read to by your child, drawing with your child, or simply listening and talking with your child, is an utmost important addition to the formal educational process. We welcome your involvement in fulfilling the educational goals of the school to provide the best educational opportunities to all of our children. Consider volunteering here at Sinclair. The hours you spend assisting your child's school send a strong message to your children that school is important. In addition, you help improve the quality of the educational program to benefit all our Sinclair eagles.

This handbook contains important information for you and your child. Sinclair believes that our children will achieve a more productive and successful learning experience when teachers, staff, parents, and students all work together. Your child's learning experience is our number one priority. If you have any questions or concerns, please feel free to contact us.

### **Activities - Before and After School**

Sinclair offers a variety of before- and after school activities. If your student(s) takes part in such activities, information will be provided by the staff member in charge of that activity. Transportation for before- and after school activities will be the parents' responsibility unless you are told otherwise. Some examples of before/afterschool activities held at Sinclair are: Challenge 24, Chorus, Robotics, Girls on the Run, Odyssey of the Mind, and Soaring Eagles Club.

### **Advisory Council**

The Advisory Council is a body of parents and staff members who search for continuous improvement. They work using the Strategic Plan and have input on the budget and many other school decisions. They provide direct input regarding plans and goals for the school. Parents interested in joining the Advisory Council should contact the Principal. Ideally, we would like to have one parent from each of our neighborhoods. The Council meets every month throughout the school year. All parents are invited to Advisory Council meetings. In addition to the Advisory Council, two parents will participate in the Superintendent's Advisory Council which meets monthly to address questions or concerns regarding Prince William County Schools and reports back to our Sinclair Advisory Council.

### **Arrival / Dismissal - School Hours – 8:15 a.m. – 2:55 p.m.**

We ask that students arrive at school between 8 a.m. and 8:15 a.m., as there is no adult supervision prior to this time. Students are considered tardy after 8:15.

When dropping off or picking up children, pull into the car rider lane located at the Lutheran church parking lot to the left of the school. **STUDENTS SHOULD NOT BE DROPPED OFF IN FRONT OF THE SCHOOL** due to traffic and safety concerns. Have your child exit the car on the right side next to the sidewalk strip. Please make every effort to have your child

ready to exit before entering the parking lot. It is important for our car rider lane to move efficiently. Car rider students will be dismissed from the school to the church parking lot. Please ensure that your car riders have a car rider number that can be obtained from the office. If your student is coming to school late, he or she must be accompanied by an adult to the office.

Any changes from the child's daily dismissal routine **MUST** be reported to the office and teacher. These changes include walking home, riding an unassigned bus, getting off the bus at a different stop, or a change of the person picking up the child. Please send a note with your child to inform the school of any dismissal changes.

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 Emergency Card maintained at 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 kindergarten student unless the parent has indicated otherwise. Students who do not have an adult or older sibling waiting for them at the bus stop will be driven back to school. It is then the responsibility of the parent to pick the child up from school in a timely manner.

## Attendance

Attendance is an important aspect of a child's success in school. Children who are frequently absent, tardy, or dismissed early miss valuable learning experiences. We LOVE to see your students in class every healthy day. In keeping with legislation instituted by Prince William County Public Schools, specific action will be taken by the school after a student's first, fifth, and subsequent unexcused absence of the school year. These actions may include: parent contact by phone; the development of a plan to address the student's absence(s); a conference held between the parent, school personnel, and the attendance officer; and if necessary, the filing of a complaint against the student and/or parent for failure to comply. Families may be contacted when excused absences are excessive as well. We want to make sure your child is well and sometimes accommodations are needed for specific situations.

If your child is going to be absent, please notify the school by 7:55 a.m. We do not expect students to attend school when they are ill. Student absences will be recorded as unexcused unless the office is notified. A note from the parent/guardian must be submitted upon returning to school to confirm and provide a written record of the absence. If you need any assistance or have questions about attendance, always call the office. Tardy students must report directly to the attendance desk in the main office with a parent/guardian and must be signed in by the adult stating the reason the student is tardy.

Families sometimes ask that absences for family vacations and trips be excused. Prince William County School Policy states that requests for pre-approved excused absences require 5 days notice. Teachers are not required to provide instructional materials prior to the absence. Please see the section on make-up work for more information on missing assignments. While having family time together is important, doing so during instructional time weakens your child's education. Please refer to the school calendar to make plans to vacation when school is not in session. Your child's first 5 days of absence may be approved depending on the circumstances. Anything over 5 days will be unexcused, unless there are extreme circumstances.

Students in grades Kindergarten through fifth who miss ten or more days of school for the year, excused or unexcused, and who have completed little or no make-up work may be

considered for retention. The attendance regulation will be strongly enforced this year, especially due to the acceleration of instruction needed after COVID-19 virtual instruction.

### **Breakfast**

Breakfast is free for all Sinclair Elementary students this year. Breakfast begins at 8:00 and ends at 8:15. Students may wait in line for a “grab and go” breakfast and take it to their classrooms to eat daily. No one learns well on an empty stomach. Please make sure your children eat either at home or when they come to school.

### **Care of Textbooks/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. We teach our students to treat all materials well.

### **Celebrations**

To comply with Prince William County Regulation No. 275-1 and support healthy decisions, Sinclair encourages alternative birthday celebrations, such as donating a game in your child's name or small tokens such as pencils, erasers, stickers, etc. If parents would like to send treats to celebrate, they are welcome to. It is asked that food items are shared during lunch time. Please contact your child's teacher if you are sending in treats. Some students have food allergies, and it is important to take all of that into consideration.

### **Communication Folders**

On the first day of school, your child will be given a folder with important information that needs to be returned to school immediately. This will become your child's “Communication Folder”. Please check for this folder daily for completed work and important school-related information.

### **Contacting Your Child's Teacher**

There are many ways to contact your child's teacher or set up a conference. You may:

- email through the Sinclair website at <http://sinclaires.schools.pwcs.edu/>. Go to "Classrooms" and find the teacher. Their email will be on their classroom page.
- send a note in your child's folder, agenda, or book bag. Be sure to label the note with the teacher's name.
- call the school office to leave a message. Ask for the Parent Liaison if you need a Spanish-speaking contact or another language.

Remember that the teachers are with students during the school day, so phone calls and emails may not be returned immediately. We value parent/teacher communication and look forward to partnering with you this year!

## **COVID-19 Health Protocols – Daily Home Screening**

Parents are responsible for screening their children before sending them school. Please do not send students who are sick to school.

If your child is sick and has been close to someone with COVID-19 in the last 14 days – keep your child home. Talk with your healthcare provider about possible testing and when the child may return to school. If your child has not been close to someone with COVID-19 - keep your child home and talk with healthcare provider about when the child may return to school.

\*Close to someone with COVID-19 means being within 6 feet of someone with COVID-19 for a total of 16 minutes or more over a 24 hour period.

If your child is sick and has had no exposure to COVID -19:

-If the child has a fever, keep them home until the fever is gone for 24 hours without the use of fever reducing medications.

-If the child has no fever, the child may return to school as symptoms permit,

-If the child has been tested for COVID-19 and is positive – Isolate at home for 10 days after symptom onset or date of positive test and ensure child is fever free for 24 hours prior to returning to school.

- if the child has been tested for COVID-19 and is negative – Stay home until fever is gone for 24 hours, without use of fever reducing medications.

## **Delayed Opening or Early Closing**

Information regarding delayed opening and early closing of school is provided to you through social media, television, and radio. When the school closes for the entire day or when there is a delayed opening, information is given to radio and TV stations for broadcast by about 6:00 a.m. and at repeated intervals thereafter. In the case of an Early Closing, information may be provided in the middle of the morning or day. Parents should communicate and explain a backup plan with their child in the event an emergency arises. This plan is needed in the event the parent or emergency contact person is not at home or cannot be contacted during an Early Closing.

## **Discipline Plan REVIEW**

Sinclair Elementary School seeks to maintain outstanding levels of student achievement and student behavior. All students are expected to demonstrate cooperation, self-discipline, respect for others, citizenship, and academic effort. We have high expectations for conduct and try to ensure that students know what is expected of them. Our school motto is:

***Where Eagles Learn to S.O.A.R.***

**(Study, Organize, Appropriate Attitudes & Actions, Respect & Responsibility)**

The rules and procedures outlined below are provided to support, rather than replace, the Prince William County **Code of Conduct**.

Sinclair seeks to continue its tradition of developing self-discipline and a sense of responsibility in a warm, consistent manner. Parents should review the rules and consequences with their children.

In September 2013, Sinclair implemented the Olweus Bullying Prevention Program. The philosophy is to ensure basic human rights through promoting empathy, tolerating diversity, and accepting differences. Bullying is unacceptable. According to Virginia State Law: "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

## **Quality Student School Wide Expectations**

### **Hallways**

- Walk and keep your hands to yourself.
- Quietly walk in the halls.
- Walk on the right side of the hallways.

### **Assemblies**

- Enter Quietly.
- Sit Sinclair Style (flat, with legs crossed).
- Hands in lap.
- Clap politely to show appreciation.
- Quietly watch and participate in the assembly.
- Walk out quietly.

### **Playground**

- Use playground equipment correctly.
- Keep hands to yourself.
- Remain on school grounds and in plain sight at all times.
- Use balls in designated areas only.

### **Cafeteria Traditions**

- Raise your hand for help or permission to leave the table.
- Use quiet voices.
- Walk in the designated path to the serving line.
- Use utensils properly.
- Clean up your table and all paper and food off the floor.

- Use good manners and be cooperative with all peers and adults.

### **Restroom**

- Use the restroom appropriately
- Wash your hands
- Dispose of all paper products in the trash can

### **Bus Expectations – Remember, riding the bus is a PRIVILEGE!**

- Obey the instructions of the bus driver.
- Be seated and face forward immediately.
- Keep aisles clear.
- Talk quietly.
- No eating or drinking on the bus.
- Follow directions given by Safety Patrols.

## **Character Counts**

On July 1, 1999 the teaching of Character Education in Virginia Public Schools became mandatory and the Virginia Board of Education approved criteria for Character Education on February 24, 2000. Character traits as defined in the Code of Virginia 22.1-208.01 include:

### **Trustworthiness**

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable – do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family, friends and country.

### **Respect**

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

### **Responsibility**

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self –control.

- Be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.
- Be a responsible student.

### **Fairness**

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

### **Caring**

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

### **Citizenship**

- Do your share to make your school and community better.
- Cooperate.
- Get involved in community affairs.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.

## **Computer Lending – Disbursement/ Return**

All Sinclair students will be given a computer device to use at school. More information will be provided in a later date. Students must return devices at the end of the school year.

## **Discipline Notes**

At Sinclair Elementary School we set high expectations for our students, staff, administration, parents, and the community. Teachers will teach the Code of Behavior to the students within the first two weeks of school and will review it accordingly. Parents and students are **required** to sign the PWCS Code of Behavior form and return it to school. Mrs. Goode, Mrs. Bisek and Ms. Stephens will visit each class the first few weeks of school and discuss the Code of Behavior. Parents are encouraged to discuss the Code of Behavior with their children to ensure that the students understand its importance. Teachers will keep parents informed of discipline issues during the school year by phone, email, and/ or Parent



Communication forms. Please discuss concerns with your students and work with the teacher to ensure that each student is working hard and learning at high levels.

## **Positive Student Recognition**

At Sinclair Elementary School, we believe all students, staff, and parents should feel safe, comfortable and respected. We are all committed to providing the best education possible. It is our goal to put the needs of the students' first. We, as a school, will provide positive reinforcement throughout the school, and instill the confidence into each child that they so deserve. We will recognize students in a number of ways **as outlined below**.

### **1) Classroom Recognition Plans**

Each classroom has a plan in place to recognize students during the school day. All classroom teachers will share their plans with their students and parents. To support the classroom plan, talk with your child each day to encourage positive behavior.

### **2) The S.O.A.R. Award**

Students can earn a SOAR Award sticker by any staff member when they are making a positive difference in their words or actions. They can also earn a SOAR Award for any classwork that shows marked improvement.

## **The Sinclair Family Expectations – 4 Houses/ 1 Nest**

Last year, our Sinclair Family was divided into four Houses. Each student and staff member was put into a house. This went across every grade level and throughout every staff member. Each house was given a name and a color and a character trait:

**Owls – Blue - Kindness**

**Ravens – Red - Honesty**

**Hawks – Purple - Respect**

**Falcons – Yellow – Persistence**

Individual members of these houses earn points throughout the school day. These points are earned based on our Sinclair Family Expectations (see below). Student points are added up weekly and a total is placed in the hallway for all to see. Fun and exciting quarterly assemblies occur each 9 weeks to celebrate the Houses and the winner. At the end of the year a Yearly winner is added to our Trophy in the office. This school year, we will continue our House system and hope to expand this program and add to it. We are very excited about our Houses and hope you are too!

### **Sinclair Family Expectations:**

1. Take pride in our school. If you see trash, pick it up.
2. Always be honest, no matter the circumstance.
3. Learn from your experiences and have a growth mindset.
4. Be the best person you can be!
5. Respect others' comments, opinions, and ideas.
6. Always say thank you when given something.
7. When a substitute teacher is present, all class rules still apply.
8. Keep yourself and the bathrooms clean.
9. Walk quietly in line. Keep your hands to yourself and do not cut in line.
10. Be a friend, not a bully.

## **Early Dismissal/Change in Dismissal**

We encourage you to try and schedule appointments and activities to allow a minimum loss of instructional time. However, if you do need to pick up your child for an appointment, you must come to the school office first to check your child out. Students must be picked up by a parent or adult listed on the students' emergency card. This procedure is necessary for your child's safety. Any authorized adult, including parents, must show a picture ID to gain access to the student. This procedure is necessary for your child's safety.

***There will be no early dismissal after 2:30 p.m., as office staff must prepare to handle school dismissal.***

Change in directions to a student's home transportation:

At the beginning of the year, parents will be asked to let the teacher know how their child is to go home. Parents are to provide changes in writing or provide a phone call by 2:00 p.m. We cannot allow children to ride a different bus or go home with a friend without a note or a phone call from a parent/guardian.

## **Emergency Cards**

The school office maintains on file an emergency card for every student. Parents should continuously update emergency information to ensure prompt notification in the event of an emergency. **Please be sure to inform the school office of any changes in address, telephone, or childcare arrangements.** Always be sure to have an emergency contact person listed on the card in case you cannot be reached. We need to be able to reach an adult at all times.

## **Field Trips**

Sinclair students are given opportunities to go on field trips to various locations that help students make real-life connections to what they are learning inside the classroom. Information about such trips will be sent home in your child's Friday Folder, including information about any fees due for the trip. Permission slips are required for all field trips. Bag lunches can be provided as part of the School Lunch Program or students can bring lunch from home. Siblings are not allowed to attend. The school nurse sends any medications that are typically administered at school with the teachers on this trip.

## **Grading Scale/ Standards Based Grading**

At Sinclair, we are committed to continuous improvement in the use of research-based assessment, feedback, grading, and reporting best practices to promote success for all students. Research demonstrates that assessment and grading can effectively promote continuous learning when students receive descriptive feedback on their work and are provided second chances. Such practices increase student motivation and persistence in the face of challenging work. Providing students with new learning opportunities prior to making a second attempt on assessments holds the greatest potential to improve student learning when using retakes.

1. All students benefit from the opportunity to reassess their level of mastery after demonstrating reflection on previous practice and demonstrating additional preparation for reassessing their knowledge and skill.
2. Grade-level teams must collaborate on reassessment opportunities they provide to students, using the professional judgment of the staff.
3. Setting appropriate deadlines for reassessment shall be done collaboratively by the school grade-level teams.

### **Grades K-2**

S+	Making Outstanding Progress
S	Making Steady Growth
S-	Not making adequate progress
N	Needs Support
*	Modified Curriculum
X	Having Difficulty

### **Grades 3-5**

A	90 - 100
B+	87 - 89
B	80 - 86
C+	77 - 79
C	70 - 76
D+	67 - 69
D	60 - 66
F	0 - 59

## **Interim Reports and Report Cards**

Interim reports will be issued to students during the middle of each nine-week grading period. Interim reports will indicate progress for the beginning of each grading period. Interim reports are sent home in the report card cover. Report cards will be issued to students at the close of each nine-week grading period. Report cards will contain both academic and conduct grades. Attendance will be reported on the report card. Report card folders must be signed by the parent and returned to the classroom teacher. The report cards can be kept at home.

## **Homework**

Requirements for different teachers may vary. Your child's teachers will communicate their homework requirements to you. In all cases, teachers should follow Prince William County's policy as stated below:

"The Prince William County School Board supports the appropriate use of homework to enrich, enhance, and/or extend the instructional program. Homework shall be incorporated as a meaningful component of the instructional program. Homework assignments should be understood by the student and should involve only work for which the student is ready. All assigned homework will receive feedback from the teacher. Homework assignments shall be based on the teacher's assessment of the student's instructional needs. Teachers will use discretion in assigning homework so that it may be completed in a reasonable amount of time." Homework is not to be assigned during holidays or school breaks. Expected reading time should be considered as part of everyday homework.

Guidelines to assist teachers with time allotments are as follows:

\*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 and Second Grades Monday – Thursday 10 to 20 minutes

Third-Fifth Grades Monday – Thursday 30 to 50 minutes

### **Lunch Program**

Students in grades K – 5 will receive free breakfast and lunch daily at school. There will be no charge on meals this school year.

### **Medical Needs of Students**

If your child becomes ill or injured, we will contact you immediately. If we cannot reach you, we will call the emergency contact person listed on your child's emergency card. Please remember that we cannot keep seriously ill children at school or administer medication without parental consent and necessary paperwork. In case of illness your child should be kept home the following day and until free of fever and symptoms for 24 hours without the need of fever-reducing medication. When an antibiotic is needed, the student must also have been on that medication for at least 24 hours prior to returning to school. Children who are ill or have serious injury must be picked up by the parent/guardian within a reasonable amount of time. The person picking up the student must present a valid government photo I.D. If your child has any medical issues that we should know about throughout the year, please contact the office and/or school nurse. Student safety is our number one priority!

Please adhere to the Prince William County School policy if a healthcare provider prescribes medicine to your child. Students should not bring their medication to school without a parent. Medication may be given to your child if the parent/doctor paperwork is completed. This information can be obtained from the school nurse or front office. 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, epi-pens, but only if the proper paperwork is completed.

### **Parent-Teacher Conferences**

At Sinclair we value parent/family involvement and we realize that education is a partnership. Conferences may be arranged at any time by calling or emailing the teacher. Please work with your child's teacher to set up a date and time that works for both of you. The most convenient time for conferences is before or after the instructional day. Teachers are not called to the telephone during class hours. In addition to the County's fall and spring scheduled conferences, parent-teacher conferences may also be initiated by the school staff. We

encourage students to be part of the conference in order for them to feel ownership regarding their progress,

## **Parent Teacher Organization**

The Sinclair Parent Teacher Organization exists to promote the educational welfare of our children. Parents are encouraged to be a part of the P.T.O. by joining the organization or attending P.T.O. meetings and sponsored events. The P.T.O. is always looking for volunteers to help with fund raising and school events. Funds raised from the P.T.O. are used to support students, instruction, staff and programs. Please look for information about how to join.

## **PEP**

The Parents as Educational Partners (PEP) program is offered free to all LEP parents in all ESOL schools as part of the ESOL parent outreach program. PEP classes are provided and include information to LEP 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 families understand American school including what is expected of them and how to become more involved in school activities and support their child's learning. Please contact our Parent Liason for details.

## **Picture Days**

Individual pictures will be taken in the Fall and Spring. Class pictures will take place in the Spring. More information will come regarding school pictures.

## **School Traffic Safety**

As the 2021-2022 school year begins, we want to draw your attention to the traffic pattern in the front school entrance. The two lanes exist in the front of the building are now for buses only. Drop Off for car riders and day care providers will occur in the church parking lot to the left of the school. Please do not drop car riders off in front of the school. Instead use the church entrance.

## **Drop Off for Car Riders**

Cars and day care providers may enter the kiss-and-ride parking lot in the church parking lot no earlier than 8:00 a.m. to drop their children off. This is when staff reports for duty to assist students with safely entering the school building. During dismissal, car riders will be sent to the Multi-purpose Room at 2:45 p.m. Parents **WILL NOT** be able to pick their children up in the Multi-purpose Room. If the parent elects to pick their children up by car instead of walking or riding the bus, please see the staff in the office. You will have to show your ID and will be provided with a card to put in your car during our dismissal time. Please follow the directions given by the school staff on duty so that student's safety is not jeopardized by moving vehicles. Cars will move forward, receive and drop off their students right at the sidewalk, and then will continue around the parking lot to the left in order to exit the car line. Cars may not

pass other cars. Cars **MAY NOT** pass school buses while students are loading or unloading. Reference VA State Law 46.2-859. Please do not leave your car unattended in the car rider lane as it will delay the dismissal process for all students.

### **Walkers**

Garner Drive walkers should follow the crosswalk at the school parking lot. Orange cones are placed across the entrance of the school parking lot during the arrival and dismissal of students. Students who walk down Garner Drive to the school driveway approach the crosswalk. Please obey the crossing guard. Please refrain from dropping students off on Garner to walk. If you want to drop students off, please use the car rider line at the church. We appreciate your cooperation in helping to make the arrival and departure of our children as safe as possible.

### **School Website/ Facebook**

Sinclair has made available a school website that provides valuable information regarding school contact information, classroom information, and calendar. Individual classroom pages are available for specific classroom information. <http://sinclaires.schools.pwcs.edu/> Please join our Facebook page as well to see all the fun events and happenings around our building. The Facebook link is <https://www.facebook.com/EaglesofSinclair/>

### **Special Programs:**

#### **ESOL (English to Speakers of Other Languages) Program:**

Students whose first language or language spoken at home may qualify for ESOL Program Services. Each grade level typically has at least one certified teacher assigned to work with students on language development in all domains (reading, writing, listening, speaking).

#### **Gifted Education Program:**

Students who qualify for Gifted Education Services will be instructed weekly by a Gifted Education Teacher. The program for Kindergarten through Second Grade is called START and takes place at Sinclair. Third- through Fifth-Grade students take part in the Signet Program, for which they are bused to another school for the day.

#### **Special Education Program:**

Students who qualify for Special Education Services are supported by teachers with a specialty in that area. All teachers follow students' Individualized Education Plan (IEP) guidelines when instructing and assessing students in this program. Eligibility and Annual IEP meetings occur on a weekly basis. You will receive notification of such meetings if this applies to your student(s).

#### **Title I Math and Reading:**

Sinclair is a Title I School, therefore there are additional supports provided for students and families in the areas of Math and Reading. Title I teachers provide support within the classroom. They also hold Title I Math and Reading Family Nights.

### **Interpretation/ Translation Information**

Please contact the Parent Liaison by telephone if you require translation services. Translation services are available in a variety of languages. If you need any assistance at all, let the office staff know.

### **Volunteers**

We welcome volunteers at Sinclair as we believe it take a village to educate our youth to become responsible citizens. If you have an interest in volunteering, please contact your child's teacher or the office. We keep a volunteer notebook and request that whenever you volunteer that you sign in and record your hours. At the end of the year we have a Volunteer Celebration. We value the time that you spend helping us help your children.

### **Withdrawal of Students**

If you are moving and withdrawing your child from school, please come by the school a few days prior to the withdrawal date to fill out a withdraw form. This will give the office ample time to complete the necessary documentation for withdrawal or transfer of student's records. Please be sure that any library books are returned and that all outstanding financial obligations have been fulfilled (i.e. lunch charges, fees for lost textbooks, or library books).