

Sacramento City Unified School District
PARKWAY ELEMENTARY SCHOOL



PARENT/STUDENT HANDBOOK
2022-2023

4720 Forest Parkway
Sacramento, CA 95823
Call: (916) 395-4675 Fax: (916) 433-5572

Website: <https://parkway.scusd.edu/>
Facebook: <https://www.facebook.com/parkwayeagles>
SCUSD: <https://www.scusd.edu/>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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Lisa Allen, Deputy Superintendent

TBA, Instructional Assistant Superintendent

Parkway Elementary School General Information

Address: 4720 Forest Parkway, Sacramento, CA 95823

Phone: (916)- 395-4675 Fax: (916) 433-5572

Office Hours: 8:00am-4:00pm

Website: <https://parkway.scusd.edu/>

Facebook: <https://www.facebook.com/parkwayeagles>

Principal:

Krystle Andrews, krystle-andrews@scusd.edu

Assistant Principal:

Desiree Tremblay, desiree-tremblay@scusd.edu

Office Manager:

Tina Arrendondo, tina-arrendondo@scusd.edu

Student Support Center: ext. 239113

Marisol Ruiz, marisol-ruiz@scusd.edu

Ben Paulsen, benjamin-paulsen@scusd.edu

Parkway ASES Manager:

Gina Brown, regina-brown@scusd.edu

Phoenix Park ASES Manager:

TBD

School Board Policy and ED CODE

Board of Education policies and administrative regulations can be accessed through the California School Boards Association system GAMUT. Follow the instructions below to log into GAMUT.

Login to GAMUT

Go to: <http://www.gamutonline.net/>

Click the “Log on to GAMUT Online” button

User Name: **saccity** Password: **public**

Policies and administrative regulations can be retrieved by using the “Search GAMUT” feature. You may search by code number, policy title or specific words and phrases. If you have any questions, please call the Board of Education Office at (916) 643-9314.

Title IX

“The Sacramento City Unified School District is committed in all its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, sex, religion, color, national origin, disability, marital status, or age.

The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Stephan Brown – 5735 47th Avenue, Sacramento CA, 95824; 916.643.9425; stephan-brown@scusd.edu. For employment-related questions or complaints, contact Human Resource Services: Cancy McArn – Chief Human Resources Officer – 5735 47th Avenue, Sacramento CA, 95824; 916.643.7474; cancy-mcarn@scusd.edu. Section 504 Coordinator: Victoria Flores, Director, 5735 47th Avenue, Sacramento CA, 95824, 916.643.9412, Victoria-Flores@scusd.edu.

2021-2022 Elementary School Calendar



Human Resource Services Traditional Attendance Calendar 2022-23 School Year

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29				
31																			30	31							
Days: 0							Days: 0							Days: 21							Days: 21						
NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	#7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	25	26	27	28	29	30	31	29	*#30	31	26	27	28											
Days: 16							Days: 17							Days: 16							Days: 18						
MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	#10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	#	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30				
Days: 23							Days: 15							Days: 22							Days: 11						

Legend/Key	
*	Semester Begins and Ends Semester = 89/ 91 = 180 days
#	Quarter Begins and Ends Quarter = 46/ 43/ 43/ 48 = 180 days
!	Trimester Begins and Ends Trimester = 60/ 62 / 58 = 180 days

Instructional/ Non-Instructional Days	
180 Instructional Days	
School Holidays / Other Days Not in Session	
New Teacher Orientation Day	
One (1) Non-Instructional Day/ Faculty Work Day	
Three (3) Professional Learning Days	

PARKWAY ELEMENTARY SCHOOL

Bell Schedule 2022-2023

Regular Day Schedule

	TK	Kinder	1st	2nd	3rd	4th	5th	6th
Instruction Begins	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Morning Recess	10:00-10:15	10:00-10:15	10:30-10:45	10:45-11:00	10:45-11:00	11:00-11:10	11:10-11:20	11:10-11:20
Lunch	11:10-11:50	11:10-11:50	11:25-12:05	11:25-12:05	11:25-12:05	12:10-12:50	12:10-12:50	12:10-12:50
Afternoon Recess			1:30-1:45	1:55-2:10	1:55-2:10			
Dismissal	1:00	1:45	3:07	3:07	3:07	3:07	3:07	2:07

Collaborative Thursday Shortened Day Schedule

	TK	Kinder	1st	2nd	3rd	4th	5th	6th
Instruction Begins	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Morning Recess	10:00-10:15	10:00-10:15	10:30-10:45	10:45-11:00	10:45-11:00	11:00-11:10	11:10-11:20	11:10-11:20
Lunch	11:10-11:50	11:10-11:50	11:25-12:05	11:25-12:05	11:25-12:05	12:10-12:50	12:10-12:50	12:10-12:50
Afternoon Recess			1:30-1:45	1:55-2:10	1:55-2:10			
Dismissal	1:00	1:00	2:07	2:07	2:07	2:07	2:07	2:07

Minimum Day Schedule

	TK	Kinder	1st	2nd	3rd	4th	5th	6th
Instruction Begins	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Morning Recess	10:00-10:15	10:00-10:15	10:30-10:45	10:45-11:00	10:45-11:00	11:00-11:10	11:10-11:20	11:10-11:20
Lunch	11:10-11:50	11:10-11:50	11:25-12:05	11:25-12:05	11:25-12:05	12:10-12:50	12:10-12:50	12:10-12:50

Dismissal	1:00	1:00	1:50	1:50	1:50	1:59	1:59	1:59
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Rainy Day Schedule (30 Min Lunch)

*subject to change to accommodate social distancing guidelines

TK/Kinder	1st/2nd/SDC Primary	3rd/4th/SDC Intermediate	5th/6th
11:00-11:30	11:30-12:00	12:00-12:30	12:30-1:00

Opportunities for Parent and Community Engagement

Parent, family, and community involvement in education correlates with higher academic performance and school improvement. When schools, parents, families, and communities work together to support learning, students tend to earn higher grades, attend school more regularly, stay in school longer, and enroll in higher level programs.

At Parkway, we welcome parents as partners. We believe students perform better and are more successful when their parents are actively engaged in their learning. We are committed to partnering with you as you guide and support your student.

Opportunities for Parental Involvement:

- Back to School Night
- Fall and Spring Parent/Teacher Conferences
- **Classroom Volunteers
- Family Curriculum Nights
- School Site Council
- English Language Advisory Committee
- Monthly Coffee Chats
- Open House
- Awards Assemblies
- PBIS Meetings
- Family Picnic Days
- Field Trips**

***Volunteer Packet must be submitted and approved by SCUSD*

Ways to Support Our Students

As parents, you can help support your children's education by working with the school and at home in the following ways:

- Visit our Student Support Center
- See that your child is punctual and attends school regularly.
- Establish a time, place, and routine for homework and review it regularly.
- Check backpacks and student planners for school communication.
- Read to your child daily.
- Regularly communicate with teachers about student's progress.
- Attend school-wide events or meetings (such as Open House, Back to School Night, Parent Teacher Conferences, Family Night's)

School Climate

BP 5137 Students Positive School Climate

Parkway Elementary uses Positive Behavior Interventions and Supports (PBIS) and Restorative Practices to support student behavior. PBIS is an evidence-based framework and the goal of our school-wide behavior management system is to acknowledge positive behaviors in order to increase teaching and learning time, foster a healthy learning environment, and ensure student safety. This is achieved through the use of explicit lesson plans that teachers begin using at the start of the school year. Each day, students are taught specific school rules from the behavior matrix. All staff at Parkway model, communicate positively, and reinforce the behavior expectations using specific guidelines outlined in PBIS. Behavior expectations are also reinforced through S.O.A.R Tickets. Parkway administration and staff will issue interventions and consequences that are culturally relevant, restorative, fair, logical and appropriate for each situation.



S.O.A.R Tickets

'You catch more flies with honey than you do with vinegar'

Positive reinforcement encourages, develops, and changes behavior, whereas consequences are limited to at best temporarily deterring misconduct. For every 1 negative behavior that is acknowledged, staff should look for and acknowledge 5 positive behaviors

Repetition is key to learning new skills:

- For a child to **learn something new**, it needs to be repeated on average **8** times
- For a child to **unlearn** an old behavior and replace it with a new behavior, the new behavior must be repeated on average **28** times (*Harry Wong*)

At Parkway we use the SOAR expectations to acknowledge students for appropriate behavior. Through this program, we hand out SOAR Bucks to students for following the school rules. SOAR Bucks are used to purchase items from our SOAR Store.

When recognizing students with SOAR Bucks it is important to identify specifically what behavior the student engaged in and link it to the appropriate school rule. For example:

“Christopher, I wanted to thank you for helping pick up the books someone knocked on the floor, you were being very responsible and it really helped me out. Here is a SOAR Buck.”

Ideally, students should be given tickets immediately following the behavior and be told exactly why they received the token. In order to promote expected behavior it is important that students know when and why they are being acknowledged.

PARKWAY SCHOOL RULES

Parkway SOAR Expectations					
Area/ Setting	Be Safe	Respect Others	Achieve Greatness	Be Responsible	Staff's Role
Office	We will: <ul style="list-style-type: none"> ○ Walk inside quietly ○ Have quiet hands and body ○ Use our inside voice 	We will: <ul style="list-style-type: none"> ○ Wait our turn ○ Say “please”, “thank you” and “excuse me” 	We will: <ul style="list-style-type: none"> ○ Make our needs clear 	We will: <ul style="list-style-type: none"> ○ Have a pass ○ Be clear about our needs 	We will: <ul style="list-style-type: none"> ○ Send students with a pass
Bathroom	We will: <ul style="list-style-type: none"> ○ Keep water in the sink ○ Walk 	We will: <ul style="list-style-type: none"> ○ Keep our hands and feet to ourselves ○ Wait outside 	We will: <ul style="list-style-type: none"> ○ Respect property ○ Be timely ○ Use two towels maximum 	We will: <ul style="list-style-type: none"> ○ Use at appropriate times ○ Clean up after ourselves ○ Flush the toilet 	We will: <ul style="list-style-type: none"> ○ Send students with a pass ○ Monitor in passing
Technology	We will: <ul style="list-style-type: none"> ○ Stay in seat ○ Stay on allowed websites ○ Maintain quiet bodies 	We will: <ul style="list-style-type: none"> ○ Keep hands on our own computers 	We will: <ul style="list-style-type: none"> ○ Stay actively engaged 	We will: <ul style="list-style-type: none"> ○ Respect the equipment 	We will: <ul style="list-style-type: none"> ○ Teach and practice digital citizenship ○ Monitor student chromebook use
Cafeteria	We will: <ul style="list-style-type: none"> ○ Walk at all times ○ Stay seated until dismissed 	We will: <ul style="list-style-type: none"> ○ Listen to adults ○ Use kind words and quiet voices ○ Keep our hands and feet to ourselves 	We will: <ul style="list-style-type: none"> ○ Eat what we take ○ Walk to and from the playground 	We will: <ul style="list-style-type: none"> ○ Eat our own food ○ Clean our area ○ Be neat and tidy ○ Pick up 3 pieces of trash 	We will: <ul style="list-style-type: none"> ○ Monitor voice levels ○ Lead class to and from the cafeteria ○ Actively supervise (move, scan, interact)

Guest Teacher	<p>We will:</p> <ul style="list-style-type: none"> ○ Stay seated in assigned seat ○ Maintain quiet hands and body ○ Use supplies appropriately 	<p>We will:</p> <ul style="list-style-type: none"> ○ Use kind words to adults and peers ○ Cooperate with others ○ Treat the guest teacher as we would treat our own teacher 	<p>We will:</p> <ul style="list-style-type: none"> ○ Be leaders ○ Be our best selves 	<p>We will:</p> <ul style="list-style-type: none"> ○ Do what is asked of us ○ -Follow classroom rules and procedures 	<p>We will:</p> <ul style="list-style-type: none"> ○ Review procedures prior ○ Support guest teachers
Arrival	<p>We will:</p> <ul style="list-style-type: none"> ○ Come to school after 8:30 AM ○ Walk with hands and feet to self ○ Be aware of cars 	<p>We will:</p> <ul style="list-style-type: none"> ○ Wait in cafeteria line quietly ○ Be patient ○ Wait your turn 	<p>We will:</p> <ul style="list-style-type: none"> ○ Come to school ready to learn 	<p>We will:</p> <ul style="list-style-type: none"> ○ Go to designated areas: 8:30 Cafeteria 8:45 Playground ○ Walk to Line in a timely manner 	<p>We will:</p> <ul style="list-style-type: none"> ○ Actively supervise (move, scan, interact)
Dismissal	<p>We will:</p> <ul style="list-style-type: none"> ○ Walk with quiet bodies and voices to designated areas 	<p>We will:</p> <ul style="list-style-type: none"> ○ Be patient ○ Be aware of personal space of yourself and others 	<p>We will:</p> <ul style="list-style-type: none"> ○ Have belongings and homework ready for home and/or after school program 	<p>We will:</p> <ul style="list-style-type: none"> ○ Go to designated areas: <ul style="list-style-type: none"> ● Front of school ● Phoenix park line ● Parkway after school program line 	<p>We will:</p> <ul style="list-style-type: none"> ○ Actively supervise (move, scan, interact)
Classroom	<p>We will:</p> <ul style="list-style-type: none"> ○ Have quiet hands and body ○ Use materials appropriately 	<p>We will:</p> <ul style="list-style-type: none"> ○ Use kind and respectful speech ○ Keep hands and feet in our own space ○ Listen when others are speaking 	<p>We will:</p> <ul style="list-style-type: none"> ○ Encourage other students ○ Do our best work 	<p>We will:</p> <ul style="list-style-type: none"> ○ Stay actively engaged ○ Follow classroom rules and procedures 	<p>We will:</p> <ul style="list-style-type: none"> ○ Develop class expectations (post, teach, reinforce)
Hallway	<p>We will:</p> <ul style="list-style-type: none"> ○ Walk at all times ○ Keep arms to our sides ○ Face forward 	<p>We will:</p> <ul style="list-style-type: none"> ○ Keep our hands and feet to ourselves ○ Use kind words and quiet voices 	<p>We will:</p> <ul style="list-style-type: none"> ○ Be role models 	<p>We will:</p> <ul style="list-style-type: none"> ○ Be respectful of other classrooms by using quiet voice and body 	<p>We will:</p> <ul style="list-style-type: none"> ○ Actively supervise (move,scan, interact)
Recess	<p>We will:</p> <ul style="list-style-type: none"> ○ On kick balls in the grass area ○ Go down the slide on our bottom only ○ Use walking feet ○ Start at green spots and stop at red spots 	<p>We will:</p> <ul style="list-style-type: none"> ○ Let everyone play ○ Use kind words ○ Take turns ○ Keep our hands and feet to ourselves 	<p>We will:</p> <ul style="list-style-type: none"> ○ Use good sportsmanship ○ Get help from adults when we need it ○ Follow the set rules for recess games 	<p>We will:</p> <ul style="list-style-type: none"> ○ Ask for permission before entering grass area ○ Use equipment properly ○ Start and stop at designated spots 	<p>We will:</p> <ul style="list-style-type: none"> ○ Actively supervise (move, scan, interact) ○ Help resolve conflict

				on the play structure ○ Wood chips stay inside the play structure area on the ground	
Assemblies	We will: ○ Stay with our class ○ Keep hands and feet to ourselves	We will: ○ Listen actively to the speaker ○ Congratulate and encourage others ○ Be considerate of others around us	We will: ○ Enter and exit at a Level 1 voice ○	We will: ○ Stay actively engaged	We will: ○ Submit student names for recognition ○ Actively supervise

Student of the Week (SOTW)

Each week, each teacher recognizes a student from their class for SOARing. Students are acknowledged and receive a Golden SOAR buck to spend at our SOAR store.

Student of the Month (SOTM)

The expectation is that teachers teach the monthly SCUSD SEL themes, SOTM is based on the themes. Lessons can be modified and spread throughout the month, with a heavy emphasis at the start of each month and reviewed weekly. One student from each class will be recognized at the end of each month with a certificate.

- September- Collaboration
- October- Confidence
- November- Gratitude
- December- Perseverance
- January- Perspective Taking
- February- Empathy
- March- Integrity
- April- Self-Discipline
- May- Responsibility
- June- Optimism

SOARing Office Referral

At Parkway, we want to encourage the positive acknowledgement of as many scholars as possible. The SOARing Office Referral is a positive referral in which a student is acknowledged for following one of our SOAR expectations. Any staff member can complete the referral. The positive referral is given to the administration who then makes a positive phone call home.

Student Discipline

Please see BP/AR 5144.

BP 5144 states, “Discipline should be equitable, timely, consistent, fair, and developmentally appropriate and match the severity of the student’s misbehavior, while ensuring school safety.

Possible consequences for students who do not follow school rules:

- Verbal warning
- Phone call home
- Temporary removal from classroom activity (Time out)
 - Time-out can be in the classroom or in another classroom 15 minutes max with work (reflection sheet).
 - Students cannot sit outside the classroom, students must be supervised at all times
- Restorative Circle
- Parent/Teacher Conference
- Parent/Teacher/Principal Conference
- COST referral for SST, mentoring, counseling
- Referral- only after following steps in Behavior Flowchart
- Parent/Guardian attend a portion of the day
- Suspension
- Student Behavior Hearing at Serna

Restorative Practices

Please see BP/AR 5144 [Students Discipline Restorative Discipline Strategies](#)

A punitive approach to behavior alone is not effective. Students need to be guided through their inappropriate decision-making and allowed to reflect and respond to some key questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- In what way have they been affected?
- What do you think you need to do to make things right?

These questions help students process an incident of wrongdoing. They encourage empathy, accountability, expression of feelings and thoughts, and problem solving. (Restorative Works Learning Network)

Board Policy 5144 states, “Before consequences are given, students must first be supported

in learning skills necessary to enhance a positive school climate and avoid negative behavior.”

Referral Process

Referrals are issued only when all steps in the Behavior Flowchart have been implemented. Once a behavior incident is handed to administration, it is at the discretion of administration on assigning any possible consequences (see ED CODE 48900). Parents will be notified by administration about the referral and the actions taken.

Any student receiving multiple referrals, must have an SST. The PBIS team will analyze student behavior data and referral data throughout the year to adjust and improve our school-wide discipline plan.

ED Code 48900 Suspensions

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive...

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

SCUSD Anti-Bullying Policy:

BP 5145.4 | https://www.scusd.edu/sites/main/files/anti-bullying_policy.pdf

BULLYING RESOURCE LIST:

https://www.scusd.edu/sites/main/files/file-attachments/website_bullying_prevention_and_intervention_resources_calibri.pdf

Definition of Bullying

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying. Typically, bullying is not a one-time incident: the behavior may not be severe but is repeated over and over. If severe enough, a single incident can also constitute bullying.

Bullying is:

- Intent to do harm
- Repeated over time
- Imbalance of power

The Centers for Disease Control and Prevention (CDC) identifies four types of bullying:

- **Verbal:** Using words, statement or insults in a negative way
 - Name-calling
 - Teasing
 - Intimidation
 - Threatening to cause harm
- **Physical:** Any type of unwanted physical force
 - Hitting
 - Kicking
 - Tripping
 - Other forms of physical aggression
- **Social:** Harming others through the manipulation and damage of their peer relationships
 - Spreading rumors
 - Leaving out individuals
 - Embarrassing someone
 - Ignoring a teammate
- **Damage to property:** Damaging or threatening to damage an individual's personal belongings

Staff Awareness/Action

Staff will engage in the following activities and actions in order to prevent bullying and maintain a safe environment for students:

- Closely supervise children in all areas of the school and playground

- Monitor for signs of bullying
- Address bullying when it happens
- Model appropriate behavior for students
- Additionally, the school will follow all SCUSD regulations and Education Code guidelines in order to prevent bullying.

Reporting

Staff, students, parents and others are required to report bullying.

- The Report of Suspected Bullying Form will be completed to document bullying behavior when bullying is observed or reported by students, parents or others
- The completed form is immediately given to the designated site administrator
- The designated site administrator investigates the allegations

Cell Phones/Electronic Devices

Students are not permitted to use cell phones/electronic devices while on campus. Cell phones must be turned off or on “silent” mode. They should not be seen or heard. If a staff member sees or hears a cell phone during instructional time, recess, or any other time on campus, the student’s phone may be confiscated and turned in to the office. Any staff member who takes a student’s cell phone may be liable for any damage or missing phone.

- First Offense: Student may pick up the phone from administration after school.
- Second Offense: Parent/Guardian may have to come to the school to collect the phone.
- Third Offense: Student will no longer be allowed to bring cell phones to school and/or arrangements between parent/guardian and administration will be made

Restroom Use

Students are encouraged and expected to utilize recess, passing, and lunch periods to use the restroom. Restroom use during instructional time is for urgent use only. If your child has a medical need, please inform the teacher as soon as possible.

School Property

Parents and guardians are responsible for damages caused by their student before, during or after the school day. California Education Code 48909 states that any student who willfully cuts, defaces, or otherwise injures in any way property belonging to the school district is liable to suspension or expulsion and the parent or guardian shall be liable for all damage caused by the student. The parent or guardian shall be liable to the school district for all property belonging to the school district loaned to the student and not returned on demand. The liability of the parent or guardian shall also not exceed \$5000. The parent or guardian shall also be liable for the amount of any reward not exceeding \$2,000 pursuant to Section 53069.5 of the Government Code.

ATTENDANCE

One of the most important aspects of successful learning is regular, on-time –full-time attendance at school. A written note or phone call from a parent or guardian must accompany students when returning from any absence. The note or phone call to the school, (916) 395-4675, should include the dates and reason for the absence. Vacations must be scheduled during the summer. If the student is gone for over 10 days, without any communication from the family, the students will be dis-enrolled.

Truancy:

If a student has 3 or more unexcused absences, 3 tardies of 30 minutes or more, or a combination of both he/she is considered truant. SCUSD's truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento and several judges. The process involves letters sent home, a school site SART meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student has the opportunity to receive a quality education: therefore, we will do everything possible, prior to a hearing, to improve attendance. However, if attendance concerns continue the District is prepared to implement the SARB process to the fullest extent.

PLEASE NOTE THAT AN ABSENCE MAY STILL BE CONSIDERED UNEXCUSED EVEN THOUGH A PARENT CALL IS MADE.

California State Attendance Laws

California Education Code 48200 says that parents must see that their children attend school every day. Failure to keep students in school can result in the filing of a criminal complaint by the District Attorney's Office. The California Education Code section 48291-48293 gives the District Attorney's Office the power to prosecute "any person, guardian, or other person having control or change of any pupil who fails to comply with the compulsory full-time education requirements, unless excused or exempted". Parents/Guardians must also be subject to prosecution under Penal Code Section 272.

Contributing to the Delinquency of a Minor

This section carries a penalty of a fine not to exceed \$2500.00 or imprisonment in the county jail for no more than one year. In addition, as a result of failure to attend school, your children, under the Welfare and Institution Code 601(b) could be made a ward of the court.

Excused Absences E.C. 46012

Excused absences are as follows: illness, quarantine, medical, dental, optometric services and funerals. Parents/guardians MUST write an excuse stating the reason for each absence and provide a doctor's note.

Excused Absences:

- Verified illness of student.
- Quarantine of student under direction of health officer.
- Student medical or dental appointment—Please bring note from doctor's office.
- Attending the funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child. (limited to 1 day in the state and 3 days out of state)

Unexcused Absences:

- Vacations
- Oversleeping
- Getting hair done
- Babysitting or taking care of other family members
- Personal reasons (missed bus, court, car trouble...)
- Waiting for service or repair people
- Attending a sporting event
- Shopping
- Going to a concert

Tardiness

The warning bell rings at 8:58am and students should be in line by 9:00am. Students arriving late must go to the office to get a late pass. Students who do not get a late pass will be sent to the office to get one. If your child is late due to a medical or dental appointment, please bring the doctor's note to the school.

Early Dismissal –Please make doctor and other appointments after school.

During school hours no student shall leave school premises without permission. Parents/guardians need to come to the office to sign-out a student that needs to leave school before dismissal time. Students will only be released to adults, 18 years or older, listed on the emergency card. Identification may be checked before a student is released to anyone the front office staff may not recognize. Telephone calls requesting an early dismissal will not be granted, the adult must be present at school to request the early dismissal and wait in the office until the student comes down. Students will not be released for early dismissal 5 minutes before the bell rings.

Our goal is to educate our children so that they reach their full potential. In order to achieve that goal, each child needs to be in school unless he/she is absent due to illness. An Early Dismissal interrupts your child's learning and the learning of the whole class. A record will be kept in the office of early dismissals. An attendance meeting will be scheduled for students who have an excessive amount of early dismissals.

- **IMPORTANT: The guardian must be listed on the emergency card and must come into the office to pick up the student. The guardian must have and present proper identification (driver's license, or I.D. card) for office staff in order to remove a student from campus.**

EMERGENCY INFORMATION CARDS

Every student is required to have a complete and up-to-date emergency card on file in the front office.

Any changes in phone numbers and addresses must be made with the office ASAP to be recorded on the emergency card. The card is critically important in the event of an emergency. Children will not be released to anyone not authorized on the emergency card. Students without an up-to-date emergency card on file will not be allowed to participate in field trips until an up-to-date card is on file.

State law requires every parent or guardian to fully complete and sign Emergency Information cards at the beginning of each school year. Should an emergency arise, the school staff will make every reasonable effort to contact the parent or guardian of the student. Parents are asked to sign the medical release statement. Without the medical release form and parent/guardian signature, doctors and hospitals can refuse to provide emergency treatment, even when school personnel accompany the student. If there is no

telephone in the home, please list telephone numbers of neighbors/friends who can contact the parent/guardian. Please list additional family members or neighbors who may pick up your student due to illness or emergency.

ILLNESS AND INJURY

When a student is feeling sick, s/he will be sent to the office. Office staff will take the student's temperature and assess the problem. If a student has a temperature or has thrown up, s/he will be sent home. Office staff cannot treat toothaches, sore throats, or headaches.

Students injured will be brought to the Office where first aid will be performed. Parents will be notified about serious injuries.

MEDICATION

The administration of medication prescribed by a physician for a child during the school day may be done by designated school personnel under detailed instructions but only upon written request according to the California Education Code. A Medication Authorization form must be completed by the attending doctor and by the parent. The form includes: date, signature of both doctor and parent/guardian, name of student, name of medication, when it is to be administered, cutoff date and any side effects or reactions that may occur. The form must be renewed each year and/or when medication dosage has been changed.

The form will be kept with the medication in the office. The medication must be brought to school in the prescription container by the parent/guardian or student.

NO MEDICATION OF ANY KIND, WHETHER PRESCRIPTION OR OVER-THE-COUNTER, SUCH AS COUGH DROPS, INHALER, ASPIRIN, ETC. ARE ALLOWED TO BE BROUGHT BY A CHILD WITHOUT DOCTOR'S WRITTEN AUTHORIZATION. ALL MEDICATION IS STORED IN A LOCKED CABINET IN THE OFFICE.

ARRIVAL AND DISMISSAL PROCEDURES

In order to ensure the safety of our students, faculty, families, and community members, please follow the guidelines below during school days. The safety of your children is our goal, and to achieve this we need your support and understanding. Thank you!

Arrival

- **Students are NOT to arrive at school until 8:30 a.m.** There is no supervision until that time and the school cannot be responsible and ensure their safety.
- Students are to enter at the main gate, it will be coned off, preventing cars from entering. **Families are not to drive in the parking lot between 8:30am-9:00am to drop off students.**
- Free breakfast starts at 8:30 a.m. Students should not arrive at school before this time.
- Since there are no outside supervisors for students arriving at school before 8:50 a.m., all students need to go directly to the cafeteria and remain until dismissed.

- At 8:50 a.m. students will be dismissed from the cafeteria and allowed to play on the blacktop and play structure until the bell rings at 8:58 a.m.
- Transitional Kindergartners and Kindergartners are to go straight to their classroom when dismissed from the cafeteria. They are not to be on the main playground.

Dismissal

- Teachers will walk their class to the front of the school for dismissal. **Parents need to wait at the gate for their children and not outside of the classrooms.**
- Students are to leave the campus immediately after school unless they are in a classroom for tutoring, in the ASES program, or participating in a **supervised** after school program.
- There is no supervision after school for non-ASES students. Students in ASES are required to proceed directly to their meeting spot. There is no waiting on school grounds for siblings or friends.
- Students loitering on campus will be referred to the office.
- Please pick up your children on time refer to the bell schedule for dismissal times. School faculty members are mandated reporters and may be required to notify the proper authorities or law enforcement if a student is persistently left unattended after school.

EXPECTATIONS FOR ADULTS ON CAMPUS

All adults on campus are role models for our students. We ask that adults refrain from cursing, yelling, or intimidating any student, parent or staff member. Parents and guardians are never allowed to approach a student and speak with him/her regarding an incident at school, unless the parent or guardian is listed on that student's Emergency Card. In addition, when visiting the campus, we ask that visitors do not engage with students on the playground, visitors can wait in the office until recess is over. We ask that cell phones not be used in the presence of students, calls can be made outside of the gates. Any adult that comes onto campus and creates a disturbance will be subject to a 14 day Withdrawal of Consent.

Education Code considers the following to be misdemeanor offenses:

Willful disturbance of any public school or any public school meeting. California Education Code Section 32210.

Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school with the intent to disrupt, obstruct or to inflict damage to property. California Education Code Section 44810.

Conduct which disrupts classwork or extracurricular activity or involves substantial disorder. Education Code Section 44811.

California Penal Code Section 626.4

California Education Code Sections 32210, 44810, 44811

Penal Code

§ 626.4. Notice of withdrawal of consent; report; action on report; reinstatement of consent; hearing; unlawful entry upon campus or facility; punishment

(a)

The chief administrative officer of a campus or other facility of a community college, a state university, the university, or a school, or an officer or employee designated by the chief administrative officer to maintain order on such campus or facility, may notify a person that consent to remain on the campus or other facility under the control of the chief administrative officer has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility.

(b) Whenever consent is withdrawn by any authorized officer or employee, other than the chief administrative officer, such officer or employee shall as soon as is reasonably possible submit a written report to the chief administrative officer. The report shall contain all of the following:

1. The description of the person from whom consent was withdrawn, including, if available, the person's name, address, and phone number.
2. A statement of the facts giving rise to the withdrawal of consent.

If the chief administrative officer or, in the chief administrative officer's absence, a person designated by him or her for this purpose, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee. If the chief administrative officer or, in the chief administrative officer's absence, the person designated by him or her, does not confirm the action of the officer or employee within 24 hours after the time that consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect, except that any arrest made during such period shall not for this reason be deemed not to have been made for probable cause.

(c) Consent shall be reinstated by the chief administrative officer whenever he or she has reason to believe that the presence of the person from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. The written request shall state the address to which notice of hearing is to be sent. The chief administrative officer shall grant such a hearing not later than seven days from the date of receipt of the request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.

(d) Any person who has been notified by the chief administrative officer of a campus or other facility of a community college, a state university, the university, or a school, or by an officer or employee designated by the chief administrative officer to maintain order on such campus or facility, that consent to remain on the campus or facility has been withdrawn pursuant to subdivision (a); who has not had such consent reinstated; and who willfully and knowingly enters or remains upon such campus or facility during the period for which consent has been withdrawn is guilty of a misdemeanor. This subdivision does not apply to any person who enters or remains on such campus or facility for the sole purpose of applying to the chief administrative officer for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal.

(e) This section shall not affect the power of the duly constituted authorities of a community college, a state university, the university, or a school, to suspend, dismiss, or expel any student or employee at the college, state university, university, or school.

(f) Any person convicted under this section shall be punished as follows:

(1) Upon a first conviction, by a fine of not exceeding five hundred dollars (\$500), by imprisonment in the county jail for a period of not more than six months, or by both such fine and imprisonment.

(2) If the defendant has been previously convicted once of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in the county jail for a period of not less than 10 days or more than six months, or by both such imprisonment and a fine of not exceeding five hundred dollars (\$500) and shall not be released on probation, parole, or any other basis until he or she has served not less than 10 days.

(3) If the defendant has been previously convicted two or more times of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in the county jail for a period of not less than 90 days or more than six months, or by both such imprisonment and a fine of not exceeding five hundred dollars (\$500), and shall not be released on probation, parole, or any other basis until he or she has served not less than 90 days.

(g) This section shall not affect the rights of representatives of employee organizations to enter, or remain upon, school grounds while actually engaged in activities related to representation, as provided for in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title I of the Government Code.

Breakfast

All students arriving to school before 8:50 a.m. must go to the Cafeteria. ***Please remember the gates open at 8:30 and there is no supervision before then.*** Students either go through the line to get their breakfast and sit in the assigned area or those not eating, sit at designated tables. Students are to find a place to sit and remain there until dismissed.

Food and Beverages

Parkway Elementary adheres to the District's Wellness Policy in order to maintain a healthy environment, ensure that students eat healthy food in accordance with the Competitive Foods regulations, and prevent students with food allergies from consuming a potentially harmful ingredient. **Per Sacramento City Unified School District's Wellness Policy (BP 5030), sugary drinks and treats (i.e. cupcakes, cakes, juices, candy, gum, energy drinks, hot Cheetos, Takis) are not permitted and will not be distributed in classrooms for student special events, birthdays, celebrations, etc.** If a student is found in possession of food that causes a distraction, is messy, or impedes learning, it will be confiscated by administration and returned at the end of the school day. Should a problem persist, parents will be notified and asked to pick-up confiscated items. We encourage students to bring reusable water bottles so that he/she may stay hydrated throughout the day.

If a parent would like to come to school for a special event for their child, they need to come during non-instructional time (lunch/recess). Parents may only bring foods or beverages for their children, or students of whom they are listed as a school contact. The school will provide a designated supervised area during lunch/recess for parents to visit their children at lunch/recess. Parents should provide at least 24 hours notice to the office. We appreciate your support for our Wellness Policy, maximizing our instructional time, and ensuring that all students are safe and healthy from possible food allergies. For more information on the wellness policy, please visit <https://www.scusd.edu/district-wellness-committee>

Personal FundRaising

Personal fundraising by students is prohibited on campus. This includes the sale of candy, cookies, and personal items for outside organizations or non-school sponsored activities.

Gum, Candy, Sunflower Seeds, and Soda

Gum, candy, sunflower seeds, energy drinks and soda **ARE NOT** to be brought onto, chewed, or eaten on campus. If you wish to send a beverage with lunch, milk, juice, or water is recommended. The only exception to this rule occurs when "treats" are supplied or permitted by the teacher or PTA. In this case, the treats are eaten under teacher/parent supervision, and it is expected that all wrappers, etc. will be disposed of properly. Students may not have aluminum cans or glass bottles on campus.

Cafeteria Information

The authorizing legislation and program regulations clearly intend that meals reimbursed under Federal and State Nutrition Programs be served and consumed by the enrolled child under direct supervision by a District employee during regular school hours as part of the program, on school or school related

premises.

Therefore, school lunches may not be taken off site, nor can adults, guardians or siblings eat food off of the enrolled student's tray.

CELL PHONES, ELECTRONIC EQUIPMENT & PERSONAL ITEMS

The school will not be responsible for lost, damaged or stolen electronic equipment or personal items brought to school from home. While cell phones may be brought to school, they **may NOT interfere with the instructional process.** Cell phones and other electronic items are to remain off and out of sight (in backpacks) at all times while on campus. Students may use cell phones or other electronic devices only when instructed by a school authority in the event of a dire emergency. **The Front Office will not hold student cell phones or electronic devices unless the device was confiscated by administration for inappropriate use.**

If a staff member sees or hears a cell phone or electronic device during instructional time, recess, or any other time on campus, the student's phone/electronic device will be immediately confiscated and turned in to the office.

- **First Offense:** Student may pick up the phone from the principal after school.
- **Second Offense:** Parent must come to school to collect the phone.
- **Third Offense:** Student will no longer be allowed to bring a cell phone to school or will have to turn it into the Office daily.

Please be aware that calling your student during the school day puts him or her at risk of disciplinary action. If you need to reach your child during the school day, please call (916) 395-4910.

BICYCLES, SKATEBOARDS, SCOOTERS, SKATESHOES, AND ROLLERBLADES

Students must walk their bicycles and scooters at all times while on campus. All bikes and scooters must be parked and secured to the bike racks. It is highly recommended that students use a bike lock when securing bikes and scooters on the rack.

Skateboards, skate shoes, and rollerblades are not allowed on school grounds during, after or at any school events. Violation of this rule will result in the removal of the equipment and require a parent to pick it up.

GUIDELINES FOR DRESS CODE

Parkway wants to:

- Create a safe school and enhance the learning environment.
- Foster student achievement and positive behavior amongst students.
- Provide a sense of community within the school.

Students are expected to dress neatly and appropriately. Students out of dress code can borrow clothing for the day from the Parent Resource Room. Parents needing assistance acquiring pants or shirts can make an appointment with our Parent Advisor.

Students will:

- Wear shoes at all times. Shoes need to cover toes and heels. Crocs, sandals and slides are not allowed.
- Keep clothing, jewelry, and body free of writing, pictures, or any insignia that is crude, profanity gang-related, sexually suggestive, advocates racial, ethnic or religious prejudice, or any drugs or alcohol.
- Wear pants and shorts appropriately. Belts and/or string will be provided when needed.
- Wear shirts that cover undergarments. Rule of thumb, if an arm is raised and the stomach shows, the shirt is too short. Straps should be thick enough to cover undergarments
- Wear wear jeans with no holes above knee and mid-length dresses, skirts and shorts

Students violating the dress code will need to call home and have appropriate clothes brought to them or will be referred to the Parent Resource Room to borrow a uniform for the day.

HOMEWORK

Homework is given at the discretion of the grade level team. Research suggests that students spend about 10-20 minutes on homework in first grade, 20 minutes in 2nd grade and 10 minutes added for each grade level. Homework should consist of work the student can complete independently. If your child is having difficulty completing homework independently, please contact your child's teacher. Please note, some teachers do not assign homework, contact your child's teacher for their policy.

TEXTBOOKS

Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)

Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)

Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.

Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.

All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

TECHNOLOGY

Rules for Use of Computers and Computer Networks

Please note that when any faculty member assigns a student a specific device number, he/she must only use this device. Using unassigned devices is prohibited.

When you use school computers, you agree to:

- Follow the directions of teachers and school staff.
- Abide by the rules of the school and school district.
- Obey the rules of any computer network you access.
- Be considerate and respectful of other users.
- Use school computers for school-related education and research only.
- Not to use school computers and networks for personal or commercial activities (gaming or Email).
- Not change any settings, software or documents (except documents you create).
- Not download any programs unless instructed by teacher.

Use of school computers and access to the Internet is a privilege.

- Students who do not follow the rules, may lose computer privileges, and could face other disciplinary action.

Do not produce, distribute, access, use, or store information, which is:

- Unlawful
- Private or confidential
- Copyright protected
- Harmful, threatening, abusive, or denigrates others
- Obscene, pornographic, or contains inappropriate language
- Interferes with or disrupts the work of others
- Causes congestion or damage to systems

Protect your password

- Do not allow anyone else to use your password and do not use anyone else's password

SUBSTANCE-FREE CAMPUS

Parkway Elementary School is an alcohol, tobacco, and drug free campus. No student or adult is allowed to use these substances at any time on any part of the school campus. We want to keep our campus free of these substances as a positive example to our students.

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol on school property may be referred to the behavior hearing office for possible expulsion and may be reported to the appropriate law enforcement agencies for possible legal action.

CLASSROOM INTERRUPTIONS

- Make all appointments for after school.
- To minimize phone calls during instruction, make arrangements with your child about changes in pick-up or walking home before school. Parent phone calls **Will Not** be transferred to the classroom. Parents may leave a message with office staff for a student and the message will be delivered at an appropriate time.
- Birthdays
 - Balloons will not be delivered to the classrooms because they create a distraction to the learning environment.
 - Cupcakes, cakes, sweet treats are not allowed to be distributed in classrooms

VISITORS

Parkway encourages parents/guardians and other interested members of the community to visit the school and view the educational program. **In order to ensure the safety of our students and staff, no one is allowed to go directly to the classroom without signing in at the office first.** All visitors will be issued a badge that identifies them as a guest at our school. Please be sure to sign out when leaving the campus.

To ensure minimum interruption of the instructional program:

Visits during school hours should be first arranged with the teacher and principal.
If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions:

- All visitors shall register immediately upon entering any school building or grounds when school is in session.
- All visitors must sign in at the school office where an identification badge will be provided. A valid ID must also be presented if requesting access to student information or a specific student.
- Please be aware that youth under the age of 18 are not permitted to be on campus without an adult
- **Only service dogs are permitted. All other pets are prohibited from the school grounds.**

We appreciate your adherence to these procedures and contributing to

the safety and welfare of our students.

Title I, Part A School-Parent Compact

The Parkway Elementary, and the parents of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

Parkway Elementary School offers a safe, nurturing environment that provides a rigorous academic foundation and fosters strong character traits in our students. Parent partnership is a priority and essential for student success in developing a love of learning. Parkway's teachers and staff work collaboratively with families and the community to develop lifelong learners and socially and emotionally responsible scholars. Parkway Elementary aims to maximize each student's potential through a meaningful education in a safe and culturally inclusive environment by collaborating with families and the community, to provide a strong academic foundation in order to prepare all students to become productive citizens in a global society.

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

- (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed at the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their children's progress;
- (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

Parkway Elementary aims to regularly communicate with parents/guardians through various methods: flyers, Infinite Campus messenger, Class Dojo, Remind App, and social media sites. There is open communication between teachers and parent/guardians through parent/teacher conferences, progress reports, phone calls

and email. The administrative team has an open door policy, allowing for parents/guardians to share any concerns or family updates. Parents/guardians have access to teacher and staff emails through the school's website.

This Compact was established by Parkway Elementary on 10/27/22, and will be in effect for the period of October 2022-September 2023 and will be in effect for the period of The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: 10/28/22.

Signature Page

Dr. Krystle Andrews, Principal

Name and Title of Authorized Official

/s/ Dr. Krystle Andrews, Principal

Signature of Authorized Official

10/22/22

Date

California Department of Education
April 2020

Title I, Part A School Parent and Family Engagement Policy

Parkway Elementary, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

Parents will be involved on an on-going basis to elicit feedback to improve Title 1 programs at Parkway Elementary School. During various committee meetings and/or monthly Coffee Chats, parent feedback will be incorporated to improve such programs.

Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Parents will be informed of the School Parent and Family Engagement Policy during the annual Title 1 Parent Night, at which time, their feedback will be elicited. Meetings will be held at various times throughout the year, with a specific focus on parent engagement and Title 1 programs. At the end of the year, data collected from the meetings will be reviewed by the administrative team and school leadership team to make revisions for the following year.

Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

The District meets annually with various parent/family groups to share the district level parent engagement policy and seek feedback on revisions or updates. The updated parent engagement policy is placed in the Student Handbook and shared with parents and families each year.

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

If the plan under ESSA Section 1112 is not satisfactory to the parents, we will submit any parent comments on the plan to the Office of State and Federal Programs.

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

An annual meeting will be held at a time that is most convenient for the families at Parkway Elementary. To increase parent participation, a translator(s) will be provided so that Parkway's majority emergent bilingual population can receive the necessary

information. Information will also be shared via Infinite Campus messenger and on social media sites.

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

Parkway Elementary holds meetings during various times during the school year to meet the needs of parents; meetings are scheduled during the mornings, the school day and afterschool. While meetings are held in-person, parents have the option to attend some meetings via Zoom based on need.

Parents have the opportunity to attend all committee meetings in person or on Zoom: School Site Council, ELAC, PBIS, in addition to SST/504/IEP meetings. Translators are provided when needed.

Monthly Coffee Chats are held on Friday's beginning after student drop, topics are geared towards parents.

Parents can attend fall and spring family picnic days, Open House, Back-to-School Night, Trimester Awards Assemblies and other school events.

Information about meetings is communicated in multiple ways and languages to increase parental involvement.

Families are provided with a handbook in their Welcome Back Packets, detailing how they can be involved with school activities.

Parkway Elementary elicits parent volunteers and pays the fingerprinting fees.

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

Parent feedback will be elicited at various meetings throughout the year and a spring parent survey will be distributed. At the end of the year, data collected from the meetings will be reviewed by the administrative team and school leadership team to make revisions for the following year, and parents will be invited to participate in the meeting.

Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]:

During monthly meetings: Coffee Chat, ELAC, SSC, information is shared about current curriculum, assessments and student progress towards goals. Information is also disclosed about how to request academic support through SSTs and/or social emotional support through the Student Support Center. It is the aim during these meetings to build the capacity of parents to become advocates for their children's learning and development.

Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

Parkway Elementary will intentionally incorporate opportunities for parents to provide feedback during meetings. Using that feedback, the parent and engagement policy will be updated annually. The SPSA will include specific activities to increase parent engagement. Should the plan not be satisfactory, we will submit any parent comments on the plan to the Office of State and Federal Programs.

Parkway Elementary's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on . The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before November 1.

Signature Page

Dr. Krystle Andrews, Principal

Name and Title of Authorized Official

/s/Dr. Krystle Andrews, Principal

Signature of Authorized Official

12/12/22

Date

California Department of Education
April 2020

Parkway Elementary Handbook Acknowledgement

This handbook is designed to provide general and specific information. Please read its contents carefully. This handbook is not to be construed as complete; its contents may change as time goes by. If you have any questions, ask your teacher or principal.

I have read and discussed the Parkway Handbook with my child. We are aware of, and agree to follow, the expectations of Parkway Elementary School.

Print Student's Name

Print Parent/Guardian Name

Parent/Guardian Signature

Room Number

Date

Please sign and return this page to your child's teacher.