

PARKWAY ELEMENTARY SCHOOL

STUDENT and FAMILY HANDBOOK

2017 – 2018



Parkway Eagles
“Home of the Parkway Scholars”



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Sacramento City Unified School District

Board of Education

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Darrel Woo, 2nd Vice President, Area 6
Ellen Cochrane, Area 2
Christina Pritchett, Area 3
Michael Minnick, Area 4
Mai Vang, Area 5

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Lisa Allen, Deputy Superintendent
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Gerardo Castillo, Chief Business Officer
Alex Barrios, Chief Communications Officer
Cancy McArn, Chief Human Resources Officer
Cathy Allen, Chief Operations Officer
Elliot Lopez, Chief Community Officer

Parkway Elementary School

Doyal Martin, Principal
Azarel Iniquez, Assistant Principal

"The Sacramento City Unified School District is committed in all of 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". We inspire and provide opportunities for all students to achieve high standards of performance for success in life and beyond."



Welcome Students and Families

Great things are happening on campus this year!

Dear Families and Friends of Parkway Elementary School:

Welcome back to the 2017-18 school year. We hope you are excited as we cannot wait to see you all on Thursday, August 31st. I continue to be honored to serve as principal of such a great learning community. As another year approaches, I am reminded of just how special my job continues to be as member of the Parkway community. Building relationships with you and helping your child grow into a positive and contributing member of our society.

The summer has been a busy summer as we had a summer school program on site as well as bolstering up our staff with the help of the School Improvement Grant. There are new faces and familiar faces in new places. Please help me welcome our new teachers and new positions:

- Site Instructional Coordinator, TBD
- Ashely Hughes, 6th Grade
- Stephanie Book, 3rd Grade
- K/1, TBD
- Johnny Gardner III, Campus Monitor
- David Joiner, Instructional Aide
- Teacher, Art TBD
- Rafael Perez, 3rd Grade
- Hope Dennis, 4th Grade
- Hlao Yang, 4th Grade
- Amy Hoffhines, 2nd Grade
- Library Media Tech, TBD

Some impactful changes that you need to be aware of are dismissal times and after school care for kindergartners. All students in first thru sixth grades will be dismissed Neither Focus on Family nor Phoenix Park will be serving kinders in the after-school programs.

Please note the time changes:

MONDAY, TUESDAY, WEDNESDAY AND FRIDAY

KINDER 9:00-1:45

Grades 1st -6th 9:00-3:07

THURSDAY

KINDER 9:00-1:10

GRADES 1st -6th 9:00-2:07

Parkway will open its doors for its students on **Thursday, August 31st at 9AM**. Breakfast will be served from 8:30-8:55 AM each day. The playground is closed until 8:45 AM. If you are at school prior to 8:45 you will be directed to the cafeteria. We urge you NOT to be on campus until 8:45 AM.

Parents will be allowed in cafeteria during breakfast for the first two weeks of school. After September 15th only students will be allowed in the cafeteria for breakfast.

Our school rules remain the same. This is our baseline and school focus and philosophy.

S.O.A.R.
Be Safe
Respect Others
Achieve Greatness
Be Responsible

Help your child put these to memory as this is a big part of our school wide climate.

To help alleviate disruptions and show respect, hats, beanies and hoodies will no longer be allowed to be worn on campus at any time. Beanies and hoodies can only be worn during rainy and cold season. You may wear sweatshirts and jackets with hoodies but they cannot be worn unless it is raining. **ABSOLUTELY** no hats in or out of the classroom.

For safety reasons and to be reinforced by law enforcement, you may NOT park and wait for children in the fire lane. The gates will be closed and we ask that you park on the street and walk onto campus to drop off and pick-up your child. after school is in session the two outside gates will be closed until 3:00. You must park on the street and walk through the gate of the middle driveway.

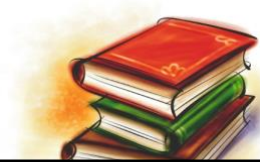
Please put these important dates on your calendar:

Back to School Night-Wednesday, September 13, 2017

I am looking forward to see you all again and working with you as involved and caring parents. Please enjoy your last days of summer. It's going to be a great year! Feel free to contact me with questions at 916-433-5082.

Sincerely,

Doyal Martin
Principal



Parkway Expectations

Committed Teachers

- *Teach Common Core with rigor and passion*
- *Collaborate with colleagues to find best teaching practices*
- *Maintain appropriate and consistent behavior expectations*
- *Build a community where all student belong*
- *Involve parents and the community in student events and achievement*
- *Continue to grow in our SEL goals*

Office Staff

- *Provides friendly service to all*
- *Knows students by name and connects with families as needed by reporting:*
 - *Attendance issues*
 - *Health concerns and injuries*
- *Pertinent school-related information*

Administrative Team

- *Holds high expectations for self, students, families and staff*
- *Supports life-long learning, ethical and responsible behavior*
- *Involves parents and the community in Parkway events and meetings to strengthen the school and community*
- *Supports teachers in all professional endeavors*
- *Maintains a safe, clean and orderly campus*

Mission Statement

It is the mission of Parkway Elementary School to maximize each student's potential through a meaningful education in a safe and culturally inclusive environment. It is our goal to work with the family and community to provide a

strong academic foundation in order to prepare all students to become productive citizens in a global society.

STAFF
Doyal Martin, Principal
Azarel Iniquez, Assistant Principal
Anita Tong, Site Instructional Coordinator

Training Specialist

Support Teachers

Kindergarten

Jennie Reinke	Room – K3
Desiree Wing	Room – K2
Amanda Barry	Room – 24

First Grade

T. Ikegami	Room – 21
Malcolm Stubbs	Room – 23
Athena Lee	Room – 19
Shazia Keval	Room - 27

Second Grade

Teresa Hanneman	Room – 22
Kelly DuFour	Room – 16
Amy Hoffhines	Room – 18

Third Grade

Angelia Jones	Room – 19
Jay Kurtzman	Room – 28
Rafael Perez	Room – 8
Stephanie Book	Room 17

Fourth Grade

Hope Dennis	Room – 1
Hlao Yang	Room – 5

Fifth Grade

Toneyia Donkor	Room – 3
Jade Lim	Room – 4
Madeleine Weinrich	Room – 2

Sixth Grade

Ann Armanino	Room – 6
Jade Lim	Room – 4
Ashley Hughes	Room – 7

Physical Education

Greg Koch

Special Education

Shannon Teves, RSP	Room - 29
Nicole Fontes	Room - K3
Rebecca Allpress	Room – 29
Angela Zaldarriaga	Room 11
Myisha Johnson (Speech Pathologist)	Room 12

Instructional Aides

Edna Her(Hmong)
TBD
TBD

Campus Monitor

Johnny Gardner III

Office Personel

Alexandria Blount, Clerk II
Lisa Vasquez, Office Manager

Student Support Center

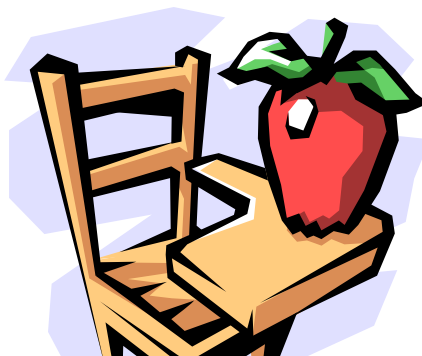
Jamie Gomez
Jessica Bentovoja

Plant Operations

Matt Lopez, Plant Manager
Lisa Rios, Custodial

Food Services

Pamela Simmons





Elementary School Calendar Summary

2017 – 2018 School Year

FIRST TRIMESTER	60 Teaching Days
SCHOOLS OPEN	Thursday, August 31, 2017
Labor Day Holiday	Monday, September 4, 2017
Veterans' Day Holiday	Friday, November 10, 2017
Thanksgiving Holidays	Saturday, November 18, 2017 through Sunday, November 26, 2017
FIRST TRIMESTER ENDS	Friday, December 1, 2017

SECOND TRIMESTER	62 Teaching Days
SCHOOLS REOPEN FOR SECOND TRIMESTER	Monday, December 4, 2017
Winter Holidays	Saturday, December 23, 2017 through Sunday, January 7, 2018
Martin Luther King, Jr. Day Holiday	Monday, January 15, 2018
Lincoln's Day Holiday	Monday, February 12, 2018
President's (Washington's) Day Holiday	Monday, February 19, 2018
SECOND TRIMESTER ENDS	Friday, March 16, 2018

THIRD TRIMESTER	58 Teaching Days
SCHOOLS REOPEN FOR THIRD TRIMESTER	Monday, March 19, 2018
Spring Holidays	Saturday, March 24, 2018 through Sunday, April 1, 2018
Memorial Holiday	Monday, May 28, 2018
Last Day of Instruction	Thursday, June 14, 2018
THIRD TRIMESTER ENDS	Thursday, June 14, 2018

ELEMENTARY SHORTENED DAYS		
Parent-Teacher Conferences	6 days:	November 13, 2017 through December 15, 2017
	5 days:	March 5, 2018 through April 6, 2018
Reports and Records	3 days:	December 1, 2017, March 16, 2018, and June 14, 2018

*This includes 26 hours of Collaborative Time

Faculty Work Day: June 15, 2018

Parkway Elementary School Schedule 2017 – 2018

Regular Day Schedule							
	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Instruction Begins	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Recess		10:20-10:30	10:35-10:45	10:50-11:00	10:50-11:00	11:05-11:15	11:05-11:15
Lunch	12:30-1:10	11:00-11:45	11:15-12:00	11:30-12:15	11:45-12:25	12:00-12:40	12:15-12:55
Recess*		1:00-1:15	1:00-1:15	1:00-1:15	--	--	--
Dismissal* (M, T, W, F)	1:45	3:07	3:07	3:07	3:07	3:07	3:07
Thursdays*	1:10	2:07	2:07	2:07	2:07	2:07	2:07
Instr. Mins.	245 mins.	297 mins.	297 mins.	297 mins.	317 mins.	317 mins.	317 mins.

Shortened Day Schedule							
	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Instruction Begins	9:00	9:00	9:00	9:00	9:00	9:00	9:00
Recess		10:20-10:30	10:35-10:45	10:50-11:00	10:50-11:00	11:05-11:15	11:05-11:15
Lunch	12:30-1:00	11:00-11:36	11:15-11:51	11:30-12:06	11:45-12:16	12:00-12:31	12:15-12:46
Dismissal	1:00	1:41	1:41	1:41	1:50	1:50	1:50
Instr. Mins.	210 mins.	235 mins.	235 mins.	235 mins.	249 mins.	249 mins.	249 mins.

Rainy Day Lunch Schedule							
	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Lunch	12:45-1:15	11:00-11:30	11:15-11:45	11:30-12:00	11:45-12:15	12:00-12:30	12:15-12:45

Attendance

We understand that absences are going to happen due to illness or other circumstances. However, we also know how important it is to attend school regularly; students who are chronically absent or tardy are far more likely to fall behind academically and be discouraged. Success in school requires that our students attend school regularly and arrive on time. We expect your full cooperation in giving your child the best opportunities that life can offer them by making sure he/she comes to school every day. Makeup work is not a substitute for class time. We teach many important concepts every day and many cannot be learned as homework. Good attendance habits are critical.

If your child needs to miss school for part of the day, please make sure he/she attends as much school as possible by attending for at least part of the day. If your child is late to school he/she must sign in at the office and receive a pass before going to the classroom. Likewise, if you need to check your child out of school early for an emergency, please go to the office.

A few things to help support regular attendance:

- Keep a regular bedtime and establish a morning routine.
- Arrange clothes and pack backpacks the night before.
- Go to school every day unless you are truly sick.
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up.

All students are lawfully required to attend school regularly and on time according to state law. All teachers check attendance daily. For the State Register and County Health Department an explanation is required for all absences through a note, a telephone call or a personal visit from a parent/guardian. The school phone number is (916) 433-5082. After an absence, the student must bring a note signed by the parent/guardian explaining the reason for the absence to the attendance office and obtain a readmit slip. This note must have the date(s) of the days absent and the reason for the absence. If a phone call or note is not provided, the attendance record will show "truancy pending". If a note is not provided within three days, a truancy will result.

These are the **ONLY** excused absences recognized by the State:

1. ...student illness or injury
2. ...quarantine under a county or city health officer
3. ...medical, dental, optometric, or chiropractic services
4. ...funeral services of an immediate family member
 - One day in California
 - Three days out-of-state
5. ...exclusion from school for lack of immunizations,
limited to five days

Early Dismissal

Early dismissals cause a general disturbance and loss of class time for your child. Please make an effort to schedule appointments after school. Once children have arrived at school, they are not permitted to leave the school grounds without parent permission. If it is necessary for you to take your child out of class early, you must come to the office. All students requiring early dismissal at any time must be picked up from the front office. For your child's safety, the teacher will not release a child to anyone who has not obtained permission from the office. Adults must be prepared to fill out the appropriate form and **show picture identification**. Students will not be released to any person(s) not listed on the emergency card.

The following is the procedure taken for excessive absences and unverified absences:

- ◆ 1st Truancy letter sent after 3 absences or tardies of 30 minutes or more
- ◆ 2nd Truancy letter sent after one additional absence or tardy
- ◆ 3rd Truancy letter and SART (Student Attendance Review Team) appointment sent after one additional tardy or absence
- ◆ SART (Student Attendance Review Team) hearing and contract completed and signed
- ◆ SARB (Student Attendance Review Board) referral after one additional unexcused absence or tardy
- ◆ Referral to District Attorney's Office for prosecution

Emergency Cards

Every student is required to have a completed emergency card on file in the office. In case of emergency, we need current names and phone numbers of adults authorized to pick-up students. It is also extremely important that numbers for home, work, cellular, daycare, emergency contacts, and doctors be included so that we can contact the appropriate person in the event of an illness, accident, or other emergencies. **No child will be released to any adult not on the emergency card.**

School Wide Expectations

Parkway Elementary School students are expected to SOAR in everything they do:

- ❖ Be **S**afe
- ❖ Respect **O**thers
- ❖ Achieve **G**reatness
- ❖ Be **R**esponsible

PROGRAMS & SERVICES

Social-Emotional Learning (SEL): The staff, parents, and students at Parkway are embracing Social Emotional Learning as a way to develop and establish positive relationships with each other. SEL has proven to be essential for all staff and students. It is the process through which children and adults acquire knowledge, attitudes, and skills that they need to recognize and manage their emotions. This mindset will support our students in demonstrating concerns for others; making responsible decisions, and handling challenging situations proactively. Most importantly, SEL skills are essential throughout life; including into adulthood as they help to foster success in every aspect of life. The primary focus of socio-emotional learning will be in the areas of self-management, self-awareness, social awareness, relationship skills, and responsible decision-making. SEL at Parkway will be reinforced in classrooms with the Second Step and Restorative Justice Practices.

Second Step: Second Step is a research-based intervention that is taught in every classroom at Parkway and is specifically tailored to grade levels. Second Step teaches students the skills needed to succeed socially and academically. It promotes social-emotional self-regulation while decreasing problem behaviors. It teaches skills that strengthen students' ability to learn, have empathy, manage emotions, and solve problems effectively. Parkway strongly believes that with the implementation of Second Step we will create a safe and respectable learning environment that promotes school success.

Positive Behavior Intervention Systems(PBIS): Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.

Restorative Justice: Parkway supports a positive school wide climate. We will be incorporating a Restorative Justice process. This is a unique approach to address discipline and conflict resolution in order to build healthy and strong relationships. The Restorative Justice practice will show equal concern and commitment to persons harmed and the persons doing the harm. The process will focus on repairing the harm and making things right by incorporating accountability measures to gain desired outcomes. Restorative Justice emphasizes values of safety, empathy, respect, honesty, acceptance, and accountability.

Student Support Center: Parkway's Student Support Center is located in Room 13. The school's Social Worker is on site to help and support families with their needs. We are here to support students and families in school, home and in the community. Our resource center provides support with mental health, medical, and dental needs, and socio-emotional groups. The Student Support Center is here to provide the support needed to assist families and students with an enjoyable school experience and build upon student's academic success. All resources are strength-based, free, and confidential.

INTERVENTIONS

Conferences

The teacher and principal may conference with students and parents to provide assistance to encourage positive behavior.

Student Contracts

The teacher, parent, principal and student may develop contracts to provide goals. The contract provides the student and parent frequent feedback regarding progress. Positive reinforcement and accountability are emphasized.

Tutoring

Several kinds of tutoring and intervention programs are available to students who are identified as being able to profit from it. Peer tutors and cross-age tutoring is also a possibility.

Student Study Team

The Student Study Team (SST) is designed to support parents, teachers and students who are having difficulty. The student may have an emotional or learning problem that needs special attention. The SST is made up of teachers, the school, social worker and the principal. Other staff members who may participate include the school nurse, resource teacher, and speech/language specialist. Parent participation is key to the SST process. If the parent is unable to attend the SST meeting for his/her child, then a second meeting may be scheduled with the principal.

District Hearings

If a student has a serious and on-going adjustment problem in school, despite repeated efforts by the school staff and the student's parents to resolve these problems, the student and his/her parents will be required to attend a district hearing. As a result of this hearing, a determination will be made as to whether the child should remain at his regularly assigned school or be provided with an alternative educational setting at another educational facility.

SPECIFIC POLICIES

Food

Food from the cafeteria is not allowed to leave the cafeteria. Students should not exchange food, as there are unknown allergies that students may have.

Students have assigned tables. Soda, Taki's (or Hot Cheetos), and excessive candy are not allowed in student lunches.

Cell Phones

Students are not permitted to use cell phones 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 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. Parent must sign a statement of understanding regarding cell phone policy.
- Third Offense: Student will no longer be allowed to bring a cell phone to school

INFRACTIONS

LEVEL ONE INFRACTION

Teachers are expected to address Level One Infractions through classroom management strategies and by contacting the student's parent or guardian as needed. Level one infraction should not equal a visit to see administration, but can lead to one if the same disruptive behavior continuously occurs. Level One Infractions may include, but are not limited to, the following:

- ❖ Use of profanity or vulgarity
- ❖ Classroom disruption
- ❖ Minor defiance of authority/disobedience
- ❖ Eating candy
- ❖ Disrupting school activity
- ❖ Minor physical aggression with another student (i.e. pushing, shoving)
- ❖ Failing to follow classroom rules and procedures
- ❖ Minor disagreements between students
- ❖ Unauthorized use of school equipment
- ❖ Failing to participate in class activities or being inattentive
- ❖ Verbal insults or put-downs of other students and/or staff
- ❖ Play fighting (Hitting, slapping, punching, kicking or rough horseplay)
- ❖ Using playground equipment in an unsafe manner
- ❖ Using school computers or Internet inappropriately
- ❖ Using electronic equipment during at unauthorized times

LEVEL TWO INFRACTIONS

When a student repeatedly commits a Level Two Infraction, he/she may be sent to another classroom for a time-out and his/her teacher will contact the student's parents. Additionally, the student's continuous behavior may result in a meeting with administration. Level Two Infractions include, but are not limited to, the following:

- ❖ Recurring Level One Infractions (after not responding to interventions)
- ❖ Severe defiance towards a staff member
- ❖ Minor destruction or theft of school property
- ❖ Extreme inappropriate behavior that is disruptive to school activities
- ❖ Continuous bullying/harassment
- ❖ Minor theft from an individual

LEVEL THREE INFRACTIONS

When a student commits a Level Three Infraction, he/she is immediately referred to the office, which may lead to an in-school or off-campus suspension for one or more days, and may also result in exclusion from field trips/school activities. Additionally, some Level Three Infractions can lead to a district behavior hearing or expulsion from school. Level Three Infractions include, but are not limited to, the following:

- ❖ Recurring Level Two Infractions
- ❖ Possessing or using in a threatening manner any instrument that could cause great bodily injury
- ❖ Participating in or threatening to commit battery on another person (e.g., peer, school employee, or innocent victim)
- ❖ Using extortion
- ❖ Threatening or attempting to cause physical injury with a deadly weapon
- ❖ Biting (causing breaks in the skin or leaving noticeable bruise/red mark)
- ❖ Extreme fighting
- ❖ Sexual harassment
- ❖ Possessing, using, or selling alcoholic beverages, tobacco, controlled substances (including paraphernalia)
- ❖ Attempting to light a fire (arson) with matches, lighter, candle, etc.
- ❖ Committing or threatening to commit significant damage to school property
- ❖ Throwing objects that have the potential to cause harm (e.g., chairs, scissors, desks, books, staplers, pencils)
- ❖ Defacing school property or using graffiti that causes significant damage
- ❖ Participating in repeated acts of harassment or any other act which denigrates another person.

<i>POSSIBLE CONSEQUENCES</i>

- Verbal warning
- Phone call home
- Temporary removal from classroom activity (Time out)
- Recess restriction (limited time removal from playground)
- Loss of recess
- Loss of privilege
- After school detention **only with office and parent notification**
- Referral
- Parent/Teacher Conference
- Parent/Teacher/Principal Conference
- Suspension

The severity of an offense determines the action taken where choices are given. We strongly recommend parents and students review the SCUSD booklet entitled “Standards of Behavior”.

Suspensions

Education Code 48900 – Grounds for Suspension, Expulsion

A student may be suspended from the classroom by the classroom teacher or from school by the principal if it is determined that a student, while on the school grounds or during an activity off-school grounds related to school attendance, has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Possessed or used tobacco or tobacco related products.
8. Committed an obscene act or engaged in habitual profanity or vulgarity.
9. Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel.
11. Knowingly received stolen property or private property.

Before and After School

Your child's safety is our top priority



Time:

Please make sure your child does **not come to school prior to 8:30 a.m.** There is no teacher supervision before that time. Students must be picked up at time of dismissal. If late pickup becomes a habit, a CPS report will be filed and the sheriffs may take the child into custody.

Breakfast and Lunch Programs

Free breakfast is served from **8:30am-8:50am**. If you are new to Parkway you must complete a Free/Reduced application for us to maintain our 100% free breakfast and lunch status. The cafeteria is closed to families during breakfast **EXCEPT FOR THE FIRST TWO WEEKS OF SCHOOL**.

Preschool Program

A Headstart Preschool Program is located at Parkway Elementary School. All interested parties need to contact the Preschool Office at 277-7152.

Walk & Ride:

At the end of the day classroom teachers monitor their students as they line up and proceed to walk to the front of the school. Students that are picked up by parents need to wait for their parent in a place agreed upon by your family. After school there is very limited parking and you may want to park on the street to avoid traffic. Never encourage your children to cross the street alone unless they are in a crosswalk and mature enough to cross the street safely. It is very hard for bus drivers and busy parents to see little ones darting across the street. By law, bike riders should always wear a helmet and walk their bikes on campus. Lock up your bike and follow the rules of the road!

If your child decides to cross the street to purchase snacks from the vendor he/she will NOT be permitted back on campus. Once a child leaves campus they are not to return unless it is an emergency.

School Bus:

Several school buses arrive at the front of the school. Please, do not park in bus loading zones which is directly in front of the office at any time

Students are to ride only those buses to which they are assigned and normally take to and from school.

- Students are to be at their bus stop a minimum of five (5) minutes before the scheduled pick up time.
- Students are to line up in an orderly manner at the bus stop. Pushing, shoving, fighting, standing in the street, property damage or other dangerous conduct will not be tolerated.
- Students are to form a single line and remain at a safe distance from the edge of the roadway to permit normal traffic flow and for buses to approach safely.
- Students are to board and exit buses in an orderly manner without pushing or crowding.
- Students are to sit in seats and areas assigned by the bus driver.
- Students will remain seated facing forward in their seats at all times. Legs, feet or other objects are not to obstruct the aisle.
- Students are to remain seated while the bus is in motion.
- Students will always exit through the front door of the bus and never through the emergency doors or windows, except in an emergency and unless otherwise directed by the driver.
- Students will cross roadways in front of the bus (all grades) and escorted by the driver (Grades Pre-K - 8 inclusive).

- Students will be respectful and courteous to the driver and other staff at all times.
- Students will identify himself or herself to the driver when requested to do so.
- Students will not smoke or light matches on the school bus at any time.
- Students will not fight, create excessive noise, litter, tamper with equipment or deface property (cut seats, etc.).
- Students are not permitted to eat or drink on the bus.
- Students are not to possess lighting devices, alcoholic beverages, drugs, glass containers, live animals/insects, explosive devices, weapons or pressurized containers (hair spray, perfume, paint, etc.)
- Students are to wear shoes at all times. Athletic shoes with metal cleats must be carried.
- Students will not use abusive language or gestures on or near the bus.
- Students will never extend any part of their body or any of their possessions out of the window of the school bus.

~MISCONDUCT CITATION~

This citation process is the driver's Pupil Management tool for students/passengers who do not follow the rules for riding the bus. Drivers will do his/her best to observe any student misconduct, rather than to just take the word of other students when issuing citations. This document is a three (3) part form with copies that are given or sent to:

1. WHITE: The Parent/Guardian
2. YELLOW: The Site Administrator/Principal
3. PINK: Driver/Transportation File

Tardies

Students are considered tardy if they arrive after the second bell. They must then report to the office for a pass to class. Excessive unexcused **tardies** will result in a letter home.

If you are late in picking up your child, he/she will be sent to the office to wait. If a child is left neglected in the office after an hour, the authorities may be contacted. Children are not allowed to play on the school grounds after school unless they are involved in after school activities or a parent/guardian is watching them. If you have difficulty getting to school on time, please, notify the front office. For early dismissals, students will only be released to authorized persons who are listed on the emergency notification card.

Families and Schools as a Team

When schools and families work together, children are more likely to feel successful. We welcome and appreciate family participation at Parkway Elementary. The most impacting part of a child's success in school is the participation of a parent or caregiver. Grandparents and other members of the extended family can also make a strong impact.

Classroom Visits

Parents/Guardians are welcome to visit their child's classroom. Due to unforeseen changes in a teacher's schedule, it is recommended that parents/guardians make arrangements with the teacher prior to the visit. Visitors are required to sign in and return the visitor badge when they leave.

- Adult Expectation: Any adult behavior that interferes with the discipline, good conduct, and lawful performance of school activities may result in a withdrawal of consent, for 14 days, to remain on campus in accordance with Penal Code Section 626.4(a). This includes any conduct that disrupts classwork or extracurricular activity or involves substantial disorder (Education Code 44811).

Home Visits – Home visits help us to build trust and develop better communication between home and school. Usually under 30 minutes, we want to learn about your hopes and dreams for your child so we can help support your family.

School Site Council- The School Site Council (SSC) is a school community's representative body, made up of school staff, parents/community members, and at the secondary level, students. The primary responsibility of the SSC is to participate in the development of the School Plan for Student Achievement, and evaluate the effectiveness of programs by monitoring the use of Title I and other supplemental funding available to the school site.

English Language Advisory Committee (ELAC) – ELAC is designed to provide parents of English learners the opportunity to:

1. Participate in the school's needs assessments of students, parents and teachers.
2. Advise the principal and school staff on the school's program for English Learners.
3. Provide input on the most effective ways to ensure regular school attendance.
4. Advise the school based on the annual language census (R-30 Form).
5. Advise the School Site Council on the development of the School Improvement Plan, including expenditures of LCFF monies to support English learners.

Student Success Team (SST) Meetings – A parent or teacher may ask for an SST meeting if there are attendance, academics, behavior, or social emotional concerns. Parents and the team will work together to create a plan for support and follow-up on the progress with another meeting.

Back to School Night & Open House – Back to School Night is an opportunity for the teacher to explain their vision, expectations and goals for the year. We ask that families arrive at the time advertised so that teachers can give their presentations without interruption.

Different than Back to School Night is Open House which is an opportunity for your child to show their families and friends the work they produced throughout the school year. This event does not have a hard start time. You may come any time you like between the advertised times as a drop in visit.

Family School Partnership Act: ASSEMBLY BILL 250-(EASTIN), which went into law on January 1, 1995, requires employers of 25 or more employees to allow parents to use earned time off to visit their children's schools. Any Parent or Guardian of children in grades K-12 is entitled to take vacation, compensatory time, personal leave or other earned time off for the purpose of visiting their child's school during school hours. Each employee is allowed to take up to 40 hours per school year for the purpose of participating in school activities. The provisions of the law include a limitation of 8 hours in any calendar month of the school year. Prior to taking the time off, the employee must give the employer reasonable notice of the planned absence. Upon request by the employer, the employee must show verification of the school visit (date and time stated).

Medication

Education Code 49423 states: "Notwithstanding the provisions of section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assigned by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedule by which such medication is to be taken, and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement"

- ◆ We must have written permission from the doctor, on a "Administration Of Medication" form.
- ◆ Parent and doctor must sign "Administration of Medication" form, available in the office.
- ◆ Medicine must be in a clearly labeled childproof prescription bottle.
- ◆ Medication is to be brought to the office immediately upon entrance to the school grounds. Students may never keep medication in their desks, lunch boxes, or back packs.
- ◆ Teachers may **NOT** keep medications in their desks.

By law, students must not bring "**over the counter medicine**" such aspirin, Tylenol, throat lozenges, inhalers, cough drops, etc. to school. The school does not carry "**over the counter medicine**"!

DRESS CODE

Children should come to school dressed in clean, comfortable clothing which allows them to participate in the many types of activities that occur during the elementary school day. Appearances should reflect that children are in school, ready to work and learn.

No dress code can itemize every item that is unacceptable for school; however there are certain guidelines for good decision-making daily apparel. In all cases students are to wear clothing that covers all parts of the body from neck to mid thigh. Students may wear sleeveless clothing, but shoulders must be covered. All pants, slacks, jeans, shirts, and shorts shall remain at the top of the waist. **(No Sagging)** At no time should any under garment be visible. Student dress should reflect respect and pride in each individual student and the school community.

Baseball hats or red beanies are not to be worn at any time. **NO EXCEPTIONS!** Hoodies and beanies are permitted during cold and rainy weather **ONLY!**

The following clothing is NOT ACCEPTABLE school attire:

<ul style="list-style-type: none">• Clothing with offensive language/slogans• Gang related colors or symbols• Makeup is NOT appropriate• Baggy, excessively oversize or sagging clothing• Spaghetti strap tops• Heeled, cleated, spike or thong type footwear• Clothing endorsing drugs, alcohol or tobacco use	<ul style="list-style-type: none">• Hats, hoodies or beanies are not to be worn indoors• Bare chest or bare mid-drift tops• See-through clothing• Short shorts or short mini skirts• Snap-away pants• Raised heel or wheeled athletic shoes
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Grading, Progress Reports and Report Cards

Report cards will be issued on a trimester basis for all students grades K-6. The report card is aligned to the Common Core State Standards and provides parent(s)/guardian(s) information regarding their child's progress towards meeting the Common Core State Standards in Language Arts and Mathematics. Progress is reported in five levels: 4-Exceeds Standard, 3-Meets Standard, 2-Approaching Standard, 1-Minimal Progress.

Progress in other subjects, social skills and work habits is reported as outstanding, satisfactory and need improvement. Report cards are given out in approximately December, March and June. If a student is not making progress towards mastering the Standards, a progress report will be sent out by the teacher to indicate areas of deficiency. Progress will be discussed at the parent-teacher conferences in the fall and spring. Additional conferences may be scheduled at any time.

Reporting School Crime

SCUSD and Sacramento City Police Dept. and Sacramento Sherriffs provide Student Crime Watch. The number is for anyone wishing to report crimes at school or suspected truants. The phone number is 643-7444. It is a 24 hour recorded line; callers may remain anonymous.

Uniform Complaint Procedures

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform compliant procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform compliant procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, child nutrition programs and special education programs. BP#1312.3(a)

SEXUAL HARASSMENT POLICY

Title IX Policy on Sexual Harassment 4119.119a) and 5145.7(a)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school-related activity.

- Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action.
- The Governing board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.
- Employees who permit, engage, or participate in such harassment may be subject to disciplinary action up to and including dismissal.

Students and staff shall immediately report incidents of sexual harassment to the principal or to another district administrator.

The California Education Code specifically prohibits sexual harassment, which is defined as “unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature”.

The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

PROGRAM INFORMATION

Parkway is an elementary school serving children in pre-school and kindergarten through sixth the grade. The following is a list of programs we provide:

The Resource Specialist Program (RSP)

RSP provides special instruction and services to students who are assigned to the regular education classroom for the majority of the school day but who have been identified with a learning disability entitling them to special education services. Students in RSP have an Individual Education Plan designed to meet their specific needs.

Speech and Language Pathologist

The speech and language specialist evaluates the areas of language, articulation, fluency and voice. If a child qualifies for services, the specialist provides therapy.

Special Day Class

Our school provides special education services for students in a self-contained classroom designed to meet their needs as identified in their Individual Education Plans.

“Knowledge is Power”



Please sign and return the last two pages of
this handbook.

ACKNOWLEDGEMENT

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

I have read the Parkway Staff Handbook and Student/Parent handbook.

Print Name

Signature

Date

Please sign and return this page to your teacher by September 8, 2017.



Parkway Elementary School
4720 Forest Parkway
Sacramento, CA 95823
(916) 433-5082

Doyal Martin, Principal

ATTENDANCE INFORMATION

Dear Parents: This notice is to inform all **Parkway Elementary** parents of the School District's policy regarding attendance. Please read, sign and return the bottom portion of this notice to your child's teacher.

Board Policy Administrative Regulation 5113 – A.R. 5113 (c). After 10 absences for illness that have been verified by methods 1 & 2 shown below, **any further absences for illness must be verified by a physician.**

Method 1. Written note from parent/guardian, or parent representative.
(Ed Code 46012)

Method 2. Conversation in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.

NOTE: Any absence for illness verified by a doctor's note does not "count" against the 10.

AFTER 10 ABSENCES/Truant Tardies, ANY ABSENCE THAT IS NOT VERIFIED BY A PHYSICIAN IS AN UNEXCUSED ABSENCE.

Please sign below and return this notice to your child's teacher, or attendance office.

Thank you

Student Name

Parent/Guardian Signature

Staff Signature

Date