

Sacramento City Unified School District
PARKWAY ELEMENTARY SCHOOL
Parkway Eagles
"Home of the Parkway Scholars"



STUDENT/PARENT HANDBOOK
2020-2021

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

Website: <https://parkway.scusd.edu/>
Follow us on Facebook: <https://www.facebook.com/parkwayeagles>
SCUSD: <https://www.scusd.edu/>
Return Together 2020-2021: <https://returntogether.scusd.edu/>

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Parkway Elementary School General Information

Principal:

Krystle Andrews, (916) 395-4675 krystle-andrews@scusd.edu

Assistant Principal:

TBA, (916) 395-4675

Office Manager:

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Student Support Center:

Jamie Gomez, (916) 395-4675 ext. 239113, jamie-gomez@scusd.edu

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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.

Dear Parkway Families,

Welcome back to school...I hope summer was kind to you all and that your child/children have a fabulous 2018-2019 school year at Parkway!!

Please take some time to go through our handbook as it provides information for the year ahead on topics such as: attendance, expectations for behavior, discipline, daily schedule, etc. If you have any questions, please stop by the office to get support.

The staff spent time over summer planning and preparing for the next nine months with your children and they are extremely excited to put these plans into action. They worked hard on finding ways to improve their overall instruction in the areas of Math, English Language Arts, use of technology, and Social Emotional Learning. Additionally, we will continue to collaborate on how to enhance our practices around our goals: rigorous and student centered instruction and developing positive home/school relationships. Be on the lookout for our newsletters or community meetings where more detailed information will be provided on these topics.

The Parkway staff takes pride in working hard together in supporting the lives of our students. They understand the importance of strong relationships with their students and providing engaging instruction. We are always open to advice on how to improve in any way. Thanks in advance for your continued collaboration in making a difference in the Soaring Eagles of Parkway.

Have a great school year!!!

Doyal Martin
Principal

2020-2021 Parkway Elementary Schedule

**As of 8/22/20 Sacramento City Unified School District has not finalized the 2020-2021 school year. Please visit for <https://www.scusd.edu/academic-calendars-bell-schedules> for more information.

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		10:00-10:15	10:20-10:35	10:40-10:55			
Lunch	10:45-11:25 10:55-11:35 11:05-11:45	11:00-11:40 Eat first	11:00-11:40 Play first	11:45-12:25 Eat first	11:45-12:25 Play first	12:30-1:10 Eat first	12:30-1:10 Play first
Recess (M, T, W, F)		1:15-1:30	1:35-1:50	1:35-1:50	1:55-2:05	2:10-2:20	2:10-2:20
Dismissal* (M, T, W, F)	1:45	3:07	3:07	3:07	3:07	3:07	3:07
Thursday Recess*		1:15-1:30	1:35-1:50	1:35-1:50	1:55-2:05	1:55-2:05	1:55-2:05
Thursday Dismissal*	1:00	2:07	2:07	2:07	2:07	2:07	2:07

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		10:00-10:15	10:20-10:35	10:40-10:55	11:00-11:10	11:00-11:10	11:00-11:10
Lunch	10:45-11:15 10:55-11:25 11:05-11:35	11:00-11:30 Eat then Play	11:30-12:00 Eat then Play	11:50-12:20 Eat then Play	12:15-12:45 Eat then play	12:35-1:05 Eat then play	12:55-1:25 Eat then play
Dismissal	12:50	1:40	1:40	1:40	1:49	1:49	1:49

Rainy Day Lunch Schedule							
	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Lunch	10:45-11:15 10:55-11:25 11:00-11:30	11:00-11:30 Eat and stay for movie	11:30-12:00 Eat and stay for movie	12:00-12:30 Eat then move over for movie	12:20-1:10	12:50-1:20 Eat then move over for movie	1:10-1:40

PARKWAY ELEMENTARY SCHOOL MISSION

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.

To address this mission, Parkway Elementary School will:

- Provide a safe and secure environment where people enjoy learning.
- Stress the importance of rigorous academic programming.
- Recognize the worth, dignity, and leadership capacity of every individual.
- Focus on quality, research based instructional programming.
- Work in partnership with the parents and the Parkway community.

Parkway Elementary School's staff commits to enhancing their educational skills and expertise. We will teach and motivate all students to compete academically and demonstrate academic proficiency in the core curriculum areas, while building confidence in their ability to achieve.

PARKWAY ELEMENTARY SCHOOL-WIDE EXPECTATIONS

To support positive behavior, Parkway Elementary uses Positive Behavior Interventions and Supports (PBIS). 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. At the start of the school year, teachers explicitly teach students our school rules using lesson plans created by our PBIS team. **At Parkway, our eagles S.O.A.R.!**

PARKWAY EAGLES S.O.A.R.

Be **S**afe

Respect **O**thers

Achieve Greatness

Be **R**esponsible

SCHOOL RULES				
AREA/SETTING	BE SAFE	RESPECT OTHERS	ACHIEVE GREATNESS	BE RESPONSIBLE
OFFICE	WALK IN QUIETLY QUIET HANDS AND BODY USE INSIDE VOICE	WAIT YOUR TURN SAY “PLEASE”, “THANK YOU” AND “EXCUSE ME”	MAKE YOUR NEEDS CLEAR	HAVE A PASS BE HONEST
BATHROOM	WATER STAYS IN THE SINK WALK	HANDS TO OURSELVES WAIT OUTSIDE	RESPECT PROPERTY BE TIMELY	USE AT APPROPRIATE TIMES CLEAN UP AFTER YOURSELF FLUSH TOILET
TECHNOLOGY	STAY IN SEAT STAY ON SITE QUIET BODIES	HANDS ON OWN COMPUTERS	STAY ACTIVELY ENGAGED	RESPECT THE EQUIPMENT

CAFETERIA	WALK AT ALL TIMES HANDS TO OURSELVES STAY SEATED UNTIL DISMISSED	LISTEN TO ADULTS USE KIND WORDS AND QUIET VOICES	EAT WHAT YOU TAKE SAY AND "PLEASE" AND "THANK YOU" WALK TO AND FROM PLAYGROUND	EAT YOUR OWN FOOD CLEAN YOUR AREA BE NEAT AND TIDY PICK UP 3 PIECES OF TRASH
GUEST TEACHER	COOPERATE WITH OTHERS QUIET HANDS AND BODY USE SUPPLIES APPROPRIATELY	USE KIND WORDS TO ADULTS AND PEERS WORK TOGETHER	BE A LEADER BE YOUR BEST SELF	DO WHAT IS ASKED OF YOU FOLLOW CLASSROOM RULES AND PROCEDURES
ARRIVAL	ARRIVE NO EARLIER THAN 8:30 HANDS FREE ALWAYS WALK BE AWARE OF CARS	WAIT IN CAFETERIA LINE QUIETLY BE PATIENT WAIT YOUR TURN	COME PREPARED TO LEARN	GET TO WHERE YOU NEED TO BE BE ON TIME
DISMISSAL	WALK IN HALLWAY QUIET HANDS AND BODY WALK ALL THE WAY DOWN THE HALLWAY	WATCH WHERE YOU ARE GOING	LEAD BY EXAMPLE BE TIMELY	WAIT IN FRONT OF SCHOOL FOR RIDE OR SIBLING
CLASSROOM	QUIET HANDS AND BODY USE MATERIALS APPROPRIATELY	KIND WORDS HANDS TO YOURSELF	ENCOURAGE OTHERS	STAY ACTIVELY ENGAGED FOLLOW CLASSROOM RULES AND PROCEDURES
BELL (END OF RECESS)	FREEZE WALK TO LINE QUIETLY	HANDS AND FEET TO YOURSELF	LEAD BY EXAMPLE	QUIET VOICE/BODY PUT BALLS AT YOUR FEET
HALLWAY	WALK AT ALL TIMES	KEEP HANDS TO SELF APPROPRIATE LANGUAGE	QUIET VOICES BE MINDFUL OF OTHERS	HAVE A HALL PASS TAKE CARE OF BUSINESS

	KEEP HANDS AND FEET TO YOURSELF			
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Progressive Discipline Policy:

A progressive discipline policy is used at Parkway in each classroom. Each time a student is not able to follow school wide and/or classroom rules he or she will progress to the next step in the discipline policy. This discipline policy gives students a chance to re-think and stop inappropriate school behaviors. Below is an example of what this may look like for a class:

1. Warning
2. Parent/Guardian Contact
3. Loss of Privilege (i.e. recess, free time)
4. Time out (in class or in a different classroom)
5. Assistance from administration or support staff

The progressive discipline policy is used by teachers in all classes, EXCEPT in the case of a Level 3 infraction (i.e. possession of weapon; possession of drugs/alcohol; intentional and extreme physical harm towards a peer) when the student shall be sent to the office immediately to see administration.

LEVEL ONE INFRACTIONS

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 infractions 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)
- ❖ Fighting (Does not matter who started it, simply engaging in a fight qualifies)
- ❖ 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.

Possible Consequences

- 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 encourage parents/guardians and students to review the SCUSD booklet, "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 of 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.

Programs and 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 Program, Character Education Program, and Mindfulness.

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 need 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.

Character Education Program: Just as Parkway Eagles are rooted in academics we are also rooted in Character Education. Educating children on character involves teaching in a manner that would help students to develop as moral, non-bullying, healthy, successful, and socially acceptable beings. Our Character Education program will promote ten Strength-Based Characteristics that are often seen in the most successful people. Support your child's future success by helping them build upon these traits. Classes will send home information on each month's focus.

Student Support Center: The Parkway Student Support Center provides support to students who are struggling socially, emotionally, behaviorally and/or academically. A coordinator works closely with school staff to identify students in need of assistance. Once identified, social workers,

family advocates, interns, and community partners work directly with students and parents to address issues that are of concern to them, drawing on other resources for additional support.

Attendance Procedures

Your child's **prompt** and **daily** attendance is an important part of his or her overall success at school. In order for us to do our job well and promote learning in our students, we need to ensure that they are here every school day. Regular attendance is imperative to ensure successful and positive growth in school. All children need to be in attendance each day that they are not ill. Doctors appointments should be made after the school day. In the event that you have a doctor's appointment during the school day, please get a doctors note to turn into the office. If you know your child is going to be absent from school, please call the school office at (916) 395-4675.

California Attendance Laws

California Education Code 48200 states that it is the parent/guardian's responsibility to ensure that their child is at school everyday.

Chronic Absenteeism Rate: Missing 10 percent or more of school days due to absence for any reason—excused, unexcused absences and suspensions, can translate into third-graders unable to master reading, sixth-graders failing subjects and ninth-graders dropping out of high school.

Chronic Absentee: California Education Code (EC) Section 60901 ©(1) "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

Excused Absences E.C. 46012

These are the ONLY excused absences recognized by the State of California:

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

If your child has a communicable disease, please call the school. If your child will be absent for more than one day, homework assignments can be requested.

When your child returns to school after an absence, call the office at (916) 395-4675 and explain the reason for the absence; otherwise, a note must be sent to the teacher. When possible,

please bring in a note from the doctor's or dentist's office. Blank absence forms are also available in the office. You may also go to our website to report an absence

If you write a note, please include the following information:

(Current Date)

_____ was absent on _____
(Child's Name) (Date(s) Absent)

because of _____
(Reason/Type of Illness)

(Parent Signature)

The following is the process attendance monitoring that the Sacramento City Unified School District mandates we do daily in response to attendance problems.

1. Attendance problem identified (Truancy, excessive excused absences, or tardies)
2. First truancy letter is sent home after 3 days of unexcused absences, or 5 days of unexcused, unverified, or tardies in excess of 30 minutes.
(At this time the parent should contact the school to resolve the issues)
3. If there is no response from the parent, a second truancy letter will be sent home after the next absence or 3 days of tardies.
(At this time it is necessary to call the school for a conference)
4. If there is no response from the parent, a third truancy letter will be sent home on the next absence or 3 days of tardies.
*(At this time, the parent and child **must** attend the School Attendance Review Team (SART) meeting. This is where the school and the family review the child's attendance and come up with a resolution to improve his/her attendance.*
5. If there is no response from the parent, the school will refer the parent to the SCUSD Student Attendance Review Board (SARB). At this juncture, the school district takes the case and sets a date for the hearing. The parent and child must attend this meeting. At this meeting, an attendance contract will be made.
6. If there is no response to this meeting, a warrant will be issued for the parents' arrest and (for appropriate families) sanctioning from the Department of Human Assistance (DHA).

Please help us in ensuring that your children are here at Parkway Elementary School so that we can teach them and so that we can avoid this attendance process. If you have any further questions, please call (916) 395-4675.

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 the 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 parents 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, 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 process is the driver's Pupil Management tool for students/passengers who do not follow the rules for riding the bus. Drivers will do their 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 listed on the emergency card 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 assessment 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 from 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 anytime 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 the "Administration of Medication" form, available in the office.
- Medicine must be in a clearly labeled child proof 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 backpacks.
- Teachers may NOT keep medications in their desks.
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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.

Red beanies are not to be worn at any time.

The following clothing is NOT ACCEPTABLE school attire:

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|---|--|
| <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 |
|---|--|

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 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 needs 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 complaint 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 complaint 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 preschool and kindergarten through sixth 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.

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.