



# **PARKVIEW ELEMENTARY**

2023-2024



**GO PATRIOTS!**

## **STUDENT PROCEDURES**

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## **PARKVIEW ELEMENTARY FACULTY AND STAFF 2022-2023**

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MARY MCCUTCHEN

**ASSISTANT PRINCIPAL**

AIMEE MCCABE

**COUNSELOR**

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DANA VINES

**FIRST GRADE**

LINDSEY VANHOOK

MADISON HILDERBRAND

CAROLINE FIMPEL

**SECOND GRADE**

JORDAN BELL

PAIGE SHORES

CRAIG MCBRIDE

**THIRD GRADE**

MEGAN BEANE

HALEY MIXON

COURTNEY LYONS

**FOURTH GRADE**

BRANDI DEFFENBAUGH

KRISTI GREGORY

CHELSEA JONES

**FIFTH GRADE**

KENRA NEWTON

KELSEY WAID

MARISIA WOFFORD

**LIBRARIAN**

JENNIFER SEXTON

**MUSIC**

FREEMAN/HONEYCUTT

**P.E.**

AARON BATEY

**ART**

HALEY RICE

**COMPUTER LAB**

TWILA RAY

**RESOURCE**

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JESSICA SCOTT

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KATE KUYKENDALL

MARY PRESLEY

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KAREN CURRAN

**NURSE**

**FOOD SERVICE MANAGER**

KAMESHIA OSBORNE

**CUSTODIANS**

ALONSO ESPINOSA

OSCAR GARCIA

JAYMI MOORE

## **PRINCIPAL'S MESSAGE**

It is my pleasure to welcome you to Parkview Elementary School. The faculty and staff join me in saying we're happy to have you as part of the Parkview family. We plan to make this a wonderful year for your child.

The information in this *Procedure Manual* is in alignment with Arkansas law and Van Buren School District Policy. Nothing in this student manual supersedes the Van Buren School District's board policy. The pages of this manual are filled with important information regarding school policy and procedures. It is helpful for parents and students to review the contents together. If you have questions, please contact the school office.

We look forward to working with your family to ensure a successful year! Please contact me at any time with questions or concerns.

Sincerely,

Mary McCutchen, Principal  
mmccutchen@vbsd.us

## **MISSION STATEMENT**

The goal of Parkview Elementary is to provide a high quality education for every child in a safe, caring, fun and engaging environment.

## **THE PARKVIEW CREED**

I am a bright Parkview student. I was born a winner and I will not allow myself to think of failure. There is no limit to what I can achieve. I am an intelligent and capable student. I must start today to prepare for my future by seizing every opportunity to learn. I will work hard, use my time wisely, and practice the values of good citizenship. I am responsible for my own actions. I am unique and special. I WILL SUCCEED! GO Patriots!

## **SCHOOL DAY**

The school day is from 8:00-3:00. Students may arrive at school after 7:20 a.m. Our first bell rings at 7:50 a.m. and the tardy bell rings at 8:00 a.m. Students who are tardy must be checked in by a parent at the office before attending class.

The school day ends at 3:00 p.m. Parents are requested not to pick students up before this time because it interferes with class time. To ensure safety during dismissal, students may not be checked out after 2:45 p.m. Refer to District Policy 4.2.3

## **ATTENDANCE**

Regular attendance is essential to success in school.

1. If a child must be absent due to illness or a family emergency, the parent should contact the school by 8:00 a.m. on the day of the absence  
OR
2. Bring a note to the school office from the parent or guardian stating the date(s) of the absence and the reason(s).

For an absence of more than 2 days, parents may make arrangements to pick up make-up work. Excessive unexcused absence is in violation of the laws of the State of Arkansas.

## **SCHOOL MEALS**

Breakfast is provided free to all students. Lunch should be purchased in advance. Students use a computerized debit system to pay for their meals at school. Send your check or cash in a sealed envelope. Write on the outside of the envelope the student's name, teacher's name, and the amount of money enclosed for meals. On-line service can be found on the district website ([www.vbsd.us](http://www.vbsd.us)) under the Parents-- Existing tab. Meals are not to be charged by students. Applications for Free/Reduced Meals are available on-line <https://lingconnect.com/public/meal-application?identifier=HC346K> or through the school office.

## **CAFETERIA**

All students are expected to stay seated and talk quietly and politely. Students are also expected to use appropriate table manners, clean up their area, and raise their hands for questions or assistance.

We encourage parents to have lunch with their child whenever they can. Please call the office on the day you plan to eat with your child so that we can reserve a table for you and your child. Parents will need to sign in at the office and wear a visitor sticker. Students are allowed to eat with parents at the visitor table. Other students will not be allowed to move to the visitor table.

## **TRANSPORTATION**

Students who reside in the Parkview attendance area and live two miles or more from Parkview will be permitted to ride a bus. A student must follow bus rules or he/she will not be permitted to ride a bus.

## **LOST AND FOUND**

Any item that is found should be turned into lost and found where it will be kept for a reasonable period of time. All items not claimed within a reasonable time will be given to a charitable organization. We ask parents to put their child's name in jackets, lunch boxes, and any other personal item. The school is not responsible for lost or stolen articles.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Parents will be asked to complete a packet of informational pages regarding their child upon enrollment and at the beginning of each school year. It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or of a change in emergency information during the academic school year. In the case of Court ordered custodial parents or guardians, a copy of the Court document granting custody, along with other pertinent information should be on file in the school office to prevent unauthorized access to students or their records. According to the Family Rights and Privacy Act of 1974, only school personnel, parent/guardian, or person by Court order are permitted to inspect and review educational records relating to the student.

## **BOOK POLICY**

Books will be furnished by the State of Arkansas to all students. Students are responsible for these books. Charges for lost or damaged books will be collected according to state guidelines. When a student is certain a book is lost, he/she should notify the teacher and his/her parents. The book must be paid for before another book is issued to the student. If the book is found, money will be refunded. Final fines will be assessed for damaged books.

## **TECHNOLOGY**

We are fortunate to have chrome books, I-pads, Interactive touchscreen panels, computers and other technology available at Parkview for student use in the pursuit of learning. Technology is also used by staff for communication, administrative and assessment purposes. Refer to District Policy 2.29. Each student will be assigned a technology device. In accordance with school district policy, students will be asked to sign a contract regarding appropriate use of technology while at school and at home. Refer to district policy 2.29.

## **CURRICULUM**

The instructional program of Parkview School is in alignment with the curriculum and instructional methods of the Van Buren School District and the Arkansas Department of Education (ADE). This includes a program of comprehensive literacy, standards based mathematics, inquiry based science, social studies, physical activity, and the arts. Specific student learning expectations for each grade level are available at [http://arkedu.state.ar.us/curriculum/curriculum\\_framework.html](http://arkedu.state.ar.us/curriculum/curriculum_framework.html) under Arkansas Frameworks.

## **REMEDATION PLAN**

In order to provide a learning environment that enables all students to learn at high levels, Parkview Elementary will provide an intense remediation program to any student failing to achieve the proficient level on the state mandated criterion-referenced tests or scores below the fiftieth percentile on the state mandated norm-referenced test. The program will be specific to the student's identified deficiencies, different from the previous year's regular classroom instructional program, and take into account the student's learning style. After evaluation by school personnel knowledgeable of the student's performance, a student plan will be developed, identifying the student's specific areas of deficiency in literacy and/or mathematics, the desired level of performance in these areas, and the instructional and support services provided to meet the desired levels of performance. The plan shall be flexible, contain multiple remediation methods and strategies, include formative assessments and shall be revised periodically based on the results from the formative assessments. Students shall receive remediation from a highly qualified teacher and/or highly qualified paraprofessional under the guidance of a highly qualified teacher. According to state regulations, failure to participate in required remediation may result in retention if proficiency is not attained. In addition, Parkview utilizes an intervention team of highly qualified personnel to create and provide additional instructional and or behavioral support.

## **ACADEMIC PROGRESS**

The K-5 schools in the Van Buren School District use a standards-based reporting system to report student progress toward the Arkansas State Standards. Elementary schools do not use traditional letter grades to report progress. At mid-quarter, reports will be sent home informing parents about student progress toward the standards and at the end of each quarter, report cards will be sent home providing detailed information about student progress toward standards.

There will be a minimum of two formal parent/teacher conference times each year for parents and teachers to discuss student progress. In addition to the two formal conference times, parents may call the school any time throughout the year to set up a conference to talk with the teacher about their child's progress.

## **HOMEWORK**

Home study is a necessary part of each student's educational program. Each student is expected to spend some time on home study, in addition to scheduled class instruction, to achieve satisfactory work. Homework is classified as either work that was not finished in class or additional work to be done outside the class. VBSD Policy 5.11

## **STUDENT SERVICES**

We will make every effort to assist in the cooperation of families, school district staff, and community resources to meet the needs of individual students and groups of students. School extra-curricular activities include numerous opportunities for developing the whole child.

## **COUNSELING**

All elementary students have the services of the school counselor. Student referrals may be made by a teacher, a parent, or requested by a student. The counselor has special training in providing help to students and will be glad to help students find information, talk over feelings or problems, or just listen when they need someone to talk with about their concerns or challenges. Whenever a student needs to see the counselor, they must ask for permission from the teacher to leave the class or stop by the counselor's office before school to make an appointment. The counselor will then send for the student at the appropriate time. If they wish, students may see the counselor before or after school or during their recess.

## **BEHAVIOR**

Students are expected to behave in a manner which will allow everyone to be successful at school and which will help students grow into citizens of honorable character. These behaviors include:

- Coming to school ready to learn
  - Fully participate in class activities with a positive attitude
  - Having each day's homework and assignments completed and ready to hand in or share
  - Working to reach the highest expectations
- Showing respect for the rights, feelings, and property of others
  - Keep hands, feet, and objects to themselves
  - Refrain from talking without permission
  - No name calling or "put downs"
  - Bullying will not be tolerated in accordance with the Van Buren School District Policy 4.3.6
  - Walk quietly and orderly inside the building
  - Play safely and fairly
- Demonstrating responsibility
  - Making parents aware of conferences and school events
  - Making teachers aware of notes, money, or information from parents
  - Following all classroom and school procedures
  - Acknowledging the responsibility and consequences of their behavior

The Discipline Plan in the classroom is designed to help students honor these expectations and to encourage them to make positive choices. If a student chooses to disrupt the learning environment there will be logical and consistent consequences. In most cases, the first time will be a verbal warning. If inappropriate behavior continues, the teacher will employ an established prompting and consequence system to remind students to make better choices. The teacher will communicate with you the specifics of the classroom plan. In extreme cases, students will be referred to the assistant principal/principal for further disciplinary action.

We will make every attempt to keep you informed of your child's behavior. Thank you for your family's cooperation in helping us provide a nurturing, safe, and orderly environment for learning.

## **DISCIPLINE**

Each staff member at Parkview Elementary accepts responsibility for the maintenance of discipline and for the promotion of wholesome human relations. A student's behavior should conform to acceptable standards of conduct that reflects self-respect and consideration for the rights, feelings, and property of others. If a student is sent to the office for disciplinary action, a written report will be sent home. Parents will receive a written copy of the classroom discipline plan. Refer to District Policy 4.3



## **TOYS OR ELECTRONIC EQUIPMENT**

Students are not allowed to bring toys, trading cards, or electronic games from home. If a student brings any such item to school, the teacher may confiscate it until a parent comes to claim it. The school will not be responsible for the theft or loss of such items.

## **CELL PHONES/SMART WATCHES**

If a student brings a cell phone to school, it must remain off and in the child's backpack throughout the day. If a student takes the phone out of the backpack, it will be taken from the student and a parent must pick it up in the office. Students are not to wear watches with the capability of calling, texting, taking pictures, or playing games. Parkview is not responsible for any lost or stolen cell phones.

## **HEALTH INFORMATION**

Students are expected to have on file a record of immunizations according to the state laws of Arkansas. The school's staff will care for any child who becomes ill or injured at school. If the child's condition is thought to be serious, the parents will be contacted and the child sent home. For a condition which may be contagious, students will be sent home until the child is no longer a danger to other students. Students should be free of fever for 24 hours before returning to school. In case of an emergency, the child will be taken to the hospital and the parents notified. Refer to District Policy 4.1.2

Parkview students are not allowed to bring medicine to school. Students may be administered medications by office personnel while at school under the following policy:

- No over the counter drugs will be given at school.
- A parent must bring in prescription medication. Transportation of medicines on school buses is strictly prohibited.
- A parent must sign the consent form before any medications will be given.
- Medications must be in the original container with the child's name on the prescription.
- With the exception of ADD/ADHD medications, no medication which is prescribed for three times a day or less will be administered at school.

\*FOR COVID-19 SYMPTOMS, WE WILL FOLLOW SPECIFIC STEPS AND PROCEDURES SET FORTH BY THE ARKANSAS DEPARTMENT OF HEALTH.

## **HEALTH SCREENINGS (state mandated)**

### **Vision: (A.C.A. 6-18-1501)**

Act 1438 of 2005 requires students in grades PreK, KF, 1, 2, 4, 6, 8, and transfer students to have an eye and vision screen. Only failure notifications are sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60 days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse.

### **Hearing:**

Hearing screens are mandated for students in grades PreK, K, 1, 2, 4, 6, 8, and transfer students. Only failure notices are sent home. Parents have 60 days to show proof that a doctor or audiologist examined their child.

*Insurance is billed for students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless notified in writing, by parents to decline within 60 days of receipt of the handbook.*

### **BMI: (ARK Code 20-7-133 and 3.04)**

Act 1220 requires students in grades KF, 2, 4, 6, 8, and 10 to have their height and weight assessed. A parent who refuses to have their child assessed must provide a written request of the refusal to the school. Screening results will be sent home only upon request of the parent/legal guardian.

### **Scoliosis: Act 95 of 1989 and Act 41 of 1987**

The acts require girls in 6th grade and all students in 8th grade be screened for scoliosis. Parents of a child who fails the screening will be sent an information letter stating the need to see a licensed physician. A parent, who refuses to have their child screened, must provide a written request of refusal to the school.

## **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's responsibility to monitor news reports via television and radio stations, and VBSD and Parkview Facebook page for announcements regarding changes in the school schedule. On a school day with wet or extreme temperature (below freezing or over 100 degrees) students will remain indoors during recess and before school starts.

## **DRESS**

Hats may not be worn in the building. Students may not wear clothing that can be hazardous to them in their educational activities. Clothing should be age appropriate. Refer to District Policy 4.3.4

## **DRILLS AND PROCEDURES**

**Fire Drills:** The fire signal will be one continuous alarm that can be heard throughout the facility. Students should remain quiet and listen for the directions by the teachers. Students will walk to their assigned places. Everyone will exit the classrooms and building following the designated routes that are posted in each room. The all-clear signal for returning to the facility will be a verbal command.

**Tornado Drills:** The signal for a tornado drill will be a vocal command. Students will walk quickly and quietly to the safe room. Students should be quiet and listen for directions.

Evacuation/lock down drills will be practiced during the school year.

## **SAFETY**

Every precaution is taken to ensure the safety of students at Parkview. Periodic fire, tornado, and lockdown drills are executed to ensure students learn safety procedures and adhere to all safety guidelines.

Please help us prevent the risk of serious injury by adhering to all rules of traffic safety. Students should be dropped off and picked up by the curb. Children are not permitted to be dropped off in the parking lot.

Due to safety concerns, walkers are not dismissed before 3:10 pm. This includes parents walking up to the building to take their child. If you plan on walking to get your child, please wait until 3:10 pm, thus allowing traffic to clear out. In addition, adults must remain in the vehicle and go through the car line to pick up a student. NO students will be dismissed to an adult who parks their car and tries to pick up a child. Two car tags are provided for pick-up to hang on your rear-view mirror. Car tags will need to be in cars before your child is allowed to get in the vehicle. If a tag is not present in the vehicle, the driver must park and come to the office to check out the student.

We always welcome you to Parkview. However, we also want to ensure that we know who is in the building at all times. Therefore, when entering the building you should check in at the office and get a visitor's tag. The first time you visit our school, please bring your driver's license. Your license is scanned through our Hall Pass system and the system will issue your visitor's badge. Every visit after that, your badge can be printed by an office staff member by entering your last name into the system. When leaving the building, always exit out the door by the office. This ensures all doors will remain locked throughout the day.

## **SCHOOL PARTIES**

In compliance with Arkansas law, there will be no more than 9 scheduled events with Foods of Minimal Nutritional Value (FMNV) each year. There are three designated parties a year. Information will be sent home by the classroom teacher giving specific details for each party. All party refreshments must be store bought (no homemade treats). Please remember the State Regulations for Nutrition and Fitness do not allow cupcakes, cookies, etc. for birthday parties.

## **NON-NUTRITIONAL DAYS**

The Arkansas Department of Education has passed rules governing nutrition standards in Arkansas Public Schools. These rules have an effect on what food item parents are allowed to send to school.

By signing the statement at the end of the student handbook, you are acknowledging you have read the rules below.

- Elementary students will not have access to vended (sold or given away) food and beverage items anytime, anywhere on school premises during the declared school day.
- This does not apply to students with special needs indicated in the student IEP or to school nurses providing health care to individual students.
- Students may be given any food and/or beverage Items for up to nine (9) different school events each school year to be determined and approved by school officials.
- Nutritional foods may be used for instructional purposes. The school, as part of the planned instructional program, may also distribute nutritional snacks (kindergarten snacks for example).
- This does not restrict what parents may provide for their own child's lunch or snack.
- To meet state regulations (law), we must ask parents not to provide food/beverage items to other children at school for events such as birthday parties. Parents may provide food/beverage items upon request to support one of up to nine (9) allowable events such as Valentine's Day.

## **VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING**

Video/recording devices may be in use in school buildings, on school grounds and in school vehicles as determined by the VBSD. Refer to policy 4.48

## STUDENT CONDUCT - BULLYING

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Board of Directors of the Van Buren School District. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Examples of “Bullying” include, but not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting, or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Deliberate physical contact or injury to person or property,
8. Stealing or hiding books or belongings,
9. Threats of harm to student(s), possessions, or others
10. Sexual harassment, as governed by policy 4.3.5 is also a form of bullying.

“Cyberbullying” means any form of communication by electronic act that is sent with the purpose to:

- o Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of school employees includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the internet;
- d. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
- e. Signing up a school employee for a pornographic internet site; or
- f. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
  - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
  - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.

3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying: a. That a credible report or complaint of bullying against their student exists; b. Whether the investigation found the credible report or complaint of bullying to be true; c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;

5. Make a written record of the investigation, which shall include: a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying; b. Any action taken as a result of the investigation; and

6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request

MINIMUM PENALTY: Verbal reprimand by a school employee. MAXIMUM PENALTY: Expulsion from school and filing of appropriate legal charges.

VBSD Policy 4.3.6

## **PARENT INITIATED CONFERENCES**

Parents may make appointments for conferences with school personnel by telephoning the office or by email. Parents are always welcome to call school to leave a message for their child's teacher to call them.

## **PARENT TEACHER CONFERENCES**

Arkansas State Law requires a minimum of two Parent/Teacher Conferences per year. In our calendar we will provide afternoon and early evening times for your convenience. The teacher will contact you a few days beforehand so you can select an appointment time. We also welcome your requests for conferences at additional times. Please schedule conferences by calling the school office so the secretary can assist you in arranging a conference with your child's teacher or the principal. Please note that Open House and other school events are not appropriate times for discussing your child's progress with the teacher.

## **PARENT INVOLVEMENT**

The Parkview PTA is a vital part of our school program. We encourage your membership and participation in the PTA. Meetings are usually held monthly with several projects throughout the year.

Parents are encouraged to volunteer in many ways at school. You will have an opportunity to indicate your interests in volunteer programs at the beginning of the school year. Please feel free to suggest other ways in which you can become involved. We hope you will be an active part of your child's school career.

A parent facilitator from the faculty heads a Parent Advisory Committee which serves multiple functions such as setting the calendar for parent involvement events and reviewing data for our school improvement process.

Parents are welcome to visit school to have lunch with their child, observe a special event, or provide volunteer services so long as our check in procedures have been followed and their presence does not interrupt the learning process.

Parents are encouraged to eat lunch; however, the lunch schedule and instructional time needs to be honored and not interrupted. Parents are not allowed to go onto the playground or back to the classroom with their child. You may only eat with your student.



## **PARENT CONCERNS**

Should you have a problem with a situation at Parkview Elementary, please follow the process outlined below. Please remember that it is very important that you include your child's teacher in this process.

1. Always start with the teacher or employee with whom you have a concern.
2. If the problem or conflict is not resolved, the next step is to contact the school principal.
3. If the issue cannot be solved at the school, the school principal will refer you to the Van Buren District Office where your concern will be assigned to an appropriate staff person

## **HOME AND SCHOOL COMMUNICATION AND INVOLVEMENT**

Parkview is committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Back to School Open House
- PTA sponsored events
- Fall Family Fun Night
- Student for a Day
- Grandparents Day
- Rise and Shine
- Parent Teacher Association
- Parent-Teacher Conferences
- Weekly class newsletter
- Monthly calendars
- Volunteer opportunities

*In compliance with federal nondiscrimination laws, the Van Buren Public School District does not discriminate on the basis of race, color, national origin, sex, age, religion, gender identity or disability in its employment and educational practices.*

**Van Buren School District Field Trip Permission Slip**

This signature of permission will allow your child to attend any field trip sponsored by the school district. You will receive information regarding specific field trips. If you do not want your child to attend a specific field trip, you will need to notify the school.

I give my child \_\_\_\_\_ permission to attend field trips with Parkview Elementary.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Media Release**

The Van Buren School District Requests signature permission to use your child’s name, recognizable picture or video image in any district approved media releases. Throughout the year, student pictures may be used in different media formats (social media posts, Facebook, etc.) in an effort to make the public aware of positive things occurring in the schools.

Please check one of the following:

I **GIVE** permission to use my child’s name, recognizable picture or image in any VBSD media release.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OR

I **DO NOT** give permission to use my child’s name, recognizable picture or image in any VBSD media release.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After reading the Parkview student handbook with your child, this page must be signed, dated, and returned to school.

## Parkview Elementary 2023-2024 Student Handbook

This is to certify that I have read and discussed the material in this handbook with my child. I understand and agree that my child will abide by the regulations set by the Van Buren School District and Parkview Elementary.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

### Release of Information

*I hereby authorize emergency medical services for this student. I give VBSD staff permission to give my child first aid treatment with OTC ointments and pain relieving sprays, cough drops, band-aids and bandages. I hereby authorize the Van Buren School District Health Services to share or discuss my child's health issues with any **pertinent** person.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RETURN THIS PAGE WITH YOUR CHILD.