

2016-2017
STUDENT PROCEDURES

PARKVIEW ELEMENTARY SCHOOL

PATRIOTS



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Principal's Message

It is my pleasure to welcome you to Parkview Elementary School. The faculty join me in saying we're happy to have you as part of the Parkview family. We hope this will be a successful and satisfying year for you.

The information in this *Procedure Manual* is in alignment with Arkansas law and Van Buren School District Policy. There is nothing in this student handbook that supersedes the Van Buren School District's board policy. The pages of this *manual* are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together. If you have questions, please call the school office.

We welcome your participation and support during the school year and encourage your involvement. Working together, we will be able to reach our collective and individual goals for student success. We look forward to celebrating with you the achievements of our students!

Sincerely,

Stacie Wood, Principal
swood@vbsd.us

Parkview School Creed

I am a member of the Parkview family.
I have great expectations for myself.
I accept the challenge to become the best that I can be.

Today's successes are before me.
I will make today the very best day of all,
For this day begins the rest of my life.

I accept the responsibility for my behavior and its results.
I do not have the right to interfere with the learning and well being of others.

With my family and teachers, I will determine what I will become,
For the education I receive today will make me a leader of tomorrow.

Parkview Elementary School Mission Statement

The Parkview Elementary School community believes that all children have the right, ability, and responsibility to learn. The mission of the Van Buren School District and Parkview Elementary School is to provide a learning environment that enables students to attain their full potential.



To this end, the school will:

- establish a well developed standards-based educational program with emphasis in literacy and math,
- incorporate appropriate technologies, resources, and skills that will enable children to compete successfully in the ever changing 21st Century,
- create opportunities for children to succeed through differentiated learning experiences based upon their needs as learners,
- maintain an environment for learning that is safe, orderly, positive, and engaging with high expectations for student success,
- model lifelong learning through the activities of a professional learning community and meaningful parental involvement,
- network teachers, students, parents, and community to educate the whole child as a citizen of character.

Parkview Elementary School Procedures and Practices

Attendance District Handbook Policy 4.2.3

The school day is from 8:00–3:00. Regular attendance is essential to success in school. If a child must be absent due to illness or a family emergency, the parent is to contact the school between 8:00 AM and 12:00 PM on the day of the absence. 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. Please note that we must follow school policy in reporting excessive absences to the appropriate legal authority. Excessive tardies and early releases hinder your child's academic progress. **Students will not be released between 2:45 and 3:00 pm.**

I. Parent Responsibilities

It is the responsibility of the parent/guardian to see that the student is in attendance at school. The parent/guardian is to notify the school office when the student is absent.

Students who have a doctor, dental, or other professional appointments on a regular basis are encouraged to stagger the time of such appointments so that they do not miss the same part of class each time.

II. Student Responsibilities

If for any reason a student must leave school during regular school hours, the parent/guardian should obtain permission from the office and sign the student out in the office. Students arriving at school late should be signed in at the office by the parent/guardian before reporting to class.

III. New Enrollees

The number of days of school missed by a student who enrolls in school after the beginning of a semester are considered absences when determining the maximum number of days a student is in attendance.

- IV.** When a student is absent due to emergencies such as illness, death in the family and other extenuating circumstances, the parent or guardian of the student should contact the student's principal or designee and relate the facts causing the emergency. Parents may contact the school by writing a note, in person, or by other means deemed appropriate by the school principal. Make-up work will be allowed for these absences and must be accomplished within a reasonable length of time as determined by individual teachers.

Truancies are all failures to attend school other than those specified above. Make-up work for truancies and suspensions will not be allowed unless provisions are made through an alternate program approved by the school principal.

V. Suspensions and Expulsions

Students who are suspended from school will receive no credit for any class work missed during the time they are suspended unless provisions are made through an alternate program approved by the school principal.

Students who are expelled from school will forfeit all credits for the duration of the expulsion and their permanent records will be marked as “NC” (no credit) in the semester grade column.

VI. Excessive Absences

Eleven (11) absences per semester will be considered excessive in elementary schools (K-5). It is at this point that school officials will notify the prosecuting attorney and juvenile court authorities as determined by the principal.

A student’s parent or guardian may petition the school for additional absences before the student has accumulated 10 absences. Exceptions are allowed to satisfy an Individualized Education Plan (IEP) or 504 Plan.

Accumulating an excessive number of absences will be a basis for denial of promotion.

VII. Notification to Parents of Student Absences

The student’s parents, guardians or persons in loco parentis shall be notified as required by law and as necessary. As a minimum this notification shall occur when the student has accumulated five (5) and eight (8) absences per semester. Notice shall be by telephone contact with the student’s parents, guardians or persons in loco parentis by the end of the school day in which absences occurred or by mail sent no later than the following school day.

VIII. Excessive Tardies and/or Early Checkouts – Elementary K-5

Six (6) tardies/early checkouts per semester will be considered excessive.

Once a student has accumulated six (6) tardies and/or early checkouts, the students will acquire a full day absence.

Tardies are defined as students arriving between 8:00 –10:00 a.m.

Early Checkout will be defined as a student checking out of school between 1:00—3:00 p.m.

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
 - 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 with us in providing a nurturing, safe, and orderly environment for learning.

Character Education

Parkview values the uniqueness and dignity of each person. It is our desire to help children grow into citizens of the highest character. Some of the delivery systems for our character education program include a Monday, Wednesday, Friday morning assembly, *Rise & Shine*, and a "Word of the Month" representative of universally accepted guiding principles. We encourage parents and the community to join with us in this effort to communicate our common ideals to children.

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 on the ADE website under Arkansas Frameworks at http://arkedu.state.ar.us/curriculum/curriculum_framework.html.

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.

Dress

Hats are not to be worn inside the building. Students may not wear clothing that can be hazardous to them in their educational activities. Students may not wear shoes with wheels. No flip flops may be worn during physical education.

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.

Parkview students are not allowed to bring medicines 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.

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 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.

Lost and Found

Parents are urged to clearly mark student jackets, sweaters, backpacks, and other personal items with their child's name. The school is not responsible for lost or stolen items. Any item that is found will only be kept at school for a limited time. All items not claimed within a reasonable time will be given to a charitable organization.

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.

If eating lunch with your child, please keep in mind that your child needs to be escorted back to his/her classroom by a Parkview teacher. 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, their friends will not be allowed at the parent table.

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.

Safety

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado, and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

Please help us prevent the risk of serious injury by carefully adhering to all rules of traffic safety. Students should be dropped off and picked up by the curb in the school parking lot. Children are not permitted to cross the driveway unless accompanied by an adult. Do not park in the bus-loading zone. Acknowledge and obey the directions of the staff.

We always welcome you to Parkview. However, we also want to ensure that we always know who has access to your children. Always enter the building through the front doors. You should first sign-in and wear a visitor's nametag. Next, stop by the secretary's desk to state the reason for your visit. You will then be announced to the class you want to visit, or the person you want to see will be called to the office. Students must be checked out of school by a parent or guardian through the office if leaving before 2:45. Students will not be called out of class until a parent is at the office to check them out.

School Hours

School hours are from 8:00 until 3:00 each day. Children should not arrive earlier than 7:20 AM or remain on the campus later than 3:30 PM. Students who are tardy must be checked in by a parent at the office before attending class. If a student must leave early for any reason, a parent must come into the office to sign-out the student. Unless absolutely unavoidable, parents are requested not to pick students up before 3:00 because it interferes with the required 6 hours of instructional time.

Parent Pick-Up

Students will stay inside the building and be called out to the parent pick up area by one of our duty aides. Students will come straight to your vehicle. Parents will not be allowed to wait on the sidewalk or in the front office area for students. You must come through the car lane so the duty

teacher will know to call your student outside. Parents will be given two Parkview car tags per student. The person picking the student up must have the car tag in order to pick the student up. If the person picking up the student does not have the car tag they will be asked to go into the front office and check the student out to ensure they are on the authorized pick up list. This is for the safety of all students. Our goal is to make the car line run as seamless as possible, so please pull up as far as possible and do not stop at the awning or gate and wave your student to the car. We will walk your student wherever you fall in line and assure they safely walk to their designated spot.

Walkers

Walkers will be released at 3:00. Students will be walked across the bus area and down the sidewalk by a duty teacher. If you wish to meet your child, you must wait in the designated parent area by the picnic tables. You will not be allowed to wait on the front porch. This is due to the bus riders coming out the front doors to load buses. If you do not live within walking distance of the school do not have your student be a walker. It is unacceptable and unsafe to tell your child to be a walker and then drive to pick them up on a close by street to avoid the car line. Unless your address is within a reasonable walking distance, your child will need to be parent pick-up.

School Meals

Breakfast and lunch may be purchased on a daily basis or paid in advance. Students use a computerized debit system to pay for their meals at school. Send your check or money in a sealed envelope to the classroom teacher. Write on the outside of the envelope the student's name, teacher's name, and the amount of money enclosed for meals. Due to the large number of charges not being paid, the Van Buren School District will only permit a limited number of charges per student. We prefer that meals be paid for in advance. Any remaining balance at the end of the year will be returned to you. Applications for Free/Reduced Meals are available through the school office. If you qualify we encourage your participation in this program and assure you that all financial information is confidential.

Lunch Schedule:

Kindergarten:	10:50-11:15
1 st Grade:	11:50-12:15
2 nd Grade:	11:00-11:25
3 rd Grade:	11:10-11:35
4 th Grade:	11:30-11:55
5 th Grade:	11:40-12:05

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 will be scheduled class parties for elementary students at Christmas, Valentine's Day, and Easter. Notes or phone calls from the homeroom parent or teacher will be sent home giving specific details before each party. Birthday parties are not allowed at school. We are not allowed to release student home addresses or phone numbers with the exception of the voluntary student directory. You may, if you wish send invitations for birthday parties to school as long as everyone in the class is invited.

Student Information

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.

Student Performance and Evaluation

Reports of student progress will be sent home at the end of each quarter (about 9 weeks) and at mid-term of each quarter. Our evolving communication of student progress reflects our goal of every student succeeding on standard learning expectations. The grading system may include portfolio assessment, reading levels (rather than grades), scoring guides (4=advanced, 3= proficient, 2= basic, 1= below basic) and/or a letter grade scale (ES= Exceeding Standard, MS=Meeting Standard, BS=Below Standard, RS= Requires Support).

Remediation 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 Academic Improvement Plan (AIP) 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 AIP shall be developed jointly with the student's parent or guardian, describe the parent's role and responsibilities, and describe the consequences for the student's failure to participate in the remediation plan. The AIP shall be flexible, contain multiple remediation methods and strategies, include formative assessments, shall be revised periodically based on the results from the formative assessments, and shall be signed by the appropriate school personnel and the parent and/or guardian. 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.

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.

Support Staff

We are fortunate to have several support staff members at Parkview. We have a nurse here part-time. Students who qualify may receive the services of the Resource, Reading Recovery, or Speech teachers. All students participate in physical education, music, guidance, art, computer lab and library/media center activities on a regular schedule. These certified teachers will share with you specific information regarding their programming. In addition to class time, whenever a student needs to see the Counselor, they may ask for an appointment. Teachers and parents may also make referrals to the Counselor.

Technology

We are fortunate to have calculators, 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. In accordance with school district policy, students will be asked to sign a contract regarding appropriate use of technology while at school. Families are encouraged to communicate with staff via e-mail and to visit the school's website for current school information at <http://www.vbsd.us>.

Toys or Electronic Equipment (ipods, games, phones, etc.)

The school provides various play equipment for recess and physical activity. We **do not** allow students to bring toys from home. This includes games, balls, cards, etc. If a student brings a toy to school, the teacher assistant principal or principal may confiscate it until a parent comes to claim it. If a student brings these items to school, the school will not be responsible for the theft of these items.

2016-2017 Parkview Faculty

Kindergarten: Shelly Faught
Jodie Mabry
Sue Simmons
Barb Werner

Secretary: Kristy Lale
Aides: Shelly King
Susan Matthews
Destiny Potter
Crystal Pulliam
Dana Rector
Jenifer Wilson

1st Grade: Jennifer Perry
Renee Rotert
Emily Schoolcraft

Nurse: Tara Dorrough
Custodian: Laurie Whitworth

2nd Grade: Georgia Falton
Kristen Myers
Angie Rogers

Cooks: Lisa Snell (manager)
Mary Davis
Susan Day
Christie Townsend

3rd Grade: Judy Carmack
Alicia Hopkins
Lori Miller
Gayle Selby

SRO: Officer Christopher Ho

4th Grade: Patrick Allred
Michael Bridges
Samantha Newell

Counselor: Sandie Six
Principal: Stacie Wood
Assistant Principal: Renee Henson

5th Grade: Kristen Trembley
Shasta Reichard
Marti Salisbury

Library Media: Krista Brown
Art: Tina Jenkins
Music: Kevin Croxton
PE: Jennifer Newman
Reading Recovery: Carla Hamilton
Resource: Kelley Robinson
Speech: Donna Helmer
Special Education: Erika Rhodes

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

**Stacie Wood
Principal**

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

Date _____

Parent Signature _____

Student Signature _____ **Grade** _____

Homeroom Teacher _____

****Return this page to school with your child.***