

Dear Parents,

Thank you for being an important part of your child's education. Because you are an important part we wanted you to know the expectations and procedures that we have for your child here at school. Please help us by going over these rules with your child.

- We walk in the hallway in a safe line behind our teachers.
- We are respectful to our teachers and listen and do everything that they tell us to do.
- If somebody tries to hurt us we tell our teacher immediately. We do not fight at school. Fighting is not tolerated. If your child gets into a fight or hits back in anger they will be suspended and you will be asked to come to school for a conference. We have many adults supervising and students can write on a classroom agenda if somebody is disrespectful to them. We take respect for others very seriously here at Parkside.
- We are respectful to the adults and fellow students at school.
- When we line up in the hallway for lunch we stay in line with our class and continue not to touch other students. We can talk in line but we use a low voice like we do in the library.
- Once in the cafeteria we get our food, say thank you to the person who gave us our food and sit at the table with our class number on it. We can get up from the table when our teacher excuses us.
- We always walk in the hallways so that we do not fall or run into other students.
- If we are sent to the office for negative behavior you will be contacted and asked to talk to your child to correct the negative behavior.

I feel that it is important that you know the same rules that we review during three assemblies a year. You truly are an important part of your child's education. Without your support our job of getting your child ready for the next grade becomes increasingly harder. Please go over the rest of this handbook and if you have any questions please do not hesitate to contact me. Thank you again.

Sincerely,

Mr. Jeff Varner, Principal

General Information

2014-2015

We believe Parkside to be the best and safest school around. Everyday we work hard to keep our curriculum challenging, students safe and respectful of each other and each culture. In addition our highly qualified staff is updated on all current research on student learning. We believe that you will not find such a committed school anywhere.

Curriculum

- Parkside is a Title One school and what that means is that we receive funding from the federal government to assure that everyone of our students gets a good education.
- Our adopted Language Arts program is Houghton Mifflin. This reading and writing program is a rigorous standards based program.
- The main emphasis at Parkside is Common Core Standard Language Arts and Math. Social studies, PE, Music, respectfulness, citizenship and Science are also taught.

Assessments (Tests)

- Each child is tested upon entering school. All students are tested in their math, writing and reading skills. This information is used to inform you of where your child's academic level is and allows the teacher to change instruction for your child. For example, if your child needs assistance in math they receive extra help through tutoring or classroom work. This is also true if your child needs to be challenged with work that is above grade level. All teachers have been trained in this differentiation technique.

Technology

- Parkside has three complete computer labs. These labs are available to all students and are used to assist struggling students as well as challenge our gate students. Teachers sign their classroom up for the labs and utilize the many different programs that are effective and available.
- All Parkside classrooms have computers that are available for student use.

Positive incentives and goals

- Parkside rewards responsible student with our Independent Student Program. Students follow a detailed rubric that gives points for responsibility and citizenship and gives those students a lanyard and ID that allows many special privileges throughout the school.
- Parkside Gotchas and Bucks are given to students who do good deeds that center on responsibility. These can be turned into purchase items at our student store.
- Class points are given for whole class positive behavior. These points are posted in the cafeteria.

Safety

- Safety is a priority at Parkside. Rules are in place that allows students to be respectful to one another and allow safe movement of all students during the course of the day. At the beginning of the year both students and parents are made aware of these expectations.

Parent Involvement

- Parents are our number one ingredient for student and school success. We work closely with all caregivers and invite you to our school at any time.
- Multicultural Nights allow families to share with other their culture. This includes food, presentations and performances.
- Academic Nights are scheduled to allow both teachers and parents to meet to give suggests on how to continue daily lessons at home.
- Parent Conferences times are set aside for you to meet one-on-one with your child's teacher. However, you do not have to wait for conference time, we invite you to make an appointment at anytime to talk with your child's teacher about anything.
- We invite you to join our School Site Council to help make decisions that guide the success of our school. In addition, for our parents of English Language Learners we invite you to join our English Learner Advisory Committee. The English Learner Advisory Committee advises the school site council on the needs of our English language learners.

Parkside Elementary Rules!!!

School Day

Parkside Schedule Mondays:

- Kindergarten AM 7:30- 11:00 am
- Kindergarten PM 11:00 AM - 2:30PM
- Grades 1-3 7:30 AM- 12:50 PM
- Grade 4-5 7:30AM-12:30PM

Tuesdays - Fridays

- Kindergarten AM 7:30-11:00 AM
- Kindergarten PM 11:00-2:30PM
- Grades 1-3 7:30AM-1:45PM
- Grades 4-5 7:30AM-1:55 PM

Minimum Day

All grades 1-5 are dismissed at 11:10

Student Use of Telephone

Students may not use the office phone during instruction unless it is an emergency. Students sent down to the office must have a pass and a note explaining the situation.

Bikes, Scooters and Skateboards

Children may ride their bikes, scooters and skateboards to school. State law requires that students wear helmets. Bikes, scooters and skateboards are to be locked at the appropriate rack. Students must bring a lock for these items. Students are to walk bikes, scooters and skateboards on the campus to the rack area on the lower playground.

Heeleys

Heeleys or shoes with wheels attached to them are not allowed at school due to safety concerns. If a student brings them an attempt will be made to remove the wheels if this is not possible the parents will be called to bring another pair of shoes for the student.

Cell Phones

Students may bring cell phones to school if they are turned off and in the student's backpack. If they are seen by a staff member or heard they will be confiscated and brought to the office for parents to pick up.

Electronic Games, Toys, IPODs, Etc

Electronic games, cards, toys, IPODS, bats, balls, etc are not allowed at school. An exception will be made for items brought to school for sharing and "okayed" by the classroom teacher. Parents will be notified that all items are brought at the student's own risk.

Visitor Procedures

All visitors and support employees must check in the office before entering the campus. A pass will be given to visitors and staff members are wearing district identification badges. If you are stopped in the hallway please understand it is for the safety of your child.

Health Referrals

When a student becomes ill or is injured in the classroom or the playground a Health Referral is filled out. The parents will be called unless it is a minor "boo-boo" that requires a small band aid.

School Dress

All students are required wear school uniforms. This includes a white polo shirt with dark blue pants. Students are not allowed to wear colored shirts or pants that can be seen sticking out from the required uniform. Students will also wear dark blue jackets.

Rights and Responsibilities

Parkside is a safe and effective learning environment. A calm, orderly and positive learning environment is a key component of a successful school experience for students, parents and staff. Students are transitioned in a ready to learn philosophy that requires students to be calmed down from any activity and enter the classroom in a calm manner. At Parkside students, parents, staffs, teachers and administrators have the following rights and responsibilities:

Each student has a responsibility to:

- Respect the authority of teachers, principal and all other school personnel.
- Understand and abide by all classroom and school rules.
- Behave in classrooms and on school campus without disrupting or interfering with the rights and property of other students and staff.

Each Parent has a responsibility to:

- Be aware that they are legally obligated to share responsibility with the school for the behavior of his/her child with he/she is in transit or at school.
- Understand and support school behavior expectations.
- Cooperate with school officials in carrying out consequences at home.
- Ensure regular and prompt attendance and notify the school in the event of an absence or tardiness.
- Read all communications which come from the school and respond when requested.
- Send children to school clean, well nourished, in uniform and ready to learn.
- Make sure that homework is complete.

Classroom Behavior Rules

Every classroom is to use progressive discipline. Each classroom uses the leveled card system. Students realize which level they are on and understand the consequences. Classroom rules should number no more than five. Each classroom should have both positive and negative consequences for behavior. Each teacher will send home a discipline letter parents at the beginning of the year and when a new student is enrolled in the classroom. All parents are to read and acknowledge receipt of this letter by returning the bottom portion. Copies of the discipline letter should be given to the principal.

As part of classroom behavior consequences; students may be referred to the office for disciplinary action by the principal. However, a referral must be sent prior unless an extreme situation exists in which the classroom teacher calls the office for assistance.

A referral offense involves the following:

- Fighting
- behavior of a sexual nature
- Overt defiance to staff,
- Abusive or obscene language toward staff
- abusive and obscene language toward students
- possession of a weapon/dangerous item
- stealing
- vandalism or any behavior that is illegal
- Failure to report to a buddy room
- Disruptive behavior in a buddy room

School Wide Rules

In addition to the classroom rules, the following school wide rules apply to all Parkside students:

General school wide rules

1. Keep hands, feet and objects to yourself
2. Follow adult directions the first time that they are given.
3. Respect the school's and others property
4. Stay in assigned areas.
5. Use appropriate language.
6. Passes are to be used at all times. Exception whole class with the teacher.
7. No gum chewing is allowed anywhere on the school campus.
8. Hats, caps, do-rags are not to be worn in any school building.

Hallways

1. Walk do not run
2. No talking in the hallway
3. Do not disturb the learning of others.
4. Hall passes or independent student badges required at all times unless with a teacher.

Lunchroom

1. Follow directions of the supervisors.
2. Speak softly to your neighbors.
3. Stay in your seat until you are excused.
4. Only independent students may sit at other tables besides their assigned classroom table.
5. Do not eat others food.
6. Clean up area
7. No running.

Restrooms

1. No playing in the restrooms.
2. Take care of your business, wash your hands, put the paper towel in the garbage and leave.
3. Keep the restroom clean.

Bikes, Scooters and Skateboards

1. Do not ride on school grounds
2. Park in appropriate rack and lock.
3. Helmets must be worn.

Assemblies

1. Follow the general school wide rules
2. No talking during performance/Presentation
3. Polite applause at appropriate times.
4. No Booing.

Classroom Meetings

Every classroom at Parkside has weekly classroom meetings. This is a forum for students to talk about issues at school. The design of the meeting is to take care of possible problems before they occur. The whole class works together under the direction of the teacher to solve a problem that was written previously on a classroom agenda.

School Entrance and Exit Procedures

Before school

All school gates will be open at 7:00am. At that time the cafeteria will begin serving breakfast. No students are allowed in the school building prior to 7:00 due to lack of supervision. Any student coming early to school to meet with a teacher must have a note from that teacher.

Students in grades 1-5 enter the building through the gate located between room 1 and the Parent room. Students who plan to eat breakfast wait for supervision to escort them from the outside side door next to the cafeteria to the cafeteria. Students will eat breakfast and then exit to the playground when finished. Kindergarten students will enter the cafeteria from the front of the school. The kindergarten teachers will pick their students up from the cafeteria and escort them to class.

Students who do not eat breakfast will wait at the gate next to the lower playground until yard supervision is available. At that time they will be excused to play and the first through fifth grade student who are eating breakfast will join them when they are finished eating.

Afterschool

Three minutes before the dismissal bell rings independent students can be excused from the classroom. The students walk to the front of the school and either walk home or are picked up by their parents. All other students will be walked to the front of the school by their teachers. Students are to remain in line until they are excused by their teachers at the sidewalk in front of the school.

Students who are not walking will sit on the blue line at the front of the school. After 20 minutes remaining students will use the office phone to contact their parents to pick them up. Supervising teachers are allowed to leave and students will remain in the front hall until their ride arrives. Any remaining student left after the office closes will be left in the custody of the police.

Any junior high student on campus before-during-after school hours without permission will be suspended from their attending school.

Power Avenue Gate

Is permanently closed.

Positive Reinforcement

For students that show responsibility and respectfulness we have a positive reinforcement program. Students who are caught being responsible or respectful all staff members can hand out “Parkside Gotchas” students can collect these and turn them in for “Parkside Bucks” that can be used in the student store. Also, class points are given to whole classes that demonstrate respectful behavior and are “caught” by any staff member. In addition, individual students who follow a rigorous rubric and that centers on responsibility, attendance and respectfulness become Independent Students. Independent students are selected every three weeks and are given a lanyard and picture ID. These students are allowed many privileges within the school such as sitting anywhere at lunch, lining up first, do not need a hall pass, etc.

Absence/Tardy Policies

Daily attendance along with prompt arrival at school is important to academic excellence.

The following is Parkside’s Absences/Tardy policy:

1. After 4 absences or tardies (excused or unexcused) a letter will be sent to parent.
2. After an additional 4 more absences or tardies (excused or unexcused) a second letter will be sent. A parent meeting is set up.
3. After 3 more additional absences or tardies a CWA staff member will visit the students home. The SARB process will begin.

Parkside has incentives for attendance they include the independent student program, classroom perfect attendance awards and individual student awards .

Parkside Elementary School

Dear Parent/Caregiver,

Many times a lot of information goes home to you, so much information that it is hard to read it all. However, here are the major points of our school culture (basics) that we want to share with you:

- You are a welcome part of your child’s education. We are here to provide a service for you and your child.
- You are welcome to volunteer at Parkside and join our School Site Council to help make decisions that create our success.
- If you have any questions or concerns you can contact your child’s teacher.
- Responsibility includes completing homework. If your child has difficulty with a certain topic and it is not clear please write a note to your child’s teacher. Returning homework helps as your child grows through their education. It is required all the way through college.
- We have many programs that reward hard work and respectfulness at Parkside. Students are taught the rules over and over again and provided with solutions to deal with any problem that may arise.
- Safety and respect is required from all students and you have talked to your child about informing a staff member or writing a concern on the classroom agenda. **Hitting is not tolerated at Parkside at all.**

Please take the time to sign and return this sheet and return it to your child’s teacher. This lets us know that you have seen the “basics” of Parkside’s school culture. We are your partner in your child’s education. Your child will receive a positive reward for returning this form. Thank you for the trust in us. Sincerely,

Mr. Jeff Varner

Principal, Parkside Elementary School

XX

I have read with my child(Child’s name)_____ The
Parkside Basics.

Signed,

(Your name)_____ Date _____

**Parkside
Elementary
Student
Handbook**
Jeff Varner, Principal

