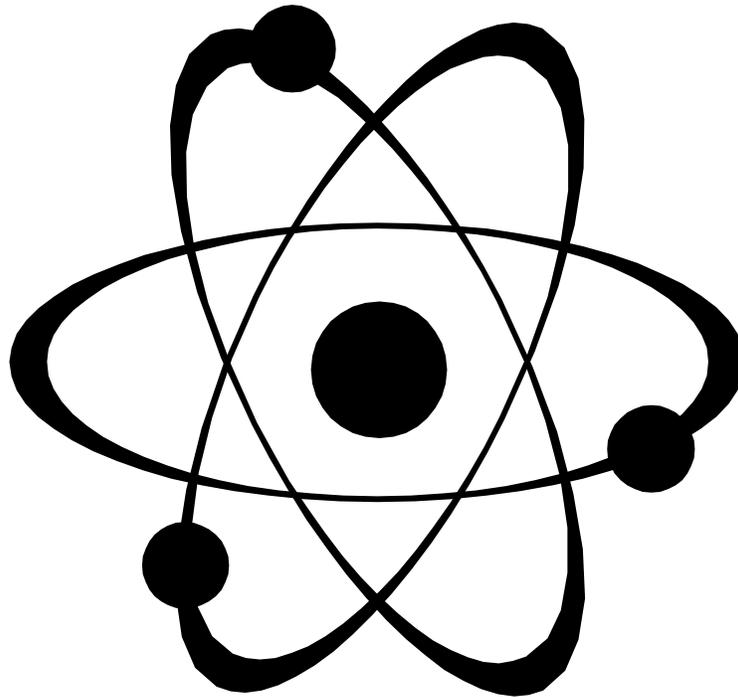


PARKVIEW ELEMENTARY SCHOOL

(Home of the S.T.E.M. program - Science/Technology/
Engineering/Mathematics)

PARENT STUDENT HANDBOOK



Holly McLaughlin, Principal

1770 E. Eighth St.

Chico, CA 95928

Phone: (530) 891-3114 Fax: (530) 891-3230

ATTENDANCE



Regular school attendance is essential to satisfactory academic progress. We, therefore, insist that students attend school daily and arrive on time each day. Parents need to notify the office when children are absent. Please call and tell us the student's name, teacher, date and duration of absence as well as the reason for the absence. The California Education Code allows excusable absences for the following reasons:

1. Illness
2. Medical, and dental appointments
3. Funeral Services for the immediate family
4. Quarantine

While these are excused absences, the school **does not** get reimbursement from the state for these absences as we did in the past. Students with "more than 10 absences per year are considered truant."

Unexcused absences will be given for family vacations, visiting relatives, oversleeping, student's birthday, family moving, childcare by student at home or other situations not listed in the excused section.

If your child is absent from school, and the school is not notified of the reason for the absence, the absence will be considered truant. Students who are absent from school or truant from school with no valid excuse for more than three days will receive letters from the attendance office and principal. The continuing goal for this school year is to improve school attendance for all.

SHORT TERM INDEPENDENT STUDY OPPORTUNITIES

If your child will be absent for a period of at least five days, but not more than 20 days, you are encouraged to set up a short-term independent study program. Please notify the office and teacher as much in advance of this absence as possible. The contract is available in the office and your child's teacher will provide the work that he/she would miss. Upon returning to school, you will be asked to turn in the finished assignments. If the work is completed satisfactorily, your child will be given credit for attendance.

ARRIVAL/DISMISSAL TIMES

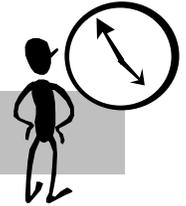


As noted on the instructional day schedule on the proceeding pages, our school day begins at 8:20. Our breakfast program begins at 7:40. There is no supervision for students on the playground before 8:00 AM.

- On those occasions you find it necessary to bring your child to school earlier, the cafeteria is open at **6:45 a.m. for the morning program**. Please make every effort to see that your child does not arrive before 6:45 a.m. but before 7:15 a.m. for the morning program. The morning program is a "drop in" program and is part of the ASES/21 Century before and after school program. There is **no** need to enroll in the before school program. Students can drop in at any time and do not need to be enrolled in the After School Program in order to attend the morning program. Please make sure that your child checks in with the supervisors of the program in the morning so that the district can receive funding for those attending the morning program.

Our instructional day ends at 2:25 for grades 1-5. Kindergarten day ends at 1:20. **Please make sure that your child uses our crossing guard and the cross walk at the end of school to insure their safety.** Students, grades 1-5, attending our after school programs will go directly to these programs at the end of the school day and will enter on the back side of the cafeteria. We ask that students make all arrangements for going home prior to school that day; for example, students should know who is picking them up and where. Our school phones cannot be used for the purpose of making these arrangements except for emergencies and some circumstances.

TARDIES



Students are considered tardy after 8:20 when the bell rings. Students should come to the office for an admittance note from the clerk. The state of California has compulsory school attendance laws for school aged children. Students with unexcused tardies of 30 minutes or more are considered truant.

COMMUNICATON/CONFERENCES



Regularly scheduled parent conferences are held for parents of every student at the end of the first trimester. Other conferences are scheduled as needed. Parents are encouraged to confer with teachers concerning the progress of their children as often as they wish. Please phone the school office in advance for an appointment to insure that your child's teacher will be available.

The weekly STEM Spotlight is our main communication link with the parents. Our Spotlight is translated into Spanish and is emailed home to parents or brought home by the students on Monday afternoons. Our Spotlight is also posted weekly on our webpage. If you wish to read it via email instead of using paper, please notify your child's teacher. We can adjust the number of copies given to the classroom and thus use fewer resources. Please check your child's back pack if you don't see it by Wednesday. Encourage your child to bring home all notices sent from the school.

CLOSED CAMPUS/VISITORS

Parkview School is a closed campus which means that students may not leave campus during the day once they have arrived. If a student needs to leave, arrangements in the office must be made. This is for the safety of our students. If a parent wishes to check a student out before the end of the day, you'll be asked to check in with the office. We will note the child's early dismissal and notify the classroom teacher to send the child down to the office. Please arrive early enough and allot enough time to retrieve your child for appointments. Please be patient. Sometimes students are out of the classroom for enrichments or recess.

Anyone wishing to visit our classrooms is required to check in with the office. We will issue a visitor pass so that staff and students are aware of your presence. If you do not have a visitor's sticker, you will be asked by staff members to check in at the office.

Visiting family members may not visit our school.



DRESS GUIDELINES

School safety is of primary importance to all of us. At Parkview School, we want our focus to be on academic success for all students, promotion of self-esteem through accomplishments and inclusive student activities. Attention should be given to cleanliness and safety not expensive clothing.

- ☞ Students should not wear clothing that creates a disruption of classroom order.
- ☞ Clothing should provide adequate coverage of the body. Crude or vulgar lettering, printing, or pictures depicting or encouraging use of tobacco, drugs, alcoholic beverages, and printing that has racial/ethnic slurs, morbid or violent pictures, or sexually suggestive messages are not acceptable. Students will be asked to change the garment when necessary.
- ☞ Attire associated with "gangs" such as the wearing of colors, gang insignias, bandanas, etc. is not acceptable
- ☞ Hats will be permitted as protection from cold weather and sun. They may not violate the above code regarding inappropriateness, be worn backwards, or inside of buildings. Hat privileges may be revoked if individuals compromise the hat policy.

Parkview School shirts are available for purchase for \$10.00. Watch for pre-order forms of sweatshirts and t-shirts to come home soon. We encourage students to show their school pride by wearing their Parkview Panther shirts any day but especially on Fridays.

EMERGENCY INFORMATION



In case of illness or injury to a student, every effort will be made to contact the parent by telephone. It is important that your home and business phone numbers and other phone numbers of adults who can care for your child is kept by the school office. You will be asked to fill out emergency cards at the beginning of the school year. **In the event that the information changes it's imperative that you contact our office to update the record.**

We will not release your child to anyone who is not listed on the emergency card. Office staff will request identification and will contact you if someone other than those on the card comes to sign out a student.

HEALTH



Children should not be sent to school if they appear to have a temperature or have other symptoms of illness. They should remain at home until their health permits them to participate in all school activities, including recesses.

Our school health aide handles first aid and will be calling you with information about any illness or injury, which appear to be significant and require attention. We are not qualified to make diagnosis or to treat injuries that happen off campus.

Parkview has a registered nurse on campus one day per week who screens students for hearing and vision. If you are interested in making an appointment with the nurse, please call the school office.

☞ Medicines, whether they are prescription or over the counter, may not be brought to school without a Medicine Authorization Form completed and signed by the parent and the physician. School staff cannot be responsible for dispensing any medication, even an aspirin, without this form. If your child requires daily medication, please contact our office for assistance in filling out the proper paperwork.

LIBRARY



The library is available to all students during their class library time. In addition the library is open to students before and after school Tuesdays and Thursdays as well as during morning recess time. We have a large collection of books, which are used to support the academic program and to provide recreational reading for our students. Through our special program moneys, Parkview School supports a library clerk for 2 days per week. Parents are encouraged to support our library through volunteering. We also need to remind families, that books are indeed expensive and when we need to replace lost or damaged books we need to look to you for this cost.

LOST AND FOUND

Lost and found items are kept at the far end of the main hallway. Small and valuable items are kept in the school office. Please encourage your child to check the lost and found area on a regular basis. **Labeling all items will help get lost items to their rightful owner. Please check the lost and found regularly for lost sweatshirts and other clothing articles.**

LUNCH AND BREAKFAST PROGRAM



Parkview School participates in the national lunch program. We have a breakfast program that begins at 7:45. Generally, students will not be served breakfast after 8:10. If a child needs breakfast and missed the serving time, please contact the office and an authorization will be issued.

Information regarding the free and reduced lunch program is mailed directly from the district office during the summer. If you failed to receive the information and would like to determine your eligibility, please contact our office. We have additional forms. It is important to turn in those forms promptly as you will be responsible for any breakfast and lunch charges that go through before the lunch form is approved.

The cafeteria size is too small to accommodate all of the students at lunchtime. Many students will eat outside on the picnic tables except during rainy weather. Please make sure that your child has appropriate clothing, as it can be very cold during our winter months.

AFTER SCHOOL PROGRAM

Parkview has an after school program provided by a grant from the federal government and the new state grant. Children in grades 1-5 may participate. The program provides academic, enrichment, and recreational opportunities. The program runs after school (2:25 pm - 6 pm) daily. It is the expectation that students will stay until 5:30 pm daily unless they have an early release excusal form on file. Please contact the office for more information.



ENRICHMENTS

♪ ♪ ♪ Children in Grades 1 - 5 will receive specialized instruction in fine arts monthly. Students in 4th and 5th grade receive music instruction for 30 minutes once a week. Students who are interested in band can choose an instrument to play and be part of the band in 5th grade. Students receive 12 designated science lessons a year in the Parkview Science Lab.

SPECIAL SERVICES/PROGRAMS

Title 1- Every child at Parkview School is eligible for these services. Students receive support in academics through a variety of options. Some students will have materials as a result of this program others may require extensive tutoring.

Learning Center- Parkview has a learning center for students receiving Special Education services.

Speech and Language- Parkview has a district supported speech and language therapist. These students also have a specialized education plan.

ELD-English Language Development is taught for every student who is still developing fluent English language skills. Students are tested yearly using the California English Language Development Test. Scores are monitored carefully and sent home for parents. Children who develop significant fluency skills will be redesignated as fluent English students. These children will continue to be monitored for academic success. Parents of English Learners are encouraged to become members of the English Language Advisory Council. Contact the school office if you are interested.

Every student at Parkview is entitled to a safe learning environment. The behavior matrix below show students how to be safe, respectful, and responsible:

Parkview Elementary Behavioral Expectations

	Be Safe	Be Respectful	Be Responsible
All Common Areas/Walkways/Passing Areas	<ul style="list-style-type: none"> Walk quietly face forward Keep hands, feet and objects to self Allow others to pass Stay to the right 	<ul style="list-style-type: none"> Wait for your turn Hold door open for person behind you Follow adult directions Remove hats and hoods when indoors Cell phones off and in backpacks while on campus Enter/Exit class by outside door Use office hallway with teacher permission only 	<ul style="list-style-type: none"> Remind others to follow school rules Take proper care of all personal belongings and school equipment Follow dress code Leave toys & other personal belongings at home Walk on sidewalks
Cafeteria	<ul style="list-style-type: none"> Sit on bench with quiet feet Walk Stand in line while waiting to be served Clean up spills 	<ul style="list-style-type: none"> Keep all food to self Respond quickly to quiet signals Use quiet voices Allow anyone to sit next to you 	<ul style="list-style-type: none"> Remain seated and wait to be excused Throw away all garbage and leave your area clean Carry food trays with both hands
Playground/Recess	<ul style="list-style-type: none"> Walk to and from the playground Play within boundaries Be aware of activities & games around you No play fighting/play weapons Freeze at bell, walk to class at whistle Wood chips, sticks, rocks etc. stay on the ground Two finger tag in grass area only 	<ul style="list-style-type: none"> Include everyone Clean up after yourself Rules should not be changed in the middle of the game Eat snack in designated areas only. Clean up all trash 	<ul style="list-style-type: none"> If someone gets hurt and you are the closest to them, stay with them and send someone for adult help if needed Put balls and jump ropes away Use restroom and get drinks before bell Leave toys and other personal belongings at home Bring jackets and lunch boxes back to class with you.
Bathrooms	<ul style="list-style-type: none"> Keep feet on floor Keep water in the sink Wash hands Use a small amount of paper towels Put towels in garbage can Leave the bathroom area as soon as you finish and wait outside 	<ul style="list-style-type: none"> Knock on stall door Give people privacy Use quiet voices 	<ul style="list-style-type: none"> Flush toilet after use Use toilet properly One person per stall Return to room or playground promptly
Arrival and Dismissal Areas	<ul style="list-style-type: none"> Walk bikes, scooters, etc. on school grounds Use sidewalks and crosswalks Meet your ride in designated areas Eat snack in designated areas only 	<ul style="list-style-type: none"> Enter quietly if you are late 	<ul style="list-style-type: none"> Arrive on time Leave campus promptly at the end of the day Report to the cafeteria if you arrive before 8:00am Stay in the cafeteria or playground only before school.
Library	<ul style="list-style-type: none"> Use all equipment and materials appropriately Ask for help to reach books that are too high 	<ul style="list-style-type: none"> Use quiet voices Sit quietly during story time 	<ul style="list-style-type: none"> No food or drink Take proper care of school equipment Handle books with care Return your books on time
Special Events and Assemblies	<ul style="list-style-type: none"> Wait for arrival and dismissal signal Keep all hands, feet and objects to self Sit in designated spot and leave aisles open 	<ul style="list-style-type: none"> Use audience manners Clap politely Sit on bottom in assigned area Remain silent during assemblies Respond quickly to quiet signals Face forward 	<ul style="list-style-type: none"> Remind others to follow school rules Help younger students if they need assistance
Classroom and Labs	<ul style="list-style-type: none"> Walk quietly in and out of lab Stay in your assigned seat Ask for help with cords or power buttons 	<ul style="list-style-type: none"> Keep lab clean No food or drink Take proper care of equipment 	<ul style="list-style-type: none"> Complete directed projects Raise your hand for help Print with permission only

TELEPHONES



The school phones are reserved for school business. Students will not be allowed to use the phone except in cases of illness or emergency. Any use of the phone by a student must have prior approval of a teacher or office staff. Previously announced meetings, practices or activities or making social arrangements for after school are NOT EMERGENCIES. Student cell phones need to remain off and in backpacks. If they become a distraction, they will be taken to the office for parents to pick up at a later time. **There is no texting, calling etc. allowed during school hours and the After School Program hours for students. Student cell phones are encouraged to remain at home as we are not responsible for lost or stolen items.**

TEXTBOOKS



Textbooks are provided free on a loan basis. All textbooks have met the strict guidelines of adoption by our board of trustees and the state board of education. Yearly, the schools report the state of the books and the ratio of books to students. Students will be held accountable for their care and return. **If a book is lost or damaged, the student is responsible for the cost of replacing the book.** Textbooks are very expensive; costing \$50 to \$120. Please help your child understand the importance of taking care of these books.

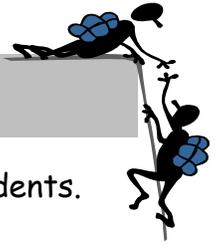
VISITORS



At Parkview we encourage all parents or other interested people to come and volunteer in our classrooms, however, all visitors are to check in at the office and obtain a visitor badge before going into the classroom. Even though your child's teacher is expecting you, we need to have all visitors sign in. Pre-school children should not be brought to school when parents visit or when parents volunteer in the classrooms. Children of friends or relatives visiting your home are not permitted to attend school or visit classrooms during school hours. These cautions apply to field trips as well.

VOLUNTEERING

Classroom volunteers provide a major support for our teachers and students. We invite all parents to take an active role in their child's education by volunteering during school hours or after school, on field trips or even clerical work at home. All regular volunteers need to fill out the volunteer packet and have a TB test done. New this year, we will fingerprint volunteers for the safety of your children. We have a program of volunteers who are not parents that we call **READING PALS**. These adults mentor and read with a student each week. Our Parent Teacher Organization is also designed to bring in potential volunteers. We hope that you will look at this opportunity to get involved and make a difference for our students.



WHAT NOT TO BRING TO SCHOOL



KNIVES, GUNS, EXPLOSIVES (EVEN SMALL FIREWORKS) AND OTHER WEAPONS: It is against the law for students to bring these items to school and is grounds for a required expulsion from school. Even your small pocket knife is subject to this educational code.

TOYS: Toys are out of place in the classroom and should be left at home unless they are brought for sharing with the consent of the teacher. Balls and other outdoor games may be brought, but please label them and understand that if they are brought they are shared on the playground.

ELECTRONIC GAMES, PORTABLE RADIOS, I-PODS, ETC.: These items are expensive and easily broken or stolen. They can also become a source of dispute or conflict. Their use has no place in the classroom. On some occasions a teacher might allow these devices. Items not approved by staff will be confiscated and taken to the office for parent pick-up.

We are not responsible for lost or stolen items. Expensive items such as cell phones and other electronic devices should stay at home. Backpacks are stored on hooks outside of classrooms and are unsupervised.