



PARKWAY ELEMENTARY SCHOOL

Family Handbook
2016-17

Parkway Elementary School
300 Manetto Hill Road
Plainview, NY 11803
General Telephone: 516-434-3358
First Alert for Absences: 516-434-3375

School Hours
9:20am - 3:20pm

Welcome to Parkway Elementary School

Dear Families,

We are thrilled to join you for a year of wondering and learning together. What a joy it is to imagine the possibilities in store for us as we get to know one another at Parkway!

Everyone at Parkway is committed to providing a warm, nurturing, secure and supportive environment where your child will be happy and safe. We will convey a love of learning in a developmentally appropriate environment that enables students to grow socially, emotionally, and academically.

This packet was created to inform you about the philosophy of Parkway, along with our policies and procedures, so we can ensure a comfortable and safe learning environment for our children, families, and staff members. We will make adjustments as needed and appreciate your understanding and patience as we continue to refine what works for our whole school community.

We are all looking forward to a wonderful year of working together and having a positive and successful elementary school experience. Our doors are always open to you. Please feel free to call whenever you have a question or a concern, or simply wish to share your child's success. Thank you for your partnership this year.

Warmly,

Greg Scesney

Principal

gscsney@pobschools.org

Nicole Yerk

Assistant Principal

nyerk@pobschools.org



Morning Arrival Procedures

Arrival Time

Supervision for students begins at 9:20 am, therefore, children should not arrive at school prior to that time. Parents who need to leave for work early should contact child care services (516-434-3124) for early supervision. School begins at 9:20 a.m. For the safety and security of our students, parents may not accompany their children to class.

Busing

In the morning, children are taken off the bus as they begin to arrive at the building. School staff will assist children off their buses and make sure they get to class.

Carpool

You may drop your child off at the designated carpool area, located in the rear of the building. A staff member will greet your child at the door and ensure he/she reaches his/her classroom.

Afternoon Dismissal Procedures

Bus Dismissal

In the afternoon, students in the younger grades gather for dismissal outside of their classrooms and will be the first students to board buses. Older students line up by bus routes in the gymnasium and are dismissed from there after all younger students have boarded. Please note that no child is permitted to ride on any bus other than his/her assigned bus.

Walkers

In the afternoon, walkers will be dismissed at 3:20pm. Parents should gather outside the walker door (purple awning in front of building) and wait for a staff member to release students to either a parent or guardian. Children who are not met by an adult will be brought back to the Main Office. Please do not park anywhere in the front bus loop.

Carpool

Children may not be picked up before 3:20pm. A carpool number (provided by the PTA) is required for carpool dismissal. Drive around to the back of the school and as you approach the curb, display your carpool number so the staff member on duty can properly release each child. Have your child enter through the

passenger door of the vehicle and then proceed forward so the lane moves efficiently.

Changes to Your Child's Regular Dismissal Plan

Children benefit from a predictable routine detailing how and where they are going after school on a given day, but we understand that schedule changes are sometimes necessary. To ensure that requests are honored, and all children depart the premises safely, please keep the following information in mind.

The only allowable changes to your child's regular dismissal routine are:

- A bus child being picked up instead as a walker or carpooler
- A walker changed to bus/carpool dismissal
- Changes regarding Y dismissal
- Early release to parent or guardian (before 3:00 pm only).

If there is a change to your child's established dismissal routine, you must send a written note to the teacher on the day of the change. That note will be routed to the main office, so please make sure to include the date, your child's full name and teacher. Any same-day changes made must occur **before 1:45pm** to ensure a safe and orderly dismissal for all children. If your change is of a more permanent nature, please make that clear in your correspondence.

Child Care Program

The morning childcare program is in operation from 7:00am-9:20 am. The afternoon childcare program begins at dismissal, 3:20 pm, and runs until 6:30 pm. For information on scheduling and fees, call the Child Care Director, Ms. Cheryl Dender, at (516) 434-3124.

General Safety Practices

- All visitors use the main entrance for entering and exiting the building. You will be buzzed into the building after confirming via intercom the reason for your visit. You will then be asked to sign in and show government issued picture identification and given a visitor's pass. Please sign out upon the completion of your visit. Thank you for helping us to account for all people in the building at any given time in the day.
- Classes may only be visited when a conference or celebration has been pre-arranged. If you and the teacher have agreed upon a specific date and time, you must check in at the security desk.
- All doors are locked from the outside during child care and school hours.

- Our Code of Conduct (K-4 Summary, age-appropriate version), will be reviewed with the students. We encourage children to respect their peers' personal property, their own personal property, and school property. We expect them to behave in a safe manner and refrain from using physical contact at bus stops, aboard buses, and on all school grounds. Teachers regularly reinforce communication and conflict-resolution skills to foster a safe and collaborative environment.
- Children must have their teacher's permission to leave the classroom. Kindergarteners and First Graders travel with a buddy at all times within the school building.

Attendance & Punctuality

Did you know? A student who is 10 minutes late every day will miss over 30 hours of instruction during one school year – 1 week of school. A student who is absent just twice a month will miss 20 school days – 4 weeks of school! POB Central School District holds very high expectations for attendance and punctuality. Regular attendance not only emphasizes the importance of school, but also promotes responsibility and self-discipline. Elementary students cannot develop these essential life skills without their family's support. The entire Parkway staff thanks you for all of the effort you put into ensuring that your child is able to achieve all things possible!

Late Arrival

Children who arrive after 9:20 am must be signed in by a parent/guardian on the "Late Arrival" form at the greeter's desk, located just inside the main entrance. School staff will ensure your child gets to class safely.

Reporting Absences on First Alert System

Please contact us if your child will be absent or late for school. Our school district has implemented a First Alert System to facilitate communication about absences. Please call Parkway's First Alert number at 516-434-3375 and leave a message as soon as you realize your child will be absent. You may leave a message the night before an absence or on the day of, up until 9 am. We will call the home or work number of any parent/guardian who has not already called First Alert to report his/her child's absence. In the event you are not reached, the emergency phone numbers will be utilized. A written note, inclusive of a reason, must be sent in to the teacher following your child's absence.

Please note, in the event of an emergency situation and no adult is reachable by phone, (including emergency contacts), or, if a phone contact indicates that the child should be in school but is not, the police will be contacted by the school principal. *Thank you for helping us to account for every child.*

Emergency Closings & Delayed Openings

In the event that schools are closed or we have a delayed opening because of inclement weather or another emergency, radio and TV stations will be notified and will make announcements, usually from 7:00 am to 9:00 am. Specifically, News12 Long Island generally reports all school district closings. You may check out district website for updates regarding school closing and delayed openings. www.pobschools.org. You should also receive an automated call from POB CSD which will convey pertinent emergency information.

2 Hour Delay: Classes will start two hours later than normal time and transportation will be provided two hours later than the normal pickup for all district and private schools. For example, a two-hour delayed opening will mean Parkway's day will begin at 11:20am.

Emergency Information Forms

We ask that you complete all forms early in the school year and return them via your child's backpack. The Emergency Card, likely completed at Back To School Night, serves to ensure that a current emergency number is on file in the main office in case a child becomes ill at school, and a parent/guardian is not reachable at home. Parents' work and cellphone numbers are essential. Please include names, cell numbers, and all phone numbers of authorized escorts on your child's emergency form. Notify the main office of any updates or changes in writing.

Class Placement

Placement of children is always in the best interests of the students. We form heterogeneous and well-balanced classes. We appreciate any input you may share about your child's development and goals (not indicative of a specific teacher), as it is helpful to our placement process, which occurs each spring.

Backpacks & Items From Home

Backpacks should be bought with your child's size in mind. Backpacks that are too heavy or large may pose a danger to your child. The backpack should be small enough to fit into a narrow cubby, but large enough to hold a folder. The

fewer zippered compartments the better - too many compartments can lead to misplaced homework/notes. Children should leave toys, electronics, etc., at home unless they are specifically requested by teachers for a share or class activity.

Birthdays

Families generally celebrate by sharing a special snack/treat with the class, and we strongly encourage the use of the PTA Birthday Boxes program. Please keep the district's wellness policy and classroom allergy lists in mind when planning for a snack. If your child's classroom has a food list due to allergies, please only send in food items on that list. Please note that we do not distribute "goody bags" or small gifts to the children. If your child's birthday falls during a vacation or in the summer months, the teacher may designate a day to celebrate when class is in session.

If you are hoping to distribute birthday party invitations for a celebration outside of school, we ask that you utilize the PTA directory for addresses and parent email addresses. It is challenging to accommodate backpack distribution and we want to avoid hurt feelings if all students are not included in the festivities.

Homework

Parkway's approach to homework varies based on the development of children at each grade level. The common thread, however, is a nightly routine of reading, either independently or with a family member or caregiver. As children advance through the grade levels, the nightly expectations grow in complexity. In the earlier grades we emphasize reading, word work, and math, and by the time students are preparing to leave Parkway, they add to their homework repertoire tasks in science and social studies. We ask teachers to be sensitive to the needs of the whole child and their active lives outside of school. To that end, students are not asked to complete homework on Fridays.

We all agree that homework is an opportunity to build autonomy and self-discipline while reviewing skills and topics at home. Although it is difficult to gauge how many minutes are spent on homework each night at the various grade levels, as students complete work at their own paces, we encourage the number of tasks to be far fewer in kindergarten and grade one versus the upper elementary school grades. If your child is showing signs of frustration during a homework session, please discontinue and jot a note to the teacher. It is our hope, through active dialogue with families, that homework remains a

low-anxiety routine with students, where all parties feel it is a useful and meaningful part of their children's day.

Your child will bring home a variety of books to read. Some questions to spark discussion, during homework and otherwise, may include:

- What made you choose this book?
- What was your favorite part? Why?
- What happened at the beginning, the middle, the end?
- Who were the characters? How did they feel?
- Where did the story take place? How do you know?
- Did you like this story? Why or why not?
- Does this book remind you of your own life?
- You can also share your thoughts about the story.

Field Trips & Classroom Events

Whenever a field trip is taken, a signed parental permission slip is required. Parents accompanying a class on a field trip may not bring siblings. During the year, at the teacher's discretion, parents will be invited to classroom events, such as a celebration related to the curriculum or a special class activity. Due to space limitations and to ensure safety, siblings may not attend whole-class events held indoors or outdoors.

Approach to Discipline & Social-Emotional Learning

Beyond academics, our goal is to support children in the development of those skills that will help them recognize and manage their emotions, establish positive peer relationships, make responsible decisions and engage in problem-solving when challenging moments arise. Teachers in all classrooms involve children in developing class rules and responsibilities. To further address the Code of Conduct, we have established school-wide rules that will be reinforced by all school personnel which include being mindful of voices, bodies, and actions. If children engage in inappropriate behavior in classrooms, hallways, the cafeteria, or on the playground, we utilize many strategies such as:

- One-to-one conversation with the child regarding the challenging situation. He or she may be asked to write or draw a reflection and make plans to rejoin the activity.
- Discussion between the child (and other child or adult) to include identifying the behavior and making plans for next steps. In many instances, young children need assistance in articulating their thoughts and feelings constructively, which can create unwanted conflict.

- If a challenge persists, we will engage in ongoing communication with parents regarding patterns in behaviors. We will work together to reinforce positive behavior choices with the support of the classroom teachers.

While our classroom teachers and building aides are the first adults to lend support to children during moments of conflict, building administrators, the school social worker and psychologist are on-hand to lend their expertise as well. We consider the privacy and feelings of all children carefully while investigating behavioral concerns. We place the utmost priority on ensuring a safe and positive learning environment for all children.

Bus Rules

The District Transportation Guide (cooperatively developed with parents), describes rules and regulations of bus transportation and is available on our district webpage. We have taught expectations for riding the bus during our regular Bus Drills. Please note that inappropriate behavior on a school bus may lead to suspension of bus privileges. On the bus, children must follow the bus driver's directions, remain seated, talk quietly, and keep their hands and feet safely to themselves.

Student Attire

Children should dress neatly and appropriately and be well-groomed. Please discourage belts and clothing options that may be difficult for your child to manage. Flip-flops should be avoided, and we recommend wearing closed-toe shoes or sneakers every day to ensure safety on the playground. All clothing should be labeled. For safety reasons, sneakers with laces or Velcro are required for gym. Jewelry sometimes poses a safety risk and is not to be worn on PE days.

Lunch & Recreation

Grade levels eat and have recreation time together. Depending on the schedule, your child may have lunch or rec first. 25 minutes are provided for play and 25 minutes are provided for eating. Students with dietary restrictions may sit in a "food safe" area, and can invite a friend with a "safe lunch" to sit with him/her. (Be sure to make food allergies known prior to the school year by contacting the school nurse and your child's teacher.) The outside of all lunch boxes/bags should be labeled with the child's name and classroom number. Children are not permitted to bring soda cans or any kind of glass container. Please work with us to reinforce proper cafeteria behavior: cleaning up, depositing trash in bins,

speaking in soft voices, sitting at tables and walking carefully. Although “sharing” is usually an encouraged sentiment, please remind children not to share food in case of dietary restrictions.

You may send in a lunch from home, or your child can purchase lunch. We ask that you consider nutritious options for lunch that will help your child feel ready to take on the remainder of the day. The hot lunch menu is posted on the district website for each month and is available for purchase. We encourage you to review meal options with your child and plan ahead.

Meals can be purchased with either cash or check made out to “POB Lunch Fund” and sent in via your child’s backpack. Alternatively, you may pay online at www.mySchoolBucks.com. You will need your child’s student ID (which can be accessed on the Parent Portal).

Snack Time

Snack time is provided at all grade levels. Just like lunch, snacks should consist of nutritious foods, such as fruits or vegetables. If you send your child to school with lunch, please pack snacks separately with your child’s name. Water bottles are permitted in the classroom throughout the school day.

Academic Support Services

School staff members work together to observe and discuss student performance, progress, and participation in school. They meet as a Response to Intervention (RtI) Team to identify possible classroom strategies or accommodations and intervention services for individual students. Children may also be referred to the Committee on Special Education (CSE) for an evaluation to determine whether or not they have a need that requires the development of an Individualized Educational Plan (IEP). The RtI Team includes the classroom teacher and the following support staff:

Readiness (XR) Teacher: The Readiness Teacher focuses on early intervention in the kindergarten setting. The Readiness Teachers strengthen and develop early skills and support classroom curriculum through small group instruction.

Reading Teacher: Works with classroom teachers in assessing, monitoring, and supporting students in the development of language arts skills.

Math AIS: Works with classroom teachers in assessing, monitoring, and supporting students in the development of mathematical concepts and skills.

ENL Teacher (English as a New Language): Works with those children who speak another language in addition to English.

Speech/Language Therapist: Assess students, consult with teachers, provide intervention services, and work with children as recommended by the CSE.

School Psychologist and School Social Worker: Work with teachers and parents to support the social-emotional development of children. They also work with children as needed. They will suggest outside agencies when necessary, and act as liaisons between the school and outside counseling services. The School Psychologist observes and evaluates children referred to the CSE for an evaluation.

Special Educators/ Resource Room Teacher: Work with students who have difficulties that interfere with learning. Services include assessment, consultation, and intervention strategies. Based on CSE recommendations, the special educator provides resource room instruction, works with students in an integrated co-teaching environment, or works with students in a special education setting.

Occupational Therapist & Physical Therapist: Work with teachers to support the development of fine and gross motor skills. They provide short-term building-level intervention service. Longer term work with students individually, or in small groups, is based on recommendations of the CSE and the development of an IEP.

School Nurse

The school nurse monitors the health of all students and is the liaison between the school and health agencies. It is important to notify the school if your child is out due to any contagious disease including, but not limited to, chicken pox, strep throat, or head lice. Please notify the nurse of serious illness or impending surgery.

Both medical and dental exams are required prior to school admission. All mandated immunizations must be up to date. Please have your health care

provider report all health problems so that the nurse can deal with them individually.

Please do not send a child to school with an ailment for the nurse to diagnose and treat. The school is responsible for providing for children who become ill while in school. Please give your child time to get well. Children should be fever-free for 24 hours without the benefit of Tylenol or Advil before returning to school, and on antibiotics for at least 24 hours, in the case of strep throat.

If your child requires medication to be dispensed during the school day, please contact Mrs. Coakley directly at 516-434-3362. She will review with you the policies and procedures.

A physician's note is necessary for any child who is to be excused from physical education for more than two days. The note must state how long the child is to be excused from physical activities. A subsequent physician's note must be sent in when the child can resume normal activities.

Allergies

The school nurse works with the parent/guardian if a child has potentially life-threatening allergies. Parents/guardians are encouraged to contact the health office to discuss allergies. Information supplied by the parent and the health care provider will be used to formulate an individual healthcare plan for each child that has potentially life-threatening allergies. A minimum of three Epi-pens per child with an allergy is suggested.

The school nurse will inform and educate the staff regarding allergies for each individual student. Please contact the health office with any information or questions at 516-434-3362.