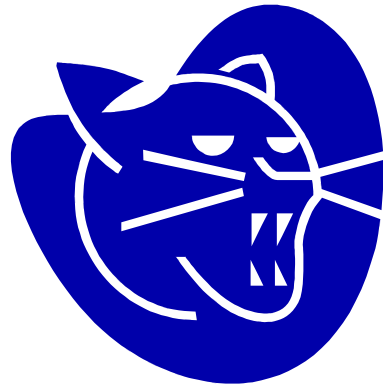


Student Handbook 2009-2010

Parkway Elementary School
2100 S. Valley Parkway
Lewisville, TX 75067

Phone: 469-713-5979

Fax: 972-350-9132



**PARKWAY ELEMENTARY FACULTY & STAFF
2009-2010**

Office

Judy Miers.....Principal
Adrienne Gall.....Asst. Principal
Shelley Cope.....Secretary
Amy Chambers.....Attendance Clerk
Sandra Elizalde.....Nurse
Barbara Sutton.....Counselor

Kindergarten

Kimberly Cox.....124 Kimmy Zaroba.....125
Rebecca Lake.....127

First Grade

Christa Curry.....121 Courtney Vest.....117
Brandy Sloan.....118

Second Grade

Cathy Harlan.....135 Marilyn Sloan.....134
Amy Robinson.....133 Melissa Williams.....136

Third Grade

Wensdy Bigham.....233 Casey Holler.....236
Monica Harrison.....238 Dawn Richardson.....235

Fourth Grade

Melissa Argo.....220 Linh McIver.....223
Becky Davis.....222 Melinda Usey.....221

Fifth Grade

Bob Harvey.....224 Shelby Williamson.....225
Sherry Parks.....227

Instructional Enhancement

Christa Tompkins.....ESL Glenda Buck.....MTA
Jaci Norwood.....ESL Aide Amy Turnage.....Speech
Jane Bustos.....LEAP Tracy Wainscott.....Tech Facilitator

Fine Arts

Kristin Huckle.....Art Ty Robinson.....PE
Sharon Halbrook.....Library Christina Minnis.....Science
Shelly Warburton.....Music

Special Education

Melanie Beiling.....Resource	Jennifer Mott.....Communications
Niki Stone.....Resource	Erin Eubanks.....Comm. Aide
Barbara Elmen.....SOS Aide	Jason Moore.....Comm. Aide
Lauren Caughey.....SOS Aide	Sarah Gates.....ALS
Shirley Gibbs.....PPCD	Cindy Long.....ALS Aide
Kalene Zippro.....PPCD Aide	Carol EspadaALS Aide

Custodial

Brenda White.....Head Custodian	Augustine.....Night Lead
Richard.....Night Custodian	

Child Nutrition

Meg Wolnik.....(Café Manager) Kitchen

Extended School Day

Katherine Hunt.....ESD Lead

Parkway Elementary 2009-2010 Schedules

Conference

Kindergarten	-	2:00 - 2:50 pm
1 st Grade	-	12:15 - 1:05 pm
2 nd Grade	-	1:05 - 1:55 pm
3 rd Grade	-	9:50 - 10:40 am
4 th Grade	-	9:00 - 9:50 am
5 th Grade	-	10:45 - 11:35 am
Fine Arts	-	8:05 - 8:55 am

Lunch

Kindergarten	-	10:30 - 11:00 am
1 st Grade	-	11:00 - 11:30 am
2 nd Grade	-	11:30 - 12:00 pm
3 rd Grade	-	12:00 - 12:30 pm
4 th Grade	-	12:30 - 1:00 pm
5 th Grade	-	1:00 - 1:30 pm

Recess

Kindergarten	-	11:00 - 11:30 am
1 st Grade	-	11:30 - 12:00 pm
2 nd Grade	-	12:00 - 12:30 pm
3 rd Grade	-	12:30 - 1:00 pm
4 th Grade	-	1:00 - 1:30 pm
5 th Grade	-	1:30 - 2:00 pm

Meal Prices

Breakfast	\$1.00
Lunch	\$1.95
Adult	\$2.90
Milk	\$.45
Snack	\$.50-\$.75

Parkway Elementary School Lewisville ISD

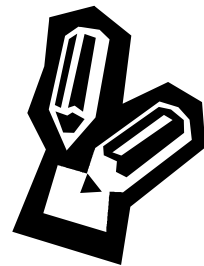
Welcome to Parkway! Our goal is to assist you and your child in having a great school experience. We have high standards for each and every student on our campus. Our philosophy is to encourage “our” children to persevere in each goal they tackle, whether it’s academics, sports, artistic endeavors or just learning to make friends.

This handbook has been developed to help you and your child understand the procedures, policies, and rules that are necessary to make Parkway Elementary a safe and productive learning environment for all. ***Please read this handbook and discuss it with your child!***

We are looking forward to a happy and successful year with you and your child. If you have any questions, or if we can be of assistance to you, please don’t hesitate to contact us at 469-713-5979.

Sincerely,

Judy Miers
Principal



MASCOT: Panthers

COLORS: Blue and Green

MISSION STATEMENT

Realizing that education is the bridge connecting the present to the future, the faculty and staff of Parkway Elementary strive to ensure a well balanced curriculum that incorporates basic skills, educational innovations, technology and problem solving strategies, thereby developing successful students with high expectations and positive self esteem.

GENERAL INFORMATION

ADMISSION

Before a student may be admitted to LISD schools, appropriate registration forms must be completed and signed by the student's parent or legal guardian and certain documents provided. These include:

- Birth Certificate**
- Current Proof of Residency (gas, water or electric bill only)**
- Social Security Card**
- Immunization Records**
- Parent/Guardian identification (e.g. Driver's License)**

Parents/guardians must complete all registration forms (available at the office). Students must be fully immunized to attend school **or** must provide medical documentation that they are in the process of completing immunization, except as noted in TEC 38.001. A list of required immunizations is available on the LISD website at www.lisd.net or from your school nurse.

ALCOHOL/DRUG POLICY

The possession, use, or sale of any illegal drugs, or any alcoholic beverage on campus or at school sponsored activities **will not be tolerated**. Use of an illegal drug or alcohol product prior to attending a school sponsored event or coming on campus **will not be tolerated**. Parkway Elementary will recommend prosecution to the fullest extent of the law, in addition to disciplinary action taken against the student, including possible suspension and/or expulsion. We're strict to keep your children safe!

ATTENDANCE/ARRIVAL

School hours are from 8:00 until 3:00 each day. Students should plan to arrive at school between 7:30 and 7:50. Students arriving before 7:50 may wait in the library (grades K-1) and in the gym (grades 2-5) where they remain under the supervision of a staff member. **Children should NOT arrive earlier than 7:30**

AM. Children may purchase breakfast in the cafeteria from 7:30 to 7:50. Remember we have nearly 500 children arriving! Allow time for traffic.



State law requires that a student be in attendance for at least 90% of scheduled school days in order to receive credit for a class. LISD recognizes the importance of student attendance as it relates to student learning. Each absence is a loss that cannot be replaced.

Absences may be excused for personal illness, death or very serious illness in the family, quarantine, family emergencies, weather or road conditions making travel dangerous, and/or other or unique situations making attendance impossible. **Excused** absences must be followed **by a written note within three days**, stating the dates and the reason for the absence *even if the teacher has been verbally informed*. Failure to send in a note will result an *unexcused absence*. **The grade for make-up work following an unexcused absence is a zero.**

Students who are absent for **three or more** days need to bring a doctor's note. Make-up work for excused absences should be completed promptly to receive a grade. Parents may request make up work on the second day of an absence to be picked up in the office at 3:00 or sent home with another student. One day make up for each missed day is considered adequate, unless there are extenuating circumstances. Students shall receive a zero for any work or test not made up in that time frame. Students/parents are responsible for obtaining and completing the work in the time specified by the teacher. Contact the office if a medical condition is creating difficulty for your child and we will work together.

Students who arrive to school late as a result of a medical appointment will be considered **present** if they bring a note from the doctor.

Family circumstances which require a student to be out-of-town **may** be considered excused if such absences are unavoidable or extenuating circumstances exist. Parents/guardians must request the excused absence in writing, in advance of the absence, except in cases of sudden emergencies, which may be submitted upon return. **Please do not request excused absences for extended family holidays or trips extending over school holidays, such as an extra week before and after the winter holiday, etc.** Family trips of a non-emergency nature need to be scheduled during the summer or confined to the limits of the allotted school year vacations.

If your child is going to be absent, please CALL the school between the hours of 7:30 a.m. and 9:00 a.m. and let us know. This is important for the safety of your child. You may leave a message at **469-713-5979, ext 1.**

Students are not permitted to receive credit for a grade if the absence is **unexcused**. Students receive a zero for any and all activities of the class, any assignments due on that date, daily tests/work, and/or examinations, but are required to complete the work to avoid falling behind.

Religious Holy Days

Students may be excused for recognized religious holy days, including one day travel to and from (if required) the holy day site. A written note is required. Pilgrimages are not considered holy days and should be scheduled during school vacation times.

Tardies/Leave Early

Students are considered late if they are not in their room, ready to begin school promptly at 8:00 a.m. Texas Education Code requires that school districts address problems with chronic tardiness in a variety of ways, up to and including referrals to truancy court.

All appointments should be scheduled after school as much as possible. If a child is continuously arriving late or leaving school early for any reason, this too shall be considered an act of truancy and will be documented for attendance purposes.

Take Your Student to Work Day

Lewisville ISD does not participate in this event. Please schedule visiting your work during holiday times.

BEHAVIOR EXPECTATIONS

Students must be listening and attentive in order to learn. If they are distracted by unruly behavior of other students, they are not learning. Cooperation between home and school is absolutely critical for ALL students to have a great school experience. Classroom behavior guidelines will be reviewed with your child during the first weeks of school. The following are school wide expectations:

- 1. Quiet voices** - wave, don't shout in the halls since other classes are learning.
- 2. Walking feet** – at all times in the school. Running is for outside. No scooters, roller shoes, skates, sliding in socks, etc.
- 3. Respect others physically** – hands, feet, objects, toys, etc. should be kept to yourself.
- 4. Respect authority** – students are expected to follow directions given to them by ANY staff member at Parkway, or any parent in a recognized volunteer capacity (e.g. cafeteria helper). If the child has a concern with the directive s/he has been given, or feels a misunderstanding has occurred, the concern should be expressed in a respectful manner. If the issue is still not resolved, the student may discuss it further with his/her classroom teacher and/or office staff, but should follow the directive for the time being unless s/he cannot in good conscience do so. Should that be the rare case, s/he should report immediately to the office for assistance in resolving the issue. Students are strongly encouraged to respond to authority figures using “Yes Ma’am”, “No Sir”. Good manners are a great life skill to possess.
- 5. Respect peers** – speak to ALL students in a kind, positive manner. If you can't, keep your opinion to yourself.
- 6. Items at school** - large quantities of money, expensive toys and electronic equipment, collectible trading cards, or any other item which may result in educational time being used shall not be permitted at any time.
- 7. Rough horseplay** and/or other inappropriate activities are not permitted in restrooms.
- 8. Throwing of any objects** – playground rocks, sticks, pencils, etc. is not allowed.
- 9. Weapons of any sort** – knives, guns, etc., - whether real or toy are prohibited.
- 10. No pets, insects, snakes**, or anything else a child might think of should be brought to school without specific permission from the teacher.

Each grade level will have behavior expectations specific to the age and maturity level of the students. Student safety is a primary concern. Students who do **NOT** behave appropriately place themselves and others at risk of physical, emotional, and academic harm. Disciplinary action will be implemented based upon individual circumstances.

Briarwood Camp/Field Trips/Off Campus Events

Student safety is a primary issue when taking students off site. Students who engage in inappropriate behaviors or respond to directives inconsistently enough to be considered a risk to their or



others' safety and/or their or others' learning at an off campus event may be required to complete a substitute activity on campus during that time.

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students.

BICYCLES

We have a bicycle rack that students may use to park their bikes. We strongly recommend that students who bicycle to school wear helmets and ride in groups. Please review safety rules with your child.

BUS TRANSPORTATION

Bus transportation is offered to students living two or more miles from their zoned school. Riding the bus is a privilege. Improper behavior is a safety hazard, as it may distract the driver.

1. Warnings may be given for minor offenses; serious offenses or repeated offenses may result in bus suspensions. Multiple suspensions may result in removal of bus riding privileges. Students who do not attend school due to a bus suspension are considered truant.
2. Only regularly scheduled bus riders are permitted to ride *unless a note has been sent in by the parent for a special event AND the principal/assistant principal has signed the note.*

Bus concerns and information regarding routes/times, etc. may be directed to Durham Transportation at 972-221-4557. Route maps are posted at the school.

CAFETERIA/FOOD/SNACKS

Students may bring lunch or purchase lunch from the cafeteria. Breakfast is also available from 7:30 – 7:50 a.m. If your child is eating breakfast, please keep in mind s/he needs to be **in the classroom by 8:00 a.m.** unless the student is riding an LISD bus which has arrived late. Students dropped off at 7:50 for breakfast will only have a few moments to eat, so please get your child here early if s/he is planning on breakfast.



Students may bring money daily **or** send in cash/check for several meals at a time. Checks should be marked with the child's name and teacher's name. You may also make arrangements to pay lunch fees or review your child's account online. There is a small fee for this service. Access the website <http://lewisville.revtrak.net> for more information. Students who are out of funds may only "charge" two lunches. After that, a substitute lunch of milk and a sandwich will be provided until the account is brought up to date. Menus and applications for the free and reduced lunch program come home with every student at the beginning of the year, and are available in the office throughout the year.

Parents are welcome to eat lunch with their children in the cafeteria and may purchase an adult lunch, but please let the cafeteria know. You must check in at the office and sit at the designated table with your child.

CAFETERIA RULES

- We will use appropriate table manners.
- We only touch and eat our own food.
- We use quiet, whispering voices.
- We will stay seated until dismissed.
- Dismissal time is a no talking time.
- All parents and their child will sit at the guest table.

Texas Department of Agriculture Guidelines

We are **required** to follow the guidelines set out by the TX. Dep't. of Agriculture, which are designed to promote healthy nutrition as well as safeguard children throughout the state of Texas. Please make sure you adhere to the following regulations from the Dep't. of Agriculture:

1. Parents may bring special lunches to school for **their own children**, but not for friends, classmates, etc. Students may bring candy or other foods of minimal nutritional value **in their own lunches**, but may not share with friends.
2. Parents may bring a special treat for their child's birthday **provided it is served outside of all lunch hours for all grades**. Party treats must be store purchased and packaged. Please make arrangements with your child's teacher.
3. **NO** food fundraisers may be allowed on an elementary school campus during the school day.
4. Pizza parties, special lunches, etc. may **only** be arranged through Aramark. If this is a need, please contact the office for details.

No food prepared in private kitchens/homes is permitted at any time, other than for your own child.

****Foods of minimal nutritional (FMNV) value are composed of four basic categories:**

- Any type of carbonated beverages
- Water ices (commonly referred to as Popsicles); water ices that include fruit or fruit juices are not included
- Chewing gum
- Certain candies which include hard candy (sour balls, fruit balls, candy sticks, lollipops, skittles, starburst, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops); jellies and gums (gum drops, jelly beans, jellied and fruit flavored slices); marshmallow candies; fondant (corn and soft mints); licorice; spun candy (cotton candy) and candy coated popcorn.

****Non-restricted foods:**

- Ice cream, ice mild, water ices that include fruit juices or fruit, tea, water, sports drinks, chips, candies that contain the following ingredients: nuts, peanut butter, caramel, coconut, nougat centers, milk-based fillings or other similar ingredients.

Exemption: Students may be given FMNV or candy items during the school day on the 3 designated party days.

We encourage parents to support this important initiative by providing lunches and snacks that fit healthy eating habits.

CHANGE IN STUDENT INFORMATION

It is crucial that the school office be notified immediately of a change of address, home, cell or office telephone number, or of a change in emergency information during the academic school year. This will ensure that appropriate and timely communication occurs as well as provide prompt notification in case of an emergency.

It is also important to notify the office if both parents go out of town and leave their children in someone else's care. Please provide the office with the temporary care information in case of emergencies.

CHECK ACCEPTANCE POLICY – LISD policy

In the event that a check that is written to any Lewisville ISD campus, club, or organization is returned unpaid by your bank, LISD or its agent will redeposit your check electronically. Additionally, please understand that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGEMENT** and **ACCEPTANCE** of this policy and its terms.

CLASSROOM PARTIES

All classroom parties are coordinated by the grade level teachers and their room parents. There will be three parties at school... Winter, Valentine's, and the End of the Year party. Per district policy, all food distributed during school hours must be provided by an approved vendor. No homemade items are allowed.

We also encourage non-edible treats. For further clarification, see your child's teacher or the Room Representative.

A mutual respect will be displayed for all cultural and religious diversity in our school. Alternative activities designed by the teacher will be available to those students unable to participate in any school sponsored celebrations or activities. We ask that parents notify the teacher in advance so that alternate arrangements can be made.

Children's birthdays will be acknowledged in the classroom by the teacher. If you choose, you may provide a store bought snack or cupcakes from a grocery store or bakery to be distributed in class at the teacher's discretion. Parents will not be allowed in the classroom as this disrupts educational time. No party favors or balloons will be allowed.



CONFERENCES

Conferences with your child's teacher are encouraged and scheduled throughout the year. If you wish to schedule a conference, please send in a note or call the teacher to set up a time. Please understand that your child's teacher is busy preparing students and supplies between 7:45 a.m. and 8:00 a.m. **Unless it is an emergency**, please don't stop your child's teacher from getting his/her students started for the day when you drop your child off in the morning. They will be more than happy to meet with you at a conference time, where they can give *full attention* to your concern. Teachers will arrange conferences with you a minimum of at least once each fall and spring semester, but certainly are available more often if your child has needs.

COUNSELING

The school counselor is available and provides both group and individual support. Students are provided with generalized guidance lessons throughout the school. Additionally, students are given individualized and small group attention throughout the year as needed. Please feel free to call our school counselor or meet with her should you feel your child needs support with problems inside or outside of school that impact his/her functioning in school.

COMPUTER USE

Students are provided with instruction in technology/computers both in the classroom and in our lab. No food or drink items are permitted in those areas. Misuse of the computer, attempts to access inappropriate sites, or any other inappropriate behaviors may result in denial of computer privileges. Only Parkway students and staff may use school computers, and only after they have reviewed and signed an "Acceptable Use Policy". We strive to keep our students safe from internet dangers through use of close monitoring and "net nanny" services, but request that you review proper use as well. Students and parents should be aware that electronic communications (e.g. email) using LISD computers are not private and may be monitored by district staff.

CONTACT NAMES FOR EMERGENCY PICK UP

On your child's enrollment card, there is a section titled "Names of Others Authorized to Pick Up Your Child". This is for **emergency** purposes only. We do not allow people listed in this section to check your child out during the school day unless you send *a handwritten note stating the pick up parent's name, date and estimated time they will be picking up your child* to the school office.

DISMISSAL/EARLY DISMISSAL

All students leaving before the end of the school day must be signed out in the office by the adult responsible for them. **Students will be called for dismissal when the parent arrives.** Anyone signing out a child will be asked to provide proper identification. If the adult is not listed on your child's enrollment card as a permissible person for pick-up and we do not have a written note from you, the child will not be released unless we can reach you for confirmation. **Dental/doctor appointments should be made after school if at all possible.** Regularly scheduled therapies must be scheduled after school as they are not excused absences.



Please note: School is dismissed at 3:00 p.m. If your child does not ride a bus, attend ESD, walk home or is waiting for a daycare pick-up, you MUST make arrangements for someone to pick him or her up promptly. Staff members are frequently tutoring, meeting with parents, and a variety of other functions and are NOT available to provide supervision until someone picks up a child. In the event that a ride change is necessary, the office must be notified no later than 2:30 p.m.

If you are unavoidably detained, please call the office so your child is not worried and so that we can monitor him/her in the office. Students will be brought into the office at 3:15 and you will need to come in and sign them out after that time.

DRESS CODE/LOST CLOTHING

Students are expected to come to school neatly groomed and clean. In general, clothing should be of a nature that:

1. It does not disrupt, interfere, disturb, or distract from school activities. The following are examples of clothing that are **not permitted** under these guidelines:



- a. short shorts, short skirts that reveal underwear when little girls aren't careful – skirts and shorts should be no shorter than four inches above the knee or approximately where the fingertips reach when a child's arm is hanging straight down. Boys' shorts should also be appropriate length about mid-thigh.
 - b. bare midriff or tummy/split sides.
 - c. halter tops or spaghetti straps, camisoles with thin straps, bare shoulder tops.
 - d. tank tops that reveal undergarments or chest/see through clothing/fish net tops.
 - e. any clothing that is large enough or loose enough to reveal undergarments – sagging pants are not permitted.
 - f. hair of an unusual or unnatural color or shape that distracts from instruction.
 - g. hats/bandanas/headbands.
 - h. clothing that promotes or infers vulgarity, profanity, liquor, drugs, etc.
 - i. tongue rings, facial jewelry/decorations (other than normal make-up).
 - j. male students may wear one small stud or loop earring in one or both ears.
2. It does not create a health or safety hazard for the student or others. This would include shoes that do not protect the feet (flip flops), pants/skirts that drag the ground, etc. **Please refrain from wearing flip-flops as our playground mulch pokes feet when they fly off at play. No "Heelies" are permitted.**

School administrators reserve the right to determine any inappropriate dress that they feel is disruptive to the school environment.

Physical Education class

For safety purposes, a dress code has been established for physical education class. The dress code requires students to wear tennis shoes (no cleats) on gym days. If shoes have eyelets, they must be laced and tied. No sandals or open-toe shoes will be permitted. Girls are required to wear shorts under their dresses or skirts. Clothing worn on gym days should be loose fitting, allowing for movement during various activities.

Please note: We ALWAYS have a large quantity of “lost” clothing by the gym. LABELING your child’s outerwear will help them locate lost items. Unclaimed clothing is donated to a non-profit civic organization or charity at the end of each grading period.

EMERGENCIES

Students will practice regularly for fire and disaster emergencies. Parkway has a current Crisis Management Plan in place. Visitors/parents in the building are expected to follow school personnel directives during drills and emergencies. Students may not be removed from the building during these times by any person other than authorized school personnel.

FIELD TRIPS

Each grade level plans field trips designed to enhance the curriculum or provide an opportunity to attend an event students might not ordinarily experience. Different grades levels will require different numbers of chaperones, depending upon age and maturity levels of students. Chaperones may not bring older or younger siblings along, as that takes the focus away from the chaperoning duties. **Students whose past behaviors warrant concern about their or others’ safety on a field trip or ability to benefit from the learning experience may be required to stay on campus during the trip, completing an alternative assignment.**

GRADES

Students’ progress in both academic and citizenship areas will be reported every six weeks. Dates are noted on the LISD calendar. Additionally, progress reports will be sent out at the three week mid-point. **Parents sign and return three weeks and six weeks progress reports.**



Students will be given the opportunity to retest for major test grades for a grade of 70 (maximum) or the higher of two grades. You must have the original paper to get the higher grade.

Penalties for late work vary by grade level, due to age and maturity of students. You may check with your teacher or grade level for specific details.

HOMEWORK

Homework is designed to enrich or reinforce lessons already taught in the classroom. Keep in mind that occasionally projects will be assigned that take longer and there will be nights when no homework is assigned. Additionally, if a student has skipped working on a long term project until the last night or two, s/he is likely to work longer hours at night.

Students who do not use their time wisely during their classroom hours may end up with classroom work to complete in addition to their assigned homework, which may take longer.

If you find your child is regularly and consistently having to spend more than the time noted in these guidelines doing homework, please contact the classroom teacher so that you may work jointly to remedy the situation.

Late Work

The Parkway teachers and administrators believe that the completion of assignments is essential to student learning. Guidelines are established by grade level. Please refer to your teachers information packet for more detailed guidelines.

ILLNESS/MEDICATION

Attendance is important at school, however if your child is ill, s/he is not learning well and may be exposing others, they will be asked to be picked up. Students may not attend school if they are:

- running fever (100 or higher, measured when NO anti-fever medication has been given)
- have vomiting and/or diarrhea
- have an undetermined rash
- have red, draining eyes
- have open draining lesions
- have active head lice
- have any other Communicable disease listed by the Texas Department of State Health Services
- or if the severity of the condition indicates school attendance would not be in the best interest of the child

Students are expected to remain home until they have been **fever free for 24 hours without medication or until the doctor approves their return.**

Please also note:

- Students with active lice infestation must be treated and nits removed. The nurse will check children returning from an active lice infestation prior to their return to the classroom.
- Ringworm of the scalp requires treatment for readmission to school.
- Students who have red eyes with discharge or crusting around the eyes will be excluded from school until they've received medical treatment (after 24 hours on antibiotic eye drops) or approval of the physician to return.
- Communicable diseases will be handled in accordance with guidelines from the Texas Department of State Health Services.
- Students given an antibiotic must be on the antibiotic for 24 hours before returning to school.

- NO medication (including over the counter medications) of any kind will be given to your child without written authorization (signed & dated with complete instructions and directions) from the parent. All medications must be in the original container or prescription bottle and labeled with the student's name, correct dose, time to be given and not be expired.
- All prescription medications and any over the counter medications (given more than 5 days) are required to have a written physician's order as well. Please contact the school nurse for or visit the Health Room Web Site for procedures, policies or forms.
- All medications MUST be brought to school and picked up by a parent or guardian. **Elementary students CAN NOT transport ANY medications to and from school.**
- If your child cannot participate in P.E. or is unable to go outside during recess, a note must be sent to the homeroom teacher stating the restriction and the number of days for the restriction. If restricted for more than three days in a row, a doctor's excuse is required.

If your child becomes ill at school, please make arrangements to pick him/her up promptly. **PLEASE, PLEASE, PLEASE** make certain we have more than one phone number to call in case of emergencies and keep those numbers up to date with our nurse!

The district is not responsible for any costs incurred for medical or dental care, or for emergency transportation. However, if you are unable to afford medical care, dental care, eye care, or medications please talk to the school

INTERRUPTIONS

LISD policy limits the interruption to instructional time for nonacademic announcements, calls to the classroom, etc. **Please determine before your child leaves for school each day** how the child is to return home. Emergency or unexpected information will be forwarded to your child in the classroom, but will not be continued on a frequent or routine basis. We will not interrupt the instruction time to relay needed information. Messages will be sent by e-mail or put through to voice mail. In the event that a ride change is necessary, the office must be notified no later than 2:30 p.m.

INSURANCE

Student insurance is available for voluntary purchase and information will be coming home with your student regarding the program. The State of Texas does not hold school districts liable for injuries/damages, unless they are the direct result of District use of a motor vehicle. If you have questions regarding an injury or property damage, you may contact the District's insurance office at 469-713-5200.

PERSONAL PROPERTY

Please label as much as you can. The school is not responsible for lost or stolen private possessions.

PESTICIDES

We use pesticides on a regular basis to maintain a pest free environment for our children. LISD follows all regulations in terms of types used, required postings, etc. Contact Brian Bettis, LISD Facility Services at 469-713-5204 if you need additional information.

PHONES/OTHER ELECTRONIC DEVICES

For safety purposes, students may bring cell phones to school. They must be turned off and put away while in school. Phones will be confiscated if left on or used during school hours. The charge to return the phone is \$15 in accordance with LISD policy. All other devices should be left at home!

PLEDGE

We believe in teaching our students respect for our country. Each morning, the United States Pledge of Allegiance is recited, followed by the Texas Pledge. Students and adults are asked to stop at that time and join in the pledge. If you have a concern with this policy, please contact the Principal. For those of you who may have forgotten your school days:

US Pledge

I pledge allegiance
To the flag of the
United States of America
And to the republic,
for which it stands
One nation, under God, indivisible
With liberty and justice for all.

TX Pledge

Honor the Texas flag.
I pledge allegiance,
To thee, Texas,
one state under God,
one and indivisible



PROMOTION/RETENTION

To be promoted, students must attain an overall average of seventy (70) or above, which is derived by averaging the final grade for reading/language arts, math, social studies, and science.

Additionally, students must attain an average of seventy (70) or above in 3 of the following 4 areas: reading/language arts, math, science, or social studies.

Students in **third grade** must pass the Reading portion of the TAKS test in order to be promoted to the fourth grade. Students in the **fifth grade** must pass both the reading and the math portions of the TAKS test in order to be promoted to the sixth grade. They will have three opportunities to do so.

TAKS testing for this year will be on the following dates:

March 3 rd	4th grade Writing
April 6 th , 7 th	5th grade Math & Reading
April 27 th	3rd and 4th grade Math
April 28 th	3 rd & 4th grade Reading
April 29 th	5th grade Science
May 18 th , 19 th	5th grade Math retest/second try & Reading retest
June 29 th	5 th Math Retest
June 30 th	5 th Reading Retest

Please try to schedule absences/appointments around these testing dates. Students will not be allowed to leave campus for lunch nor can parents join them on these days.

RECORDS

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights in regard to records. You may:

1. Inspect and review your child's records within 10 days of a school receiving a written request from you. We'll be happy to make arrangements.
2. Request that a record be amended if you believe it is inaccurate. You would need to notify the Principal in writing, identifying which record you want amended and specifying why you believe it to be inaccurate. If your request is denied, you'll be notified and given information regarding your right to a hearing.
3. Consent or refuse to consent to disclosure of student records (you receive a form at the beginning of the school year for this), with the exception of certain school disclosures. Federal law permits disclosure of school records without consent to school officials with legitimate educational interests. A school official is defined as a person employed by a school district as an administrator, supervisor, instructor or support staff member (including health staff and law enforcement personnel), school board members, someone under school contract for a specific task (e.g. attorney, auditor, consultant), or a parent serving on official committee or assisting a school official in a task.
4. File a complaint with the US Department of Education concerning the failure of a school district to comply with the requirements of FERPA. They can be reached at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

Please note that schools may disclose education records without parent consent to officials of another school district in which a student seeks or intends to enroll. Parkway Elementary will release records of a student under these circumstances without parental consent.

SPECIAL SERVICES/SPECIAL PROGRAMS

Parkway Elementary School is dedicated to meeting the needs of all of our students. If your child has a documented unique or special need or if you suspect

your child may need some sort of specialized instruction, please discuss your concerns with your child's teacher. If the school's RTI teams deems it appropriate, testing is provided at no cost to parents for programs such as the Gifted and Talented, Dyslexia, 504, Special Education, English as a Second Language, etc.

At any time, a parent is entitled to request an evaluation to determine possible eligibility for special education services for suspected academic or behavioral disabilities. Within a reasonable time, the RTI team will decide if the evaluation is needed or if some other support might be effective. If evaluation is needed, it will be completed within 60 calendar days of the date the district receives your written consent. If the district decides an evaluation is not needed, you'll be given a written notice explaining why and telling you what your rights are if you disagree. If you have any questions, feel free to call Adrienne Gall, Assistant Principal or Susan Beard, Principal. We'll be happy to talk with you about your concerns and will share with you a copy of the Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities.

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Lewisville ISD assures that no person in this district shall, on the basis of race, color, national origin, age, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Brant Buck, 972-436-8901
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Paula Walker, 972-219-3892
- All other concerns regarding discrimination: Dr. Jerry Roy, 469-948-8022

TELEPHONE USE

The use of the telephone by students for out-going calls is restricted to emergencies. Students will not be called from class for telephone calls except in case of emergencies. Children should be told in advance of arrangements to be made on rainy days, etc. It is important that the school telephone lines be kept open as much as possible. Children will not be allowed to call home from the office or classroom for forgotten homework, projects, books, lunch or money.

TEXTBOOKS

Texas Education Code 31.104(d): *Each student, or the student's parent or guardian is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian.*

Districts and state textbooks and other instructional materials are issued/checked out to students for their use while enrolled in the District. Student responsibilities for textbooks/instructional materials/equipment are listed below:

- Textbooks, library books, instructional materials and equipment must be maintained in the same condition as issued.

- Replacement cost is charged for lost or defaced textbooks, defacing or removing the tracking number or barcode, lost or damaged materials and lost or damaged equipment issued to the student.
- Fines are assessed for damage to textbooks, instructional materials, and equipment.
- Textbooks, instructional materials and equipment issued to students must be made available for classroom inventory/inspection. If these items are not made available by the student, the items will be treated as lost.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all traffic safety rules.

- ALL students should be dropped off and picked up in the front school parking lot or at the back of the school only. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. Students should **not** be dropped off in the parking lot. This rule is only intended to prevent serious injury and to ensure the SAFETY OF ALL STUDENTS.
- When picking up a child, always PULL TO THE CURB. Do not stop in the middle of the driveway or street to pick up or drop off a child. He/she may be injured by walking into the path of another vehicle.
- Do not stop to pick up a child until you have pulled up directly behind the car ahead of you. Please maintain ONE LANE OF TRAFFIC in the school driveway. This allows other access to the pick-up area. Otherwise, traffic will back up into the street.
- Children are not permitted to cross the driveway unless accompanied by an adult. Please cross at the crosswalk and acknowledge and obey the school safety patrols. Walking students have the right of way.
- Bicycles may be ridden to school by students and parked in the proper place. Upon entering the school zone, a student must get off his/her bicycle and walk it inside the school area. When leaving school, bicycles must be walked out of the school zone.

“UIL” AND OTHER ACRONYMS!

Parkway Elementary participates strongly in UIL or University Interscholastic League competition. Students may try out for a variety of competitions, such as oral reading, number sense, music memory, and other challenges. You'll be getting information home and we encourage students to join a team!

We have many other opportunities through our music, art and PE departments, as well as other events that come up. *Watch those backpacks and folders for information about exciting programs!*

VISITORS

Parents are always welcome at Parkway Elementary. We encourage you to join your child for lunch and are happy to explain our programs or answer any questions you may have.

Anyone entering the building **must** check in the office, even if you are just going to be here a few moments. This is for the safety of all of our students. **Staff members are instructed to stop and redirect to the office anyone who is not wearing a visitor sticker, even if we've known you for years!** Not every teacher knows every familiar parent. We insist on visitor identification to keep our children safe. Entry is only through the front door. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visits to individual classrooms during instructional time are permitted only with the approval of the principal and teacher but will be limited so that their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Visits/observations shall not exceed 30 minutes in length 1 time per semester. We request that parents schedule conferences with teachers rather than conferencing during visitations.

Parkway is a *Love & Logic* school. If you need to get items or information to your child during the school day, please go to the office rather than disrupting the learning environment by going to the classroom. There is a clipboard in the office for you to sign in items left for your child. Thank you for your continued compliance throughout the year.

VOLUNTEERS

Parkway is fortunate to have the support of a strong PTA. All parents and teachers are encouraged to join and become active members of this important organization. The most successful school experiences are a result of a team effort by students, parents, teachers, and administrators. Information will be sent home with your child regarding membership.

LISD Board policy states that the District will obtain a criminal history record on persons who intend to serve as volunteers for District campuses. If you are simply coming to eat lunch or attend a program with your child, you do not need to complete a criminal history check. However, if you intend to volunteer in the classroom, lunchroom, for field trips or special events, etc. where you will be interacting with other students, you must complete a criminal history check prior to the activity. Please don't leave this until the last minute. Three weeks is an average processing time. Volunteers need only register once and not each year. Volunteers may only register via the web at www.lisd.net. If you wish to volunteer and do not have access to the internet, please contact the school office.

ALL information is kept confidential. If a volunteer is turned down, s/he must contact Buddy Bonner in the Human Resources department at 469-948-8032. Building principals do NOT have access to the nature of a criminal record.

WEATHER

In the event of severe weather, LISD may close for the day or have a delayed opening at 9:30 AM. The Superintendent makes this decision at or before 6:00 a.m. and will relay this information to the major news and radio stations in the area. Please listen for instructions through those channels. Buses will run 1 ½ hours later than normal in the event of a late opening.



Unless there is thunder or lightening outside, all walkers and bike riders will be dismissed as usual. Please anticipate the weather and make rainy day arrangements before arriving at school. Due to the number of students and limited phone lines, we are unable to have students call at the end of the day for pick up arrangements.

Radio Stations

KPLX (99.5 FM)
KWRD (100.7)
KVIL (103.7 FM)
KHKS (106.1)
KLIF (570 AM)
WBAP (820 AM)
KRLD (1080 AM)

Television Stations

KDFW (Channel 4)
KXAS (Channel 5)
WFAA (Channel 8)
KTVT (Channel 11)
KUVN (Channel 23)
KXTX (Channel 39)

WITHDRAWING FROM SCHOOL

We request that you notify the office two days in advance of the student's last day if you are planning to withdraw your child from school. This will allow time to obtain current grades, textbook clearance, and completion of the withdrawal form. All library materials must be paid for or returned and all debts in the cafeteria must be cleared. You may leave a forwarding address if you would like us to mail your yearbook.

Lewisville Independent School District Privacy Notice to Parents

Please Read the Following Important Announcement

HIPPA (Health Insurance Portability and Accountability Act) and **FERPA** (Family Educational Rights and Privacy Act) are two laws controlling and limiting access to an individual's medical or educational information. Access to such information is restricted in the Lewisville ISD to school personnel who have completed confidentiality training and who have a "need to know".

LISD personnel who will or may have access to health information about your student are those who are responsible for your student during a school day. These personnel may include LISD nurses, counselors, teachers, school secretaries, attendance clerks, school administrators, substitute nurses and teachers, child nutrition managers, and the school bus driver. Student teachers and student nurses are covered by the procedures and guidelines governing district personnel.

Parents who wish to place restrictions on access to health information or who do not wish to complete certain forms requesting that information should contact the school nurse to arrange a private conference. If there are no restrictions in place, the school nurse will determine who may need to know the information in order to care for or to safeguard your student.

Communication with an individual's health care providers and agencies will commonly require appropriate and specific parent (or student) signed "permission to release information". Nurses are however, required by law to consult with prescribing physicians in some circumstances. If permission to consult is revoked by the parent, the school nurse may not be able to provide the prescribed care.

Communications with health departments, police, emergency medical services, federal, or state authorities and child protective agencies are permitted without parental permission in an emergency or to protect the health and safety of the student or other persons and during investigations of acts of terrorism.

Communications and copies containing health information used in general research or in response to some types of inquiries or investigations must have any personally identifying information removed.

If you have particular questions or concerns about this information or about the information on your student, please contact your school nurse or building administrator.

Bacterial Meningitis

What is bacterial meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and the least serious. Bacterial meningitis is a very serious bacterial infection with the potential for long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results from spinal fluid and blood.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 per 100,000 per year. The highest risk group is children 2 to 18 years old.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

How does bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live long outside the body. They are spread when people exchange saliva (such as kissing; sharing containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and last for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention www.cdc.gov and the Department of State Health Services www.dshs.state.tx.us.

Parkway Elementary

Parent/Student Handbook

I have reviewed a copy of the Parkway 2008-2009 Student Handbook. I have reviewed the information with my child. I understand that I can call the school office at any time if I have a question.

Student's Name: _____

Signature of parent: _____

Date: _____

Please sign and date this page, remove it from the handbook, and return it to the student's teacher.