

Attendance

Regular attendance is necessary if students are to be successful in their studies. When your child is going to be absent, please call the school office before 8:45 AM or send a note to the office in the care of a brother or sister.

If a child's absence is not verified by a note or phone call from a parent/guardian, it will be necessary for the office staff to call home.

If they are unsuccessful in reaching the home, the emergency telephone numbers will be used to call the parent/guardian at his/her place of employment to verify the child's absence.

All students returning from an absence must present a note to their teacher.

Arrival and Dismissal

The hours at Parkway Elementary School are **9:00 AM to 3:25 PM.**

The **AM** Kindergarten session is **9:00 AM to 11:30 AM.**

The **PM** Kindergarten session is **12:55 PM to 3:25 PM.**

Half-day dismissal is **1:00 PM** for grades **1 thru 4.**

On half-days, the **PM** kindergarten session will begin at **10:30 AM.**

On half-days, the **PM** kindergarten session will dismiss at **1:00 PM.**

Students begin entering the building at **8:30 AM.**

There is no supervision before **8:30 AM.**

Any student arriving prior to that time is encouraged to enroll in the morning daycare program.

Students arriving late to school must sign in at the main office & receive a late slip.

Basic Skills

The Basic Skills Improvement Program is funded through both district and federal resources. It provides assistance to students functioning below our district's standard in reading, writing and math. The program offers individual and small group assistance.

Birthdays and Parties

Birthday Treats

Parents/guardians like to send in special treats to make their child/children feel special on their birthday. Please send a note to your child's teacher to arrange a convenient day. The teacher will inform you if there are any allergies or other restrictions. Summer birthdays are usually celebrated at the end of the school year.

Birthday Party Invitations

Please do not send invitations to school unless you are able to invite every student in your child's classroom. We want to avoid hurt feelings.

School Parties

During the school year, several classroom parties are scheduled. Additional celebrations must be arranged with the principal and classroom teacher.

Building Support Committee

Parkway Elementary School operates a multidisciplinary Building Support Committee (BSC). The BSC offers teachers a means of drawing on the resources of both the individual school and the total district in an effort to assist students experiencing academic, behavioral, social or emotional difficulty.

Any staff member, parent or guardian may request that a child's needs be considered by the Building Support Committee (BSC).

Buses/Bus Safety

Bus transportation is provided for all students who live more than one mile from school or where walking conditions have been determined to be hazardous.

Buses are equipped to utilize video cameras to monitor student behavior.

Transportation provided by the Mount Laurel Board of Education is a privilege.

The only request being made in return for this privilege is proper bus behavior.

Two bus evacuation drills are scheduled during the school year.

Bus policy and rules will be distributed the first day of school.

Students must ride the bus to which they have been assigned.

Buses/Bus Safety (continued)

If an emergency arises and a student needs to be transported on a different bus the following steps must be taken:

- Secure a note from his/her parent/guardian making a request to switch buses for a specific date stating the reason
- Secure a note from the adult whose home is the child's destination
- Submit the notes to the principal for approval
- Give the notes to the bus driver when boarding

Cancellation of School

It is the responsibility of each parent/guardian to know when school is cancelled.

If adverse weather conditions cause a cancellation of school, word of the closing will be sent to radio and television stations for announcement. School closing announcements start as early as **6:00 AM** & are repeated frequently.

Please do not call the school to ask about closings.

The lines must be kept open.

Please watch **Cable Channel 19** or listen to one of the following radio stations:

KYW – 1060AM WDAS – 1480AM WFIL – 560AM
WHAT – 1340AM WIP – 610AM WJJZ- 1460AM WPEN – 950AM

Emergency information may also be found on our web site at:

www.mountlaurelschools.org

The central office will also carry recorded messages.

The message service number is **856-235-3387**.

Each school district is assigned a code number.

MOUNT LAUREL EMERGENCY CODE NUMBER IS 659.

Character Education

Character Education is a lifelong developmental process by which children learn about and apply core ethical or shared values to their lives.

The State of New Jersey Department of Education has identified the following

Six Pillars of Character Education:

Responsibility, Fairness, Citizenship, Caring, Trustworthiness and Respect.

It is our hope that every teacher will emphasize the character development aspect of the educational experience. Many of our school activities & special events will focus on the

Six Pillars of Character Education.

Child Abuse or Neglect

Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to the New Jersey Division of Youth and Family Services.

Failure to make a report is a violation of the law.

All information is kept confidential. The building principal, school nurse and school counselor have further information relating to this process.

Child Study Team Services

The Child Study Team (CST) is a group of specialists employed by the Mount Laurel School District to provide consultative, evaluative and prescriptive services to teachers, parents/guardians and students. The CST, along with the school principal and the Building Support Committee, make recommendations for programs and placements that best address the needs of students who experience school-related problems.

Citizenship

No matter where you go or what you do, you will find certain regulations. Naturally, there are rules at Parkway Elementary School. They are meant for your benefit.

- Your conduct at all times should reflect the good upbringing you have had
- You should show respect and appreciate the respect when others show it to you
- You are responsible to the school authorities and teachers for your conduct while you are a school citizen
- Good behavior can help make your school life a happy and rewarding one

We want you to be proud of your school and your fellow classmates and we want others to be proud of them too. Each of you has a responsibility for making Parkway Elementary School a school to be proud of.

Classroom Assignments

The Mount Laurel School District cannot honor requests from parents/guardians for placement with a particular teacher or in a particular class. If a parent/guardian is dissatisfied with the placement that has been made, the principal should be contacted in writing and informed of the reasons. The principal will evaluate the situation on its individual merits and inform the parent/guardian of his/her decision. If a parent/guardian is not satisfied at this level, they may appeal to the superintendent in writing. The superintendent will then review the case and render a decision.

Communication with Teachers/Staff

The Parkway teachers and staff are anxious to keep the lines of communication open between home and school. When you wish to speak to a teacher for any reason, send a note to school with enough information so that the teacher can call you at a convenient time. If there is no time for a note to be written, please call the school office and leave a message. Please resist the temptation to call teachers at home.

Corrective Reading

The corrective reading program at Parkway Elementary School provides assistance to students who are experiencing difficulty with reading, not only in their reading class, but in the disciplines as well. The role of the corrective reading teacher is to help raise a student's basic reading level to the point where he or she can return to classroom reading with understanding and enjoyment.

Counseling Services

Not too long ago, school guidance services were provided only to children with problems. At Parkway, counseling services are an integral part of the educational process for every child. Our schools counseling program is a future-oriented, ongoing process which engages pupils when they enter our school in kindergarten and continue until they leave. Counseling services include developmental whole class instructions as well as individual and group interaction. Parents/guardians are encouraged to call the counseling office with any questions concerning the counseling or testing programs.

Crisis Team

The Crisis Team Committee meets on a regular basis to discuss security and safety issues. Any staff member, student or parent is invited to bring concerns to our attention.

Curriculum

The district's curriculum is directed by a five-year plan, which ensures that all programs are reviewed and updated cyclically. This plan considers the Core Curriculum Standards approved by the New Jersey Department of Education. It is developed and implemented through input from teachers and administrators ensuring that all programs represent current theory and practice and reflect high expectations of students.

Delayed School Openings

In order to allow school to remain open on days when weather conditions are poor in the early morning hours, a two-hour delayed opening schedule has been developed.

In the event of a two-hour delayed opening, regularly scheduled transportation will be delayed accordingly.

There will be no scheduled lunches at the elementary level.

Children are asked to bring a nutritious snack and a beverage from home.

Grades 1 thru 4:	11:00 AM to 3:25 PM
K - AM Session:	11:00 AM to 1:30 PM
K – PM Session:	12:55 PM to 3:25 PM

Dismissal

At the end of the school day we have many buses that pull up in front of the Parkway Elementary School to transport the students to their final destinations.

Please do not drive in front of the building where buses are loading students. This creates a dangerous situation for the students and adds to the congestion and confusion at dismissal time. If you pick up your child/children from school please park your car on Ramblewood Parkway or Saint Andrews Drive. You may sign your child/children out in the school library or have your child/children meet you outside of school.

Our sole concern is for the safety of your children.

Dress Code

Research shows that the way students dress for school affects their attitude and behavior. District dress regulations are intended to make the student body, staff, parents/guardians and visitors proud of our students' appearance. All students are expected to wear clean, sensible attire at all times. Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others, interfere with school work, create disorder, or disrupt the educational process.

The principal shall determine whether the dress or grooming of a student comes within these prohibitions.

Early Dismissal

A student who needs to leave school early must bring his/her teacher a note from his/her parent/guardian indicating the day and time that he/she must leave school.

The teacher will send the child to the main office at the appropriate time.

The parent/guardian should wait for his/her child in the main office or designated area.

The parent/guardian must sign his/her child out of school.

Emergency School Closing

Closing school early due to inclement weather or any other emergency is avoided as much as possible. However, please discuss your family's emergency plan with your child/children just in case safety dictates an early dismissal. Whenever possible, parents/guardians will be notified by their child's/children's room parent(s).

In the event of an emergency school closing, Extended Day Care will also be closed.

Emergency Telephone Numbers

It is essential for your child's health and safety that Parkway School has a local telephone number of someone who is to be contacted, and who is available to pick up your child in the event of illness, injury, or early dismissal. Parents/guardians are reminded that if at any time they change their home, work, or emergency phone numbers the school nurse, office and room parents should be notified immediately.

Extended Day Care

A self-supporting program, Extended Day Care, accommodates working parents by providing childcare before and after school. The program features flexible scheduling. Homework help, athletic activities, and arts and crafts are offered in an informal setting.

To register or for additional information please contact:

Alyce Tyburczy, Extended Day Care Coordinator at 231-5890.

Field Trips

Field trips are considered a part of the educational program and are planned, as such, with definite objectives determined in advance. Appropriate instruction will precede and follow each trip. Students are expected to conduct themselves courteously at all times during field trips. No student participation for field trips shall be used as a disciplinary measure. However, students may be barred from a class trip when there is a concern for their safety or the safety of others.

G.A.P (Gifted Academic Program)

Gifted and talented children are identified and provided services in grades K thru 4 at Parkway Elementary School. While the promise of challenging work is attractive to all parents/guardians, gifted children learn and think differently and only those children who truly need to be in the program would be appropriately placed. Consistent with child development and the field of gifted education, the process includes input from diverse sources, including the adults that know the child best (parents/guardians, teachers and principals). Testing data and work portfolios are included in the evaluation. The resulting comprehensive profile enables the screening committee to properly identify children for the program.

Any questions regarding the program can be directed to:

Linda Goldkrantz, Director of Gifted and Talented at 235-5891.

Harassment-Intimidation-Bullying

The Mount Laurel Board of Education and the Parkway Community believe that an integral part of each student's academic, personal and social growth is the acquisition of life skills that will assure success over the entire course of his/her life's journey.

It is the policy of the Board of Education and School District that harassment, intimidation and bullying activities are inconsistent with the educational process and will be prohibited at all times.

Health Services

The school nurse is on duty every school day. Any child suspected of having an infectious or contagious disease should be referred to the nurse. Any medication(s), including over-the-counter medication(s), that needs to be taken during school hours must be in its original container and requires **written authorization from the parent/guardian and a physician.**
All medication(s) must be delivered to the nurse by a parent or guardian.

In September, an authorization sheet for the “as needed” administration of Tylenol and cough drops will be offered for parent/guardian signature. This will allow the nurse to administer these medications to the child when treatment is deemed necessary without a physician’s note.

Physical exams are required for all new enrollees as well as students in kindergarten and fourth grade. Physicals must be completed by the student’s family physician. School physicals are no longer being offered unless a parent/guardian signs a district form stating that the family does not have a medical provider.

Your child will be screened yearly in height, weight, blood pressure, hearing and vision. Deviations from the norm will be screened a second time. If deviation is noted again, the parent will be notified.

All 10 year olds will also be screened for scoliosis.

Home Instruction

Home instruction is available to students who cannot attend school for more than two weeks due to health reasons or serious illness. Please call the school nurse or the school counselor to inquire about specifics.

Homework

Homework serves as an important function of the educational and social development of all students. It is an integral part of the overall instructional program. It enables parents/guardians to be kept up to date with the lessons of the day. It provides students with additional time to practice and apply learned skills and it allows them to prepare for class discussions and activities. Parental support and cooperation is necessary so that homework will provide a positive impact on their child’s/children’s learning. Therefore parents/guardians providing an appropriate time, a quiet work place and support serve to create in their child/children a responsibility for learning.

Instrumental Music

Instrumental music serves to raise self-esteem and improve academic performance. It is offered to all third and fourth grade students. The student receives lessons once a week on a “pull out” system and also attends band or orchestra rehearsals.

This program culminates in a Spring Concert performance for all to enjoy.

Lunch

The kitchen serves a complete hot lunch program: however, students who prefer may bring a lunch from home.

The cost of a School Lunch is \$1.70.

Milk may be purchased separately for \$.50.

Weekly lunch tickets may be purchased on Mondays.

Children who are in need will be provided a lunch at reduced price or at no charge to the student(s). Students in need of such assistance will be determined by the criteria issued by the State of New Jersey. Eligibility requirements and application for free and reduced price meals are distributed to all students annually.

Lunch Charges

If your child has forgotten his/her lunch, they may charge one. It is important that he/she repay the charge on the next school day.

Parent/Teacher Conferences

The educational welfare of our children is best served when there is complete understanding and cooperation between home and school. Parent teacher conferences are scheduled twice during the school year, in the fall and in the spring. In addition to the two scheduled conferences, parents/guardians may make appointments to see the teachers/staff at any time during the school year. An appointment can be made by contacting the teacher/staff or the school counselor. Parents/guardians are urged to utilize parent/teacher conferences to establish an active communication that will assist in the progress of their child/children.

Parent Teacher Organization (PTO)

The mission of the Parkway Elementary School PTO is to enhance and enrich our children's academic experience by inspiring parents/guardians and teachers/staff to work together to build a strong school community. Parental involvement is critical to your child's success in school and we encourage all parents/guardians to show their support for their children by getting involved in the Parkway PTO. While many PTO programs require parent/guardian participation during school hours, there are many committees, programs, events and activities that support the children, the school, the Mt. Laurel Community and the PTO that are flexible and can be managed after hours, at your convenience, and does not require involvement during the school day.

We want every child at Parkway Elementary School to have the opportunity to benefit from a sense of pride in his/her parent's/guardian's involvement in the school and we have plenty of opportunities for parents/guardians to show their support.

Please join us as we work together for the benefit of our children, Parkway Elementary School and our Parkway extended families.

For additional information, please contact

Nancy Rinehimer, PTO President at 856-608-0101

Parkway Prints

"Parkway Prints" is the name of the school's newsletter.

It will be sent home in the Tuesday Folder. Please read it for important information, monthly topics, activities and programs happening at Parkway Elementary School.

Policies

A complete set of the Mt. Laurel Board of Education policies is on file for review in the Parkway Elementary School's main office.

Pupil Records

Your child's/children's records contain only information that is relevant to their education and is objectively based on personal observation or knowledge of the originator of the record. Parents/guardians and students have the right to individual privacy and the right to know about information gathered by the school.

If you wish to see your child's records,
you may do so by making an appointment with the principal's office.

Reporting Student Progress

Report cards and Parent-Teacher conferences are utilized to inform parents of a child's progress in school. Report cards are issued four times each year.

Speech and Language Services

Parkway Elementary School provides services to students who demonstrate a need to improve their language skills. The goal is to help students develop the speech and language skills necessary to achieve academic success and communicate effectively with others. The classroom teacher/staff will initiate a request for services if either the teacher/staff or the parent/guardian is concerned about a student's language proficiency.

Student Property

Please label all possessions, especially your children's back packs, lunch boxes and clothing. Please discourage your child from wearing valuable jewelry and from bringing unnecessary sums of money to school.

The Lost and Found is located in the all purpose room and we encourage you and your child/children to search for lost items at any time.

Transfers

Any parent/guardian that knows they will be moving should let the office know as soon as possible. The main office secretary and school counselor will let you know how to proceed to make the move as smooth as possible.

Tuesday Folder

The Parkway Elementary School and the Parkway PTO will communicate with parents/guardians regularly by sending notices home with your child/children.

We have provided each student a special “Tuesday” folder for this purpose.

Although some notices are emergencies, the majority of school-to-home communications will arrive in your child’s “Tuesday” folder.

Please ask your child/children to see his/her folder every Tuesday.

Vacation Policy

Parents are strongly encouraged to adhere to the school calendar when planning a family vacation. However, the Board of Education realizes that there may be special circumstances that make it necessary for a family to schedule a vacation when school is in session. **Such vacations will be allowed under the following provisions:**

- Parents/guardians will notify the principal in writing at least two weeks in advance prior to the scheduled vacation
- Only one such event in any school calendar year will be allowed and may not exceed ten (10) school days
- Vacation days are to occur in chronological order
- The beginning and ending vacation period will be so noted in the written request from the parents/guardians
- The parents/guardians will arrange to receive school assignments for the period of the vacation in order that the student may keep abreast of the class work
- Assigned written work will be given to the respective teachers immediately upon return of the student to school

Visiting Parkway School

All visitors and parents/guardians to Parkway Elementary School must register in the main office to sign in and receive a visitor's pass.

No one is permitted in the halls or classrooms without authorization or a visitor's pass. The pass must be worn at all times while in the building and returned to the main office at the conclusion of each and every visit.

Following this policy will help maintain a safe school environment for the Parkway Elementary School students (your children).

Visiting Your Child's Classroom

Please do not visit your child's/children's classroom(s) during the day without making arrangements with their teacher first. Unscheduled visits disrupt the class.

Web Site

Parkway Elementary School has an up-to-date web site.

We encourage you to visit us at www.mountlaurelschools.org to review our monthly newsletter, "Parkway Prints", as well as information about all upcoming events, programs and fund-raisers sponsored by the Parkway PTO.