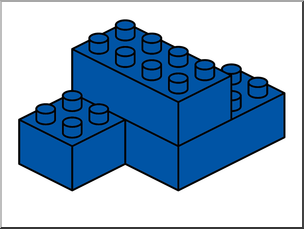
PARKVIEW ELEMENTARY SCHOOL

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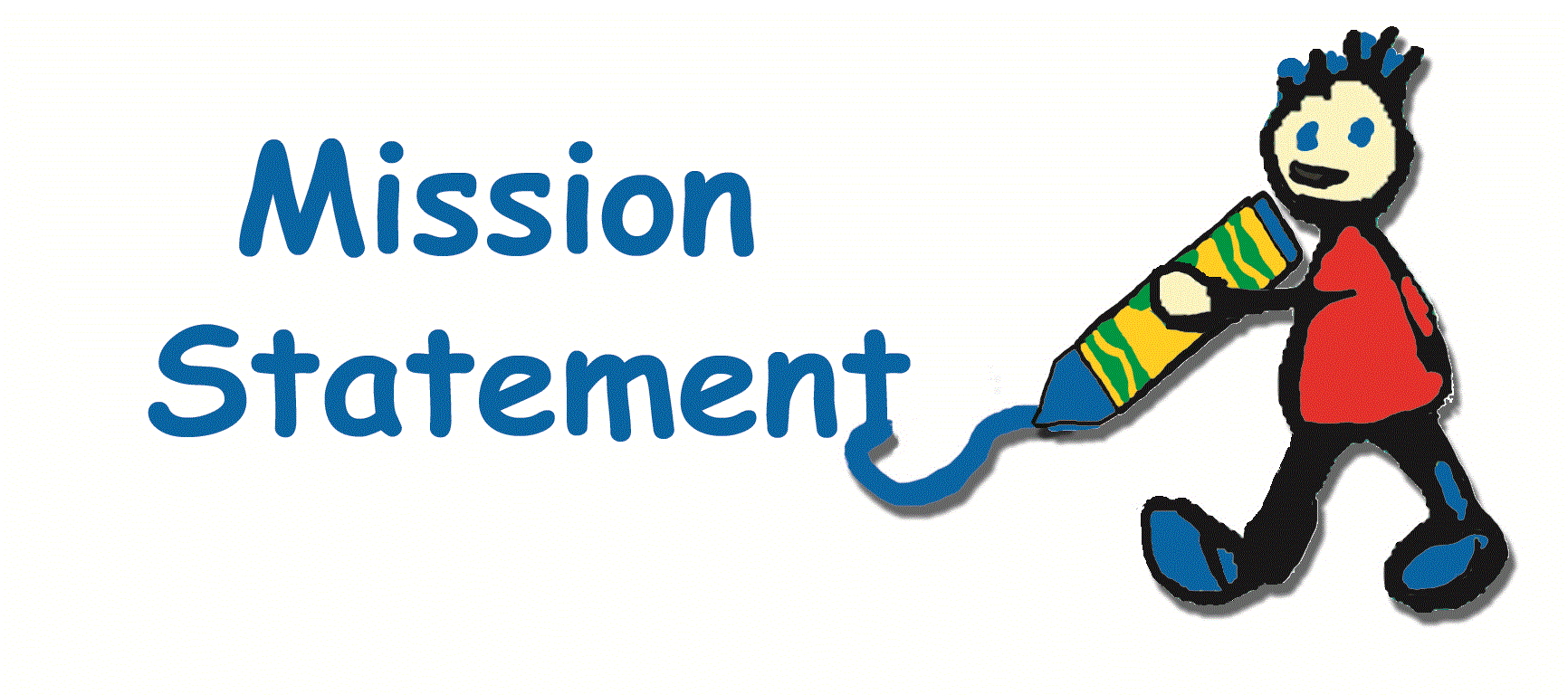
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# FAMILY HANDBOOK

2021-2022



**Soar towards Excellence, Preparing Global Future Ready learners.**



Parkview Village Expressive Arts Magnet School is dedicated to challenging students to reach their maximum potential academically, artistically and socially through future ready learning.



Parkview Village Elementary Expressive Arts Magnet | 325 Gordon Street | High Point, NC 27260 | 336-819-2945

Dr. Crystal Gaymon, *Principal* Mrs. Barbara D. McRae, *Assistant Principal*

August 2021

## Dear Parkview Families,

On behalf of the staff at Parkview Elementary, I would like to extend a warm “Welcome” to each of you for the 2020-2021 school year. We look forward to another exciting year at Parkview Elementary School. As a school staff, we maintain a focus on student learning in a safe, nurturing and challenging environment that is conducive to learning. We will work to meet the goals/objectives of the Curriculum provided by the state of North Carolina, while integrating the ARTS. Our staff is dedicated to providing a rigorous and challenging instructional environment where all students show growth. All students at Parkview will develop mastery of the basic skills in math, science, communication skills, and social studies.

Our learning community is one where we value and respect the active participation of parents. Your support will be appreciated as we work together as a team for the success of all of our children. There will be many opportunities for parents to become involved at every level of our overall school program.

We are fortunate to have a dedicated and caring staff that appreciates and respects children; they are committed to children successfully learning and growing. All students have gifts and talents; it is our privilege to involve students in a variety of learning experiences and to celebrate student achievement.

Please take the time to review this handbook and to become familiar with our policies and procedures. You also are requested to read the Guilford County Student Handbook, as it provides additional information that you will find helpful. You are always welcome at Parkview Elementary School. Please do not hesitate to contact me if you have questions.

Together, let’s continue to help our students SOAR towards Excellence!

Sincerely,

Crystal Gaymon, Ed.D,

Principal

[](http://images.google.com/imgres?imgurl=http://www.pvpusd.k12.ca.us/penhi/logos/paw_black.gif&imgrefurl=http://www.pvphs.com/schoolinfo.cfm?go=templates/downloads.html&h=545&w=500&sz=12&hl=en&start=4&tbnid=FG2hwzZlmkgYgM:&tbnh=133&tbnw=122&prev=/images?q=panther+paw&gbv=2&svnum=10&hl=en&safe=active&sa=G)[gregorc3@gcsnc.com](mailto:gregorc3@gcsnc.com)

## ARRIVAL

 **Children are not to arrive at school before 7:20 a.m., as supervision is not available before this time.** Children are expected to be at school no later than 7:40 a.m. each day. The tardy bell rings at 7:40 a.m. Students arriving after 7:40 will be counted tardy. All tardy children must report to the office front entrance with their parent and sign in electronically on the parent’s phone for a tardy slip before they may enter the building and classroom. Students will not be allowed to enter their class until a parent/guardian has signed them in using the check in system posted on the front door of the office. Students who are tardy miss valuable instructional time and this will be closely monitored. Unexcused tardies are those that do not have a doctor’s note. Your assistance in assuring that your child arrives at school on time each day is appreciated.

All Car riders will unload in front of the school on Gordon St. Parkview staff will be available to assist students between 7:20-7:40 a.m. Please know that if you arrive after 7:40 am, there is no supervision outside for tardy students. Students that arrive after 7:40am must be accompanied by an adult to the front office door and signed in with the Ident A Kid system posted. Once you have signed in your child, ring the doorbell so that we may let you child in to receive their tardy slip to go to class.

The driveway behind the school located on Henry Place is reserved for Buses. **Parents needing to come to the front office may park in front lot and walk down to the front office. Please do not park in the circle. Our goal is to maximize the safety of all students.**

We understand beginning school jitters; however, we ask that parents not walk their children to classrooms after the first week of school. **All that enter the building must wear a face mask covering the nose and the mouth completely.**

**DISMISSAL**

The school day ends at 2:25 p.m. The school must have on file a plan for your child in the event of early dismissal. Please give this information to your child’s teacher. We will only dismiss your child by the written plan.

***If you need to check your child out prior to 2:00 pm, you must sign them out using the instructions posted on the front door of the main office before they can be picked up. Once you have checked them out on your phone, ring the doorbell to let us know who you are picking up. There will be no early checkouts after 2:00 pm each day. We are also not allowing phone calls for dismissal changes. ALL changes MUST be in handwriting. This is to ensure we are following safe procedures for students and to verify who is asking for the change. We cannot verify who is calling. If an occasion arises that you need to pick your child up early, please send a note to your child’s teacher in writing.*** *All students must be signed out with the Ident A Kid system posted on the front door of the office. Students will only be dismissed with those individuals whose names have been listed on their forms.*

***Please send a written note or if your child’s regular procedure for going home changes****.* ***We will not permit changes without written consent.***

***In the case you need to change your child’s regular dismissal, you must notify in writing to the office BEFORE 2 p.m. to ensure the message is delivered before we begin dismissal.***

*All students should be picked up by 2:35 pm each day. If a parent/guardian is running late, they must call and notify the office. The student will wait in the front office until their ride arrives. The adult picking them up, must sign them out. When a student is picked up late and/or brought back by the bus, you may be contacted by our school social worker*.

## ATTENDANCE

Regular school attendance is vital to academic success. In the event your child must be absent, please send in a note with an explanation for the absence. Failure to submit such note within 3 school days after the absence will result in an unexcused absence being recorded.

The reasons listed below are considered as excusable absences by the NC State Board of Education Attendance Rules:

* Sickness or injury
* Quarantine
* Death in the family
* Medical/Dental appointments
* Religious Observances
* Suspension
* Court Proceedings
* Educational Opportunities (see below)

Students who are absent for reasons other than the 8 listed above will have their absences coded as unlawful. Unlawful absences include reasons such as oversleeping, car trouble, and missing the bus.

Excessive unlawful absences will result in any of the following:

* Teacher/Parent conferences
* Letters to the parents after 3, 6, and 10 days of absences (state requirement)
* Communication from the school social worker after 5 unlawful absences
* Meeting with principal and social worker
* Home visit from social worker and referral to the District Attorney’s office for possible prosecution of violation of NC Compulsory Attendance Law.

When students accumulate unlawful absences, parents will receive a notification under the North Carolina Compulsory Attendance Law, which states that they are in violation of the law. This occurs after 3, 6, and 19 unlawful absences. Excessive absences will also be a factor in consideration of promotion to the next grade level.

**Please note: If your child misses 10% of the school year (which is 18 days of school), we will require doctors’ notes to code any additional absences as excused.**

Absence due to an Educational Opportunity

If you will be requesting the absence to count as an educational opportunity, you must get prior approval from the principal. Approval from the principal will require details of the academic benefit and any assignments that will be completed as agreed upon by the parent and teacher.



## MESSAGES TO STUDENTS AND STAFF

 In order to protect instructional time, parents are urged to refrain from calling a student to leave a message except in emergencies. Staff members are only called to the phone between 7:45 a.m.-2:25 p.m. for real emergencies. If you wish to speak to a staff member, please call between 2:35 and 3:15 p.m. We will, however, be happy to connect you to their voice mail at any time during the day. They will gladly return your call as soon as possible.

**CELL PHONE/Smart Watches/Electronic USE**

**Students are not permitted to bring or use cell phones or smart watches while on the school bus, an activity bus, or the school campus.** Cell phone and smart watches are a distraction to instruction and cause undue disruptions to the school day. If a student brings a cell phone/smart watch to school, it will be taken from him/her and returned to his/her parent/guardian. During the NC EOG testing, cell phones that ring or make noise can cause a testing misadministration resulting in all students in that setting to retake the test! **Please do not bring cell phones or Smart Watches to school.**

## EMERGENCIES

During the school year, there may be times that the school will need to get in touch with you regarding your child’s welfare. **Please make sure emergency information remains correct. Any change in a parent’s or other emergency contact person’s employment, work phone, home phone, etc. should be reported to the school.** Please indicate any changes that might have occurred and return it to school. If there are no changes, please mark “No change” and return the form.

**BREAKFAST AND LUNCH**

GCS continued to participate in the Community Eligibility Provision (CEP), which is a part of the Healthy, Hunger Free Kids Act of 2010. To continue to participate in CEP, we ask that ALL families please fill out a lunch application, which will determine proper funding.

## MEDICATION

 The school is not allowed to dispense medication to students without proper authorization. Written authorization is required from the medical provider for all medications that schools are to administer. This applies to both prescription and non-prescription medicines. Parents must also sign a consent form. All medications must be brought and picked up from the school office by a responsible adult, not the student, and should be picked up at the end of the school year.

Prescription medicine must be in a container labeled by the pharmacist or other health care provider. The container must have the student’s name, name of medication, dose/amount, time/frequency, method of administration, and date of prescription. A new medication form must be completed when medication or dosage changes are made.

## INJURY AND ILLNESS

**The First Responders Team**is a group of staff members who are trained to handle medical and behavioral emergencies. We are prepared to handle emergencies until further assistance from the community arrives. This team has also prepared and implemented a school-wide Emergency Plan to be utilized when necessary.

If a student is hurt or injured while in our care, parents are notified, an **accident report** is filed and a copy is sent to the district office.



The **School Nurse** will visit our school at least once a week. Students or teachers can request that the nurse look at a child for a variety of reasons.

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## INCLEMENT WEATHER

 It is very important that each student know what to do on the days school closes early. All arrangements should be made before your child leaves home. Parents, please have an emergency plan for what the child should do in case school is dismissed early for inclement weather

At times, the opening of school may be delayed due to bad weather. If so, staff members are required to report to school as soon as it is safe for them to travel. For this reason, students may not be brought to school early on those days.

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## FIELD TRIPS

Field trips are used to extend and enrich the educational program. Trips are carefully planned and characterized both by pre-trip discussions and post-trip follow-ups. Children are only permitted to go on field trips after written permission has been received from parents. Permission forms will be sent prior to each trip. Great care is taken to provide safe transportation and adequate supervision. Parents may attend some field trips if space is available. At no time may a parent or non-school personnel ride a school bus or activity bus to field trips. Parents would need to provide their own transportation. Parents that wish to pick their child up from the field trip must have prior approval from the principal. This request must be put in writing.

## LOST AND FOUND

Please label your child’s personal belongings such as coats, caps, sweaters, pocketbooks and lunch boxes. All identified items are returned to students when they are found. If items are lost, students and parents may inquire in the main office. Send money to school in an envelope or change purse. Loose money can be lost very easily. The school is **not responsible** for lost money or items.

## School Wide Expectations

Our school’s School Wide Expectations provide the underlying principles for all of our policies and procedures in all common areas and in our classrooms. Students are taught the expectations in designed lessons.

**School Wide Expectations**

Be **R**espectful

Be **O**utstanding

Be **A**ccepting

Be **R**esponsible

**STUDENTS ARE REMINDED THAT ANY TEACHER OR STAFF MEMBER IN THE SCHOOL HAS THE RIGHT TO CORRECT ANY UNRULY INDIVIDUALS AT ANY PLACE IN THE SCHOOL AT ANY TIME.**

## STUDENT CODE OF CONDUCT

**Guilford County Schools** **has a “Student Code of Conduct” that applies to all students throughout the system.** A copy of this manual will be sent to parents. Students are also expected to follow all school and classroom rules. Please read this Code of Conduct, sign, and return the Verification of Receipt and Review.

We use a positive approach to school discipline. Close contact is maintained with the home to ensure appropriate behavior. Parents and students, as well as staff members, must assume responsibility for student behavior. Telephone calls, notes, emails, letters and conferences are methods of maintaining open channels of communication.

## PERSONAL PROPERTY

Students should only bring to school those materials that are necessary for the instructional program. **Radios, CD/IPod/MP3 players, cell phones, smart watches, lasers, hand-held video games, yo-yos, fidget spinners, and other electronic devices are not allowed at school or on the school bus.** **Toys, cards, games, athletic equipment, fidget spinners, skateboards, scooters, etc. also should be left at home. If such items are brought to school, they will be collected by a staff member and returned to the parent when he/she visits the school. If repeated offenses occur, the principal will hold the items until the last day of school.**

 No student is permitted to bring to school or on the bus any device that can be used as a weapon (gun, knife, explosive, toy guns/knives, matches, sharp or pointed objects, chains, etc.). Infraction of this rule may result in law enforcement officers being called and suspension from school.

Students are not permitted to sell or trade any merchandise, magazines, newspapers, collectible cards or other items/food in the school or on school grounds.

## STUDENT DRESS CODE

Due to safety and physical activity requirements and to preserve the academic environment, please make sure your children adhere to the following dress code:

* No high heel shoes.
* No tennis shoes with hidden roller blades or wheels.
* No “shower shoes”, “slides” or “flip flops” because children often have problems on the stairs and playground when they wear them.
* Tank top straps must be 3 fingers wide on

the shoulder (no spaghetti straps shirts allowed).

* Clothing items with inappropriate or obscene language or concepts advertising alcoholic or drug products are inappropriate school attire.
* Pants should be secured at the waistline with a button, snap, or belt and should not easily slide up and down over the hips or expose undergarments.
* Shorts or skirts are permitted to be worn if they are neat and extend further than the length of the student’s extended fingertips.
* Boys and girls may wear hats to school, but they are not permitted to be worn inside the building at any time.
* Items of clothing that are not permitted include: tube or halter tops, midriffs shirts, bandanas, athletic headbands, and do-rags.

Students will remain in the office and parents will be called to bring appropriate clothing if dress code rules are violated.

## SCHOOL BUS INFORMATION

 Several school buses serve our community. Bus schedules and routes are sent to parents at the beginning of the year. Bus stop times are approximate and may normally vary five minutes either way due to traffic, weather conditions, etc. **Bus stops are set by the Guilford County School System Transportation Department. Please contact (336) 819-2990 for transportation questions. The principal can’t change bus routes or bus stops.** Registration sheets are maintained for all bus passengers throughout the year. **Under no circumstances should a student ride a bus other than the one to which he/she is assigned, unless permission has been obtained from the principal.** Requests should be made in writing, in advance, by the parent.

For students in Kindergarten to third grade, a parent or adult must be present at the bus stop before the driver will allow the student to be dismissed from the bus. Students that do not have an adult at the stop will be brought back to the school and the parent will be responsible for picking the child up. After 3 occurrences, the parents will be contacted by the school social worker to resolve the issue.

Safety is a major concern of parents and educators; for this reason, order and discipline must always be upheld. The bus driver is responsible for safely transporting all students. Inappropriate bus behavior will not be tolerated. When students are suspended from riding the bus, parents are responsible for transportation.

The following bus safety rules shall always apply :

1. Follow the bus driver’s directions the first time they are given.
2. Take your seat as soon as you board the bus and stay seated until the bus arrives at your stop.
3. Talk only with the person(s) seated with you in the same seat.
4. Keep hands, arms, etc. to yourself inside the bus.
5. Inappropriate language, cursing and loud talking are not permitted.
6. Face the front and stay in your assigned seat while the bus is moving.
7. Food, drinks, electronic devices are not permitted.
8. Arrive at your bus stop 5-10 minutes before your bus is due.
9. Do not try to board the bus until it comes to a complete stop.
10. Delaying the bus schedule is not permitted.
11. Fighting, having weapons and smoking are not permitted.
12. No tampering with the bus; stay out of the driver’s area.
13. Meet the bus at designated stops only.
14. No unauthorized leaving of the bus while in route. Written parental permission is required to change your stop.
15. No horseplay, throwing trash, paper, or other objects, or otherwise distracting the driver’s attention while the bus is in operation.
16. At no time is any adult allowed to board the bus for any reason.

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When bus safety rules are violated, the driver will report the infraction(s) to administration. After talking with the student and the driver, and viewing the bus video, the school administrator will determine the consequence for the behavior. Typically, depending upon the severity of the infraction, the first offense will result in a conference with the student and a letter of warning to the parent. The second and all subsequent infractions typically will result in a withdrawal of riding privileges for one (1) to five (5) days. Special circumstances can warrant the suspension of riding privileges for the entire school year.

During the period of bus suspension, it is the parent’s responsibility to provide transportation to and from school on a daily basis. Regular attendance is still required by law even though riding privileges have been suspended. Depending upon the severity of the misconduct, the principal has the authority to withdraw riding privileges on the first offense without the issuance of any prior letter of warning.

**MEDIA CENTER**

The media center is located in the main building of the school. All students are encouraged to use the Media Center as often as they wish. Students may come in the morning as early as 7:20 a.m. to check out books once they have checked in with their teacher. Items that they check out from the library are due the next week but can be returned sooner. Books can also be kept longer if needed, but students would need to re-check out the item.

Overdue/reminder notices will be sent home with students monthly. Students are responsible for the care of each book they check out. If the book is returned damaged or is not returned at all, a notice will be sent home indicating the cost of the book.

## PARENT CONCERNS

It is always advantageous to the parent, the student, and the teacher for problems to be discussed and solved by those directly involved. This will minimize the degree of misunderstanding as well as the amount of time required to resolve the matter. Hopefully, the contact at this level will result in the determination of the facts surrounding the problem and a mutually acceptable approach to a solution. The potential for a solution of the problem at this level is much greater when both the parent and the teacher approach the matter objectively, with mutual respect, and with the recognition that both parties are genuinely interested in the student’s welfare.

Parent and teacher or student and teacher problems are usually best solved in a personal conference as opposed to a telephone call. It is suggested that the parent call the school to arrange an appointment with the teacher.

We encourage parents to work with their teacher about their particular concerns before seeking the aid of the school administration. If the matter cannot be resolved through contact with the classroom teacher, then the parent should pursue the matter with the principal or assistant principal as prescribed by Board Policy KN.

## CHILD CUSTODY

If a parent or legal guardian wishes to refuse the other parent/guardian the right to visit the child at school or to take the child from school, there must be a copy of the most recent court order placed in the child’s school record. Please share with the principal or school social worker any such situations that you may have in regard to the custody of your child. The school staff can only honor custody requests and parent/guardian rights that are supported by legal documentation.

## SCHOOL VISITATION

Parents are encouraged to visit the school at any time. When entering the school, please report to the office first, sign in, and wear a visitor’s badge. Do not go directly to your child’s classroom. Conferences should be scheduled during times that do not interrupt instruction. Teachers are not allowed to meet with parents during instructional time. Please call before/after school to schedule a conference. When bringing a tardy student to school, parents may not take tardy students to class in order to protect our instructional time.

While on campus, parents/visitors are to conduct themselves in a civil manner. Anyone causing a disturbance, yelling, etc., will be asked to leave and law enforcement will be called.

## VOLUNTEERS

 Volunteers are able to make significant contributions to the school program. In order to be successful, activities should be carefully planned in advance with the staff member. Those wanting to volunteer must use the online volunteer registration form. If you need assistance with this, please contact the front office. Please be sure to sign in at the front office and get a volunteer sticker during each visit.

Volunteers not only have an impact on the learning of children, but also are excellent public relations representatives, for they carry to the community an appreciation and respect for the good job done by the school.

We have a variety of opportunities for both parent and community volunteers. Please inquire at the office.

## SCHOOL PARTIES

 Classroom/School parties in the elementary school are limited to a maximum of two per year (last school day prior to winter vacation and end of the year). They may not be done during instructional time. **Birthday parties are not allowed.** **Staff members may not distribute party invitations or other mail to students.**

## HOMEWORK

Students are expected to complete all homework assignments in a neat and conscientious manner. Learning is important and it should continue after school hours. The daily homework is not in any way to be viewed as a punishment but rather as a way for encouraging and extending learning. **There are several reasons for homework**:

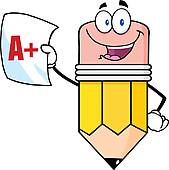
1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide you with an opportunity to see what your child is studying and how well he/she is doing.
6. Reasonable amounts of study time will vary from grade to grade and subject to subject.
7. As a general rule, all students should read each night for 30 minutes.

## WEEKLY ENVELOPES

Each Monday (unless a holiday occurs), students will receive a weekly envelope with notes from the school, and/or samples of student’s work from the previous week. Please read and discuss the work samples and other information that is pertinent to his/her activities at school. This is one of the methods we use to help you keep informed about what your child is doing in school. Should you have questions, please feel free to call the school. Please sign, date, and return the envelope the following day.

## REPORT CARDS/PUPIL PROGRESS REPORTS

Pupil Progress Reports (report cards) will be sent home to parents at the end of each report or grading period. Parents should sign the front of the envelope, return the envelope to school and keep the report cards for their records. An interim progress report will be sent to all parents at the mid-point of the grading period.

 Kindergarten through fifth grade students have report cards. During the first parent conference, the teacher will go over the report card and explain the criteria for evaluating your child.

The GCS school board approved the following Grading Scale.

The letter grades that follow are used to report student progress in grades 3-5:

A - 90 – 100 B - 80 - 89

C - 70-79 D - 60 - 69

F - 59 and below I - Incomplete

Parents are encouraged to maintain contact with teachers concerning student progress. Teachers are willing to assist in any way that proves educationally beneficial. Conferences may be scheduled after 2:35 p. m.

**NORTH CAROLINA END OF GRADE TESTING**

All Students in grades 3-5 will participate in the NC EOG testing program. During the school year, the staff will meet with parents and share vital information about the testing program and how you can help your child. Below are the new levels of achievement as outlined by the NC EOG testing program.

Students in grade 3 will take a Beginning of the year Test – BOG, CogAt test, and the EOG in Reading and Math.

Students in grade 4 will take Reading and Math EOG tests.

Students in grade 5 will take Reading, Math, and Science EOG tests.

|  |  |  |
| --- | --- | --- |
| **Achievement Levels** | **Meets On-Grade-Level Proficiency** | **Meets College-and-Career Readiness Standard** |
| **Level 5 – denotes “Superior Command” of knowledge and skills** | YES | YES |
| **Level 4 – denotes “Solid Command” of**  **knowledge and skills** | YES | YES |
| **Level 3 – denotes “Sufficient Command” of knowledge and skills** | YES | NO |
| **Level 2 – denotes “Partial Command” of knowledge and skills** | NO | NO |
| **Level 1 – denotes “Limited Command” of knowledge and skills** | NO | NO |

For additional NC EOG information, you can visit the NC Department of Public Instruction at : <http://www.ncpublicschools.org/>

GCS School Calendars and other information can be found on the GCS Website:

<https://www.gcsnc.com>