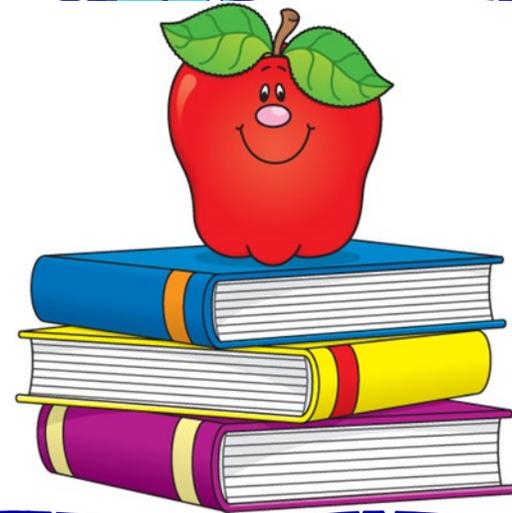


PARKSIDE ELEMENTARY



STUDENT HANDBOOK

Tracey Wharton, Principal

E-mail: tracey.wharton@acpsmd.org

Kim Miller, Secretary

E-mail: kimberly.miller@acpsmd.org

50 Parkside Boulevard, LaVale, MD 21502

Phone: 301.729.0085

Fax: 301.729.0176

School Cafeteria: 301.729.3616

**Students may enter the building after 8:15.*

Students are considered tardy if not in the classroom by 8:50.

**Parents and Students,
On behalf of the staff at
Parkside Elementary
School, let me welcome
you to the 2016-2017
school year!**



I am so excited to be starting year two of my journey as the principal of Parkside. I cannot say enough about the wonderful students, staff, and families I have the privilege of working with each day! The elementary years are an exciting time, as together, we watch your child grow and mature with each passing grade. This can also be a time for many questions from parents and students about school policies and procedures. With that thought in mind, we have created this handbook to provide you with information that will affect you and your student during this school year. Teachers will be reviewing this information with your child during the first days of school, and we encourage you to review the booklet with them as well.

Do not hesitate to contact me if you have any questions. We look forward to collaborating with you this year as we work together to provide an outstanding educational experience for your child.

Sincerely,

Tracey Wharton
Principal

Our Mission Statement:

The Parkside Elementary School faculty and staff believe that all students can grow intellectually, personally, socially, and physically. We believe that each of these dimensions is equally important to the total well-being of the individual.

Together with parents and other partnerships, it is our goal to focus attention on each of these areas in order for every student to become a responsible and productive citizen.



OTHER SUPPORT STAFF

STAFF MEMBER	POSITION
Brian Hughes	Resource Officer
Shannon Robison	Resource Officer
Sarah Cowan	Spec Ed Facilitator
Railin Pierce	School Based Therapy
Jen Kallenborn	School Psychologist
Kim Taylor	Pupil Personnel Worker
Bob Ringer	Head Custodian
Steve Parker	Custodian
Alan Ranker	Custodian
Kristal Lewis	Custodian
Libby Holbrook	Cafeteria Manager
TBD	Cafeteria Staff
Helen McDowell	Cafeteria Staff
Julie Jacobs	Cafeteria Staff
Erica Woolard	Cafeteria Staff

THANK YOU

Thank you for entrusting your children with us. We value you, your family, and the importance in our daily work together. It is a pleasure for us to serve your family.



THE PARKSIDE STAFF



**Be sure to save your Boxtops
to help support your child's classroom!**

INSTRUCTIONAL STAFF

STAFF MEMBER	POSITION	LOCATION
Tracey Wharton	Principal	Office
Kim Miller	Secretary	Office
Moriah Cohen	School Counselor	Health Room
Susan Dill	School Nurse	Health Room
Adrienne Brauer	Teacher, Pre-K & Media	Rm 5/Library
Debra Shockey	Instructional Asst, Pre-K	Room 5
Heather Thomassy	Instructional Asst, K	Room 2
Karen McCabe	Teacher, Kindergarten	Room 1
Karen Hayes	Instructional Asst, K	Room 1/2
Wendy VanMeter	Teacher, Kindergarten	Room 2
Liora Speir	Teacher, Grade 1	Room 7
Joy Wilt	Teacher, Grade 1	Room 8
Michelle Mull	Teacher, Grade 2	Room 9
Stacey Zeunges	Teacher, Grade 2	Room 10
Melanie Preston	Instructional Asst.	Room 10
Mary Lough	Teacher, Grade 3	Room 12
Leslie Roser	Teacher, Grade 4	Room 13
Carla Cheshire	Teacher, Grade 4	Room 14
Ginger Fields	Teacher, Grade 5	Room 15
Tina Mullan	Teacher, Grade 5	Room 16
Heather King	Inclusion Teacher	Room 6
Kelly Negley	Inclusion (1/2 day AM)	Room 6
TBD	Spec Ed Inclusion IA	Room 6
Jennifer Ralston	Reading Intervention	Room 21
Kari Hendershot	Speech Pathologist	Rel Services
Jennifer Raines	Art	Room 22
Elizabeth McDowell	Music	Room 22
Jeremy Strother	Physical Education	Room 21
Charles Yarnall	Band	Stage
Sierra Tretter	Orchestra	Stage
Autumn Miller	Instructional Asst LAP	LAP Room

ARRIVAL/DISMISSAL PROCEDURES

PARKING- Please park in the school parking lot when visiting or picking up children, and use the sidewalk connecting the parking lot to the front of the building. Please refrain from parking in front of the building (bus lane with posted times) or in the circular driveway from 8:15-8:45. Buses will begin pick up at 3:25.



MORNING ARRIVAL PROCEDURES-

- In the mornings, children are not permitted to be in the building before 8:15 a.m. No child should arrive before 8:15 a.m., since adults are not available to supervise until that time. The staff at Parkside assumes no liability should children be dropped off prior to 8:15 a.m.
- Students who are eating breakfast should arrive in time to eat breakfast and be seated in the classroom prior to 8:50 am. Breakfast will be served between 8:15-8:40 am. Any students not eating breakfast, will be held in the cafeteria and dismissed to the classrooms at 8:30 am. **Students not in the classroom by the morning announcements at 8:50 am will be marked as tardy.**

DISMISSAL PROCEDURES-

- **PRE-K DISMISSAL PROCEDURES-** Pre-K students will be dismissed at 11:30 am at the kindergarten exit (lower left when facing the building front.) The pre-k program is only staffed 1/2 day. Please be prompt in picking up your child.
- **CARPOOL STUDENTS-** Please arrive for pick up at 3:15, and clear the driveway by 3:25. Walkers/Carpool will be dismissed from the exit on the left end of the building (kindergarten exit) prior to bus students. Carpool students will only be dismissed to those indicated on the Student Information Form. Should you need your child picked up by someone other than one on the form, please send written permission.
- **DISMISSAL CHANGES-** changes in dismissal routines should be made by a written note to the school. Phone changes are not encouraged. **To ensure proper dismissal, make all changes prior to 2:30 pm.**

ANY STUDENT ARRIVING AFTER 8:50 AM OR LEAVING PRIOR TO 3:15 MUST BE SIGNED IN/OUT BY A PARENT/GUARDIAN IN THE OFFICE.

CORRESPONDING WITH THE SCHOOL

HOMEWORK FOLDERS

Correspondence from the school office and the classroom will be sent home with students via the homework folder. This will help you stay informed with what you need to know about upcoming events at Parkside. Students only receive one folder per year. We ask that you take a few moments each evening to evaluate your child's progress and realize the gifts they possess.

ASSIGNMENT NOTEBOOKS

Assignment notebooks are sent home daily in grades 1-5. Each evening, please check off and sign the notebook. The notebook is a great way to correspond with any teacher in the building. If you need to contact your child's teacher for a conference or would like him/her to call, the assignment notebook is the best way to arrange for this.

DISMISSAL CHANGE/APPOINTMENTS

If your child will be leaving the school by a different method of transportation, please notify the office in writing at the beginning of the school day. Although we understand the last minute changes are sometimes unavoidable, for your child's safety we ask that no phone calls regarding dismissal changes are made after 2:30p.m. each day. Dismissal time is very busy and may cause miscommunication, and we want to have your child arrive safely home each day.

ABSENCES

Regular attendance is important for success in school. All absences, tardiness, requests for early dismissal, or any change in the regular daily program of your child in school must be explained in a written note to the school's office. In addition, students are responsible for completing all missed work. Please review the attendance policy that can be found on the Board of Education website at acpsmd.org. It is the responsibility of the parent/guardian to provide the school with a written reason for the absence on his/her return day. The notes should include the child's first and last name, the date, reason for the absence, and signature of parent/guardian. If your child visits the doctor, please obtain a note from their office to send in with your child upon return to school. If your child is absent, and we do not receive a phone call in the morning from you, the school nurse will call to inquire about the absence.



WEBSITES AVAILABLE FOR MORE INFO...

School- www.acpsmd.org/pa BOE- www.acpsmd.org
MSDE- www.mdk12.org www.corestandards.org

STUDENT ATTIRE

Please send children to school dressed appropriately for the numerous activities which take place throughout the school day. This includes physical education and recess. Slippery soled shoes, high heels, and sandals without backs are not appropriate for participation in school activities, recess, or Physical Education class. While flip flops can be fun to wear, they pose a risk of injury during the school day. Students walking in line can unintentionally step on the flip flop of the student in front of him/her resulting in a fall, and students are more likely to fall when wearing flip flops on the playground and in recess. **Please do not allow your child to wear flip flops to school.** We care about our students and want them to safely enjoy playground equipment as well as activities throughout the day. Students also should dress for the weather. We ask students not to expose bare midriffs, wear bandanas, short-shorts (shorts of moderate length may be worn), and T-shirts with inappropriate pictures or sayings or halter-tops. Students may not wear hats inside the building.

The above list is not all-inclusive. Mrs. Wharton will make final decisions concerning appropriateness of attire. The wearing of clothing, hair arrangements or other personal adornments or embellishments that tend to be disruptive or interfere with the regular operations of the school is expressly prohibited. In order to support our efforts to minimize violence, please do not send your child to school wearing clothes that have images and/or words that might be interpreted as symbols of violence. Children may be asked to change any such shirt or turn it inside out. Your support is appreciated. **It is very helpful if coats, hats, gloves, book bags, and lunch boxes are labeled clearly with your child's name.** There is a lost and found in the cafeteria. Unclaimed clothing items are donated to charities.

PARTIES

If your child is having a birthday party outside of the school setting we ask that invitations not be distributed in school unless every child in class is invited. This will spare hurt feelings. Parties during school time in grades 1-5 are not permitted.

PARENT TEACHER ASSOCIATION (PTA)

Rachel Smith, President
Stacey Zeunges, VP of Fundraising
Kristine Parry, Treasurer
Lizzie McGray- Secretary

Please join the PTA and be a part of helping to make your child's experience at Parkside the best it can be. PTA funds provide for classroom activities, field trips, and other great events throughout the school year. Your input is always welcome!
Please partner with us!

STUDENT BEHAVIOR

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

Parkside's discipline approach is to emphasize and recognize the proper behavior of our students. This can be done through a variety of methods:



CLEAR EXPECTATIONS IN ALL SETTINGS— Staff members teach students what it “looks like” to BE SAFE, RESPECTFUL, AND RESPONSIBLE in all areas of the school as well as the playground.

CITIZENS OF THE MONTH— Students are selected by their teacher each month based on an emphasized character trait. Student photos are placed on the front bulletin board, and names will be displayed on the front of our monthly school newsletter.

PBIS AWARDS AND INCENTIVES— Students will earn tickets or tokens to exchange for prizes or to participate in events throughout the year. Bus students earn prizes as well for excellent bus behavior.

PRINCIPAL'S CHOICE— Students in grades 3-5 will be given this award based on a set of predetermined criteria based on the student's report card. Students' names will appear in the newspaper.

SCHOOL BUS REGULATIONS— If your child rides a school bus, you will receive a copy of the school bus regulations. Please review these with your child. **REMINDER:** Riding a school bus is a privilege and safety is a priority. Students being unsafe on a school bus or disregarding the driver's directions, may be suspended from the school bus.

SCHOOL CLIMATE— Verbal and physical threats will be taken seriously, and appropriate disciplinary action will be taken in accordance with the Allegheny County Board of Education's discipline policy. Bullying and harassment will not be tolerated. If you have questions at any time about a disciplinary concern please contact the office. The school counselor, Mrs. Cohen, is also available to offer support as needed.

BRINGING ITEMS TO SCHOOL— Children should bring to school only those articles that are related to their school work and the school day routine. Money should always remain at home unless it is to be deposited into your child's food service account, or for the purchase of materials the school offers. Money for field trips, fundraisers, and other school related activities will be collected by classroom teachers following opening announcements. Please send money to school in sealed, marked envelopes. Any weapons/dangerous items (knives, guns, etc.) brought to school will be confiscated and could lead to immediate suspension or expulsion. Children will be held accountable for the possessions they bring to school. The school is not responsible for lost or stolen items that are not permitted in school.

VISITING THE SCHOOL

ENTERING THE BUILDING— All visitors must enter through the main doors. Press the button to the left of the main door, and office staff will assist you with entering. For everyone's safety, all exterior doors will remain locked at all times. Students and staff are directed to not open doors for anyone to enter except through the front entrance.



ALWAYS SIGN IN— According to ACPS Policy, all persons visiting the school must sign-in in the school office regardless of the nature of the visit. A visitor sticker will be given to wear on your visit. For your child's safety, all students and staff are instructed to report anyone in the building not wearing a visitor sticker.

VOLUNTEERS— Parent and other partnerships are integral to the success of Parkside. We welcome your support! Please contact Mrs. Cohen or the PTA president, Rachel Smith, to inquire about our Parent Reader program and other volunteer opportunities. A volunteer orientation will be held at the start of the school year.

EMERGENCY INFORMATION/SAFETY

Each child will receive two emergency forms. One form is for the school's main office and the other is for the nurse. Please return all emergency information to Parkside School as soon as possible. **If you have changes** such as place of employment, address, phone number or emergency contacts for students during the course of the school year, please notify the school immediately.



It is essential that your correct address and telephone numbers be on file in our office so that emergency situations can be handled promptly. If you receive mail through a post office box number please don't forget to also include your physical address, too. We must have the name of some alternate contacts in case of emergencies. We must be able to get in touch with someone during the school day. **We ask that you please keep us informed so that we can avoid that type of situation during an emergency.**

Emergency Drills— a series of emergency drills will be practiced throughout the school year for preparedness should an emergency occur. An emergency plan is in place and staff are trained on implementing the plan. If you have safety questions, feel free to contact the school and/or our school resource officers.

SCHOOL LUNCH AND BREAKFAST

Breakfast will be served in the cafeteria for interested students between 8:15 & 8:40 a.m. Cost for Breakfast is \$1.40.

NO BREAKFAST IS SERVED on 1/2 Days or 2-hr delays.



ELEMENTARY LUNCH SHIFTS

SHIFT 1	GRADES K,1	11:15-11:55
SHIFT 2	GRADES 2,3	12:00-12:30
SHIFT 3	GRADE 4,5	12:35-1:05

DEPOSITING LUNCH MONEY – Cash or check payments are accepted, however, checks or online payments through PayPAMs are recommended. PayPAMs is an online account management system to provide parents with a safe and convenient way to prepay for student's meals online. Parents can set up automatic payment plans, view balances and account history, and receive automated notification on balance status. For more information, go to acpsmd.org, Food and Nutrition Services, and select PayPAMs. (If paying by check please put child's first/last name and account number on the memo.) Parkside is computerized and when purchases are made, the cost of the meal is subtracted from your child's account balance. When your child's account is in the negative, you will be notified and expected to make payment. The computer never allows more than three charges. If you have questions regarding your child's account, you may call the cafeteria manager, Libby Holbrook, at 301-729-3616.

FREE/REDUCED MEAL PRICES – Families must reapply for free/reduced lunch each year. A meal benefit form for Free and Reduced meals should have been sent via mail to your home over the summer and must be returned to the school by the deadline listed or your child's status will be changed to a PAYING STATUS. If you did not receive this form, please contact the school. Complete one application per family. All children are included on one application regardless which school they attend. Please be sure to indicate your child's school for each child. Your participation in the meal benefit program means additional staffing and funding for Parkside School. The information is kept confidential, and ALL students purchase lunch using a PIN number, regardless of paying status. *Reminder: If your income status changes throughout the year, you may fill out a new application to see if your family qualifies for free/reduced status.*

Lunch Cost: \$2.45 Reduced Price Meal: \$0.40 Milk: \$0.50

SCHOOL NURSE PROGRAM

Parkside School hopes you appreciate the personal attention and personal contacts that our school nurse, Mrs. Susan Dill, will make during the school year. She will call you when your child is absent and offer advice in the treatment of your child's illness, assist you in getting connected with appropriate medical help, and do everything possible to make your child well to return to the classroom. When you are aware your child will be out of school for whatever reason, please contact the school in the morning. Please return the pink emergency card to school as soon as possible. These cards are kept on file in the health room. Also, please keep in mind that the health room is not a clinic and injuries and illnesses that occur at home should be treated by the family physician or the hospital emergency room not the school nurse, but please provide the school nurse with any doctor's orders when a child needs treatment at school.

The health nurse can provide 2 doses of Acetaminophen per month with a completed and returned "Over the Counter Medication Form." If your child requires any type of medication including cough drops, Benadryl, or prescription drugs, etc. a "Physician's Authorization Form" **must** be completed by your physician. We legally cannot, and will not, administer any medications without the complete written instructions from the prescribing physician on the *Medication Form*. These forms are available in the health room or the physician's office. When we have the completed form, only then will medication be administered. Medication must be received in its **original bottle** from the parent or guardian. **STUDENTS ARE NOT ALLOWED TO BRING MEDICATIONS TO SCHOOL!**

