

Park View School

Parent Handbook

2006/2007

Sharon Griggs, Principal
545 Scott Avenue
Cookeville, TN 38501
(931) 526-2516
(931) 520-0209 Fax



Building the future, child by child

Welcome to Park View School!

In these pages we have included information about policies, procedures and personnel. Please review this handbook now and keep it to refer to throughout the year. Also, on the first day of the month, watch for our newsletter, the Panda Pride,

and our monthly Calendar of Events. We don't want you to miss anything!

The following is a statement of philosophy developed by our faculty. This is what we believe and what we hope to achieve:

Our mission of Park View Elementary School is to provide a safe, nurturing environment in which students are challenged intellectually through inquiry-based learning to master academic and social skills.

The vision of Park View Elementary School is to collaborate with community, teachers, parents, and students to produce life long learners and productive citizens.

Each student will...

- be treated as an individual
- function effectively as a member of a group
- become a productive citizen and lifelong learner
- communicate effectively
- feel safe, secure, and important

Building the future...child by child

- Important Phone Numbers -

Park View School Office.....	526-2516
Fax	520-0209
SAC (Before/After School Care).....	528-8713
Cafeteria	526-1715
Bus Garage	526-9342
Park View Early Childcare/PreK.....	520-7832

Park View Adopt-A-School Partners in Education

GUNNELS FLORIST

NHC HEALTH CARE

KROGERS

HILLS TERMITE and PEST CONTROL

**WHITSON FUNERAL HOME
CLEAR CHANNEL COMMUNICATIONS
PUTNAM 1ST MERCANTILE BANK
JULIAN'S AUTO BODY SHOP
PRE PAK**

PARK VIEW PTO OFFICERS

President	Cindy Winchester	432-6992	
Vice President	Dottie Wilhite		432-6653
Secretary	Amy Judd	432-3318	
Treasurer	Amy Julian	432-0547	
Volunteer Coordinators	Amie Harville		528-3909
	Carol West	520-8527	
Parent Adviser	Marlen Weaver		520-2287
Teacher Advisers	Jennifer Meadows	526-2516	
	Renee Cantrell		526-2516
	Sharla Bush		526-2516

SCHOOL SERVICES

SCHOOL OFFICE: The school's office is open Monday through Friday from 7:30 a.m. to 3:30 p.m. or other hours by special appointment. The principal or the secretaries will help you with any questions you may have concerning Park View Elementary School.

SCHOOL STORE: School supplies may be purchased at the school store from 7:45 a.m. until 7:55 a.m. Prices are comparable to retail prices. Any profit from the store goes for miscellaneous expenses. The school store is located next to the office.

SCHOOL AGE CHILD CARE (SAC): Before and after school day care services are provided for Park View Students. There is a charge for this program, which can be prorated according to your individual schedule. If you are interested, contact SAC Site Director, D'Vera Wilken at 528-8713. Students who are not pre registered in the program may not attend SAC programs or activities.

LOST & FOUND: Lost articles are located in the outer Guidance Office directly across from the main office. Any items found should be turned into the school office. **Please label all of your child's belongings with his/her name.**

TOYS ARE NOT PERMITTED AT SCHOOL

Toys, games, radios, trading cards, DVD players, DVD's or cell phones are NOT to be brought to school. Each student must keep up with his/her own possessions.

LIBRARY SERVICES: Students have two-scheduled library periods each week. Library skills are taught and books are checked out during this time. Checking out library books is a privilege. Students and their parents are responsible for replacing lost or damaged library books. Should outstanding charges occur, library privileges might be suspended.

PARENT LIBRARY: There are numerous books and informational pamphlets available, which may be of special interest to parents. If you are looking for a particular topic, ask Mrs. Griggs or Mrs. Carr and they will be happy to assist you. Videos may also be checked out of the library through Mrs. Samples.

PROMOTION AND RETENTION: The promotion and retention of students is the teacher's responsibility. It is the school's policy to support the teacher in this professional duty. The school considers it very important that parents are well informed at an early date when retention is advised. It is our policy to let parents know early in the school year, if problems occur.

GRADE REPORTS: Students take home report cards at the end of each nine-week grading period. They are to be signed by a parent and returned to school. Should multiple copies be necessary please inform your child's teacher.

Grading Scale:

Grades 1 & 2

E = 93-100

G = 85-92

S = 75-84

N = 70-74

F = below 70

Grades 3 & 4

A = 93-100

B = 85-92

C = 75-84

D = 70-74

F = below 70

Park View students are encouraged to do their best. Music, art, library, and physical education grades for all students will be [S] unless there is evidence of extraordinary effort [E] or refusal to participate [U].

MAKE UP WORK: When a student is absent, parents may call the school office to request assignments, which may be picked up at 3:00 p.m. the following day.

PARENT TEACHER CONFERENCES: Either the parent or the teacher may call a conference. If you want to schedule a conference with your child's teacher, please send a note *in advance* to allow the teacher time to collect and review your child's papers, tests, and other records. Unless requested to do so, please do not bring your child to the conference.

SYSTEM POLICIES

SCHOOL HOURS: School begins promptly at 8:00 a.m. Children arriving before 7:45 a.m. are to report to the gymnasium. Breakfast is served in the cafeteria from 7:15 a.m. until 7:45 a.m.

Supervision of students is provided from 7:15 a.m. until 3:15 p.m.

Unless students are enrolled in School Age Child Care (SAC) or participating in "Special" programs they should arrive no earlier than 7:15 a.m. and leave no later than 3:15 p.m. **Students who arrive before 7:15 a.m. and stay later than 3:15 p.m. must be enrolled in SAC and will be charged an hourly rate.**

ATTENDANCE: State law requires that children ages six through seventeen attend a public or private school and has charged the school system with the responsibility of ensuring that the law is obeyed. The school board does understand that there will be times when your children may miss school because of illness or other unforeseen problems. Principals are given authority to excuse **five** absences **per semester** with a note from the parent or guardian for any of the following reasons:

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family
4. Extreme weather conditions;

5. Religious observances;
6. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

A doctor's statement is required in order to excuse all absences beyond the five allowed per semester. The student is responsible for making up all work missed when the absence is excused. This work must be made up within **three days** except in cases of extended illness. **Work missed for unexcused absences can not be made up.** Students must bring a note to their teacher upon returning to school explaining the reason for the absence in order to receive an excused absence. Failure to bring a note will result in an unexcused absence! **Students that sign out before 11:30 a.m. or arrive at school after 11:30 a.m. are counted absent for the entire school day.**

TARDINESS: Students not in class by **8:00 a.m.** are tardy and **must be signed in at the office by a parent or guardian.** An admit slip is required in order to enter class. Student tardiness is recorded along with absences. Excessive absenteeism or tardiness will be reported to the attendance supervisor.

EARLY CHECK-OUT: Any parent who wishes to pick up his/her child before normal dismissal time must sign the student out in the office. At that time the office will call down to students class for the teacher to dismiss the student to the office. No teacher is allowed to release a student during the school day without notification from the office. **Please check out students early when they are sick or for essential reasons only.**

EARLY DISMISSAL OF SCHOOL: School closings and early dismissals are made by the Director of Schools. Announcements will be made on Cookeville Cablevision Channel 7 and local radio stations. Telephone lines need to remain open so **please do not call the school** to inquire about early dismissal unless you have an urgent message for your child. A form for stating your plan of action for what your child is expected to do if school is dismissed early will be sent home to be filled out and returned to your children's teacher.

PLEASE MAKE ARRANGEMENTS WITH YOUR CHILDREN BEFORE THEY COME TO SCHOOL. WE HAVE OVER 500 STUDENTS AT PARK VIEW. RELAYING MESSAGES EXCESSIVELY OR STUDENTS CALLING HOME TAKES AWAY FROM THEIR LEARNING TIME.

SCHOOL NUTRITION PROGRAM. Students have choices among “main dishes” and a variety of fruits and vegetables during the breakfast and lunch program’s. Money can be deposited into your child’s account by visiting the cafeteria or sending an envelope with your child’s name and last 4 digits of his/her social security number. When you child’s account is near zero-balance, a “reminder” will be sent home and you will notice a panda stamped on your child’s hand. A minimum standard meal consisting of peanut butter and jelly sandwich and a container of milk will be provided (at no charge) to those students with charge balances in excess of \$11.25. Any charges over \$11.25 will be reported to the Child Nutrition office for collection (Board Policy).

Prices are as follows:

	<u>Breakfast</u>	<u>Lunch</u>
K-4 student	\$1.25	\$1.60
<i>Reduced</i>	\$.30	\$.40
Adult	\$1.50	\$2.50
Child Visitor	\$1.50	\$2.25
Adult Visitor	\$1.75	\$2.75

Low fat ice cream. and juice bars are available for purchase of \$.50

Students are not allowed to bring carbonated drinks or any food or drinks in **cans or glass bottles** to school. Boxed juices are ideal in helping to prevent spills. Parents are encouraged to eat lunch with their child occasionally if at all possible; however, in an effort to maintain order we ask that all cafeteria rules are followed and that other children not be asked to join them for lunch.

PUTNAM COUNTY BOARD OF EDUCATION

Jerry Maynard,	700 West Little John Lane	526-8452
Vern Crabtree	1599 Randy Drive	525-1443
Dr. Walter Derryberry	112 N. Dixie Avenue	526-5392
David McCormick	1439 E. Overlook Road	839-6709
Daren Shanks	2667 Tight Fit Road	858-5795

Roger William's

657 N. Plantation Drive

537-6005

Board of Education meetings are held at the
Putnam. County Board Of Education Building,
1400 East Spring Street, Cookeville
on the 1st Thursday of each month at 5:00 p.m.

CENTRAL OFFICE ADMINISTRATIVE STAFF

931-526-9777

Mr. Mike Goolsby, Interim Director of Schools

Willard Gore, Deputy Director
Sandra Koczwara, Grant Writer
Nancy Martin, Early Childhood Supervisor
Evon Hicks, Asst. Dir. Curriculum/Instruction
Dona Zoodsma, Federal/Title
Melanie Bussell, Sp. Ed. Supervisor

Jeff Comer, Attendance Supervisor
David Little, Transportation Supervisor
Karen Dalton, Food Service Director
Barbara Greeson, K-4Curr./Materials Supervisor
Anthony Robinson, Technology Supervisor
Donald Sadler, Career/Tech. Education

SCHOOL POLICIES

EXPECTATIONS: Park View students have a long tradition of considerate and polite behavior. We expect our students to respect themselves, their classmates, and all adults, which results in an orderly learning environment. All students are expected to comply with the requests of any adults who are supervising them.

BEHAVIOR AND DISCIPLINE: All teachers and students have a right to teach and learn without interruption. The entire faculty and staff are committed to recognizing and rewarding good behavior and maintaining a positive atmosphere where teaching and learning prevail. Rules, consequences, and rewards for behavior are discussed with students. Respect is the basis for our Code of Conduct. Students will not bully, physically or verbally abuse other students, faculty or staff. Bullying will not be tolerated!

- Students will show respect for school property and the property of others.
- Students will show respect for all adults and authority.
- Students will follow the rules established for good social and health habits.
- Students will complete in class assignments/homework.
- Students are not allowed to chew gum at school.

Failure to comply with school and/or classroom rules may result in disciplinary action, which is appropriate for the seriousness and frequency of the offense. Parents will be notified about persistent or serious discipline problems and your help in dealing with these problems will be expected and greatly appreciated.

AFTER-SCHOOL DETENTION: On rare occasions, when students “push the limits” on behavior, they are required to stay in detention after school. School Board policy allows students to be detained up to one hour after school. Should your child be placed in detention, you will be notified in advance.

APPROPRIATE DRESS: Students are expected to keep themselves well groomed and neatly dressed at all times. Students are not appropriately dressed when their attire is disruptive to the learning environment or when it creates a health hazard. **The following items are NOT appropriate for school attire:**

T-shirts that make reference to drugs, tobacco, alcohol, sex, obscenities, or promote violence or bad attitudes:

Tank tops, halter-tops, tube tops, or midriff tops that expose your child’s mid section.

Male and female students must keep pants/skirts pulled up to their waist and shirts/tops to a length that covers their midriff:

Excessively short skirts or shorts:

Hats, head coverings, or caps inside the building except for school sponsored special occasions.

USE OF FACILITIES: We encourage community use of school facilities. School board policy requires that certain guidelines be followed. Check with the principal if interested.

WITHDRAWAL FROM SCHOOL: If you are withdrawing your child from school, come to the office and fill out the necessary forms. These forms are usually required for enrollment in another school.

FIELD TRIPS: Field trips are a worthwhile extension of the school curriculum, but they are also a privilege. Students are expected to behave properly whenever they are representing Park View School. Any student who has been a consistent discipline problem or who has been suspended from riding the bus may be excluded from any class trip.

TEXTBOOKS AND LIBRARY BOOKS: All basic textbooks/library books are loaned to students for their use during the school year. Textbooks/library books are to be kept clean,

handled carefully, and not to be written in. Students are requested to write their name/grade on the label provided on the inside cover of textbooks only. Parents will be required to pay for lost/damaged text and library books.

WORKBOOKS/OTHER MATERIALS: Although textbooks are provided, there are other items, which students need that are not funded by the county or the state. An instructional fee of \$10 is requested of each student, which is deposited in the classroom teacher's school account.

PE & RECESS: Physical education is a class and students are required to participate. A doctor's excuse is necessary for a student to be excused. When physical education is not scheduled, classes usually go outside for recess. If a student returns to school after being ill, the parent may write a note requesting quiet, indoor activity for a day or two. Staying inside beyond three days requires a doctor's excuse.

EMERGENCY INFORMATION: It is crucial that we have accurate, current records on our students for emergency purposes. Please be sure that we have phone numbers where you or your designee can be reached at any time. **Also, be sure to notify the school if any information changes during the course of the year.**

SCHOOL PICTURES: Individual student pictures are taken in the fall and individual and group pictures are taken in the spring. Parents are not required to purchase pictures but the student must have his/her picture taken, at no charge to the student, for the yearbook. Pictures will be available for purchase or must be returned.

PARENT INVOLVEMENT: We encourage you to be an active parent at Park View. We have various opportunities for parents to be involved in fundraising and volunteer activities. Please let your child's teacher know if you have interest in being a parent volunteer. We welcome your involvement and support of school activities and program's.

SCHOOL SAFETY

EMERGENCY PROCEDURES: Periodic fire, tornado, and security drills will be conducted through the school year. Detailed information concerning evacuation procedures for fire and/or designated safety areas for tornadoes and "lock downs" are given to each teacher. Procedures are reviewed with students and practiced on a monthly basis. Should you be in the building during a drill -- please follow directions given by staff members.

VISITORS: Your child's safety and education are our #1 priority. All parents and/or visitors coming into the building are to sign in the front office and secure a Visitor's Badge. Parents going to a classroom early and simply "hanging out" until dismissal or at the beginning of the day are a distraction to students and teachers. To protect the learning environment of our classrooms, we ask that you help us to set a good example for all our children to follow. Should you wish to conference with your child's teacher, *please* make arrangements in advance. When teachers are engaged in conversations with parents, they are ignoring their primary responsibility -- children. Please help us to set a good example for all our children by following school rules.

TRAFFIC INFORMATION

SCHOOL ZONE TIMES - 15 mph - flashing yellow lights
7:15 a.m. - 8:15 a.m. and 2:15 p.m.- 3:35 p.m.

All streets surrounding the school are considered SCHOOL ZONES

Scott Avenue is **one way** (south) between the gym parking lot (north) and Darwin Street (south, near pool) during school zone times.

Parents & children crossing Scott Avenue MUST cross with the Crossing Guard at the painted crossing walk.

Children must exit vehicles on the side, which is AWAY from traffic.

PARKING: Parents and visitors may park in front of the school (across the street) in the parking lot beside the ball fields.

At no time should parents or visitors pull into the parking lot behind the cafeteria or park in any of the no parking zones or fire lanes.

A.M. ARRIVALS: Students arriving prior to 7:45 a.m. are requested to wait in the gym where they are supervised. Parents wishing to remain with children are welcome to wait either in the gym or the dining hall until 7:45 a.m. when teachers are "officially" on duty. Car riders are to be dropped off in front of the school and students should enter through the front doors. The parking lot next to the gymnasium is used by **BUSES ONLY** to drop off students in the morning so they may enter the building through the gymnasium. **Cars are not permitted in the parking lot for drop off of students regardless of the weather.** Please help us to set a good example for all our children by following school rules.

P.M. DISMISSAL:

KINDERGARTEN- Parents may pick up their children in the front of the building at 2:00 p.m. if they wish. If not, please wait until 3:00 p.m. to avoid possible confusion. The office becomes a very busy place at that time of day.

WALKERS- all walkers are dismissed at 2:50 p.m. and must leave school by the front doors. They must not “hang out” but are expected to leave campus when dismissed.

CAR RIDERS- Car riders are dismissed at 2:50 p.m. and are to be picked up no later than 3:15 p.m.

Repeated cases of a child being left stranded at school past 3:15 p.m. will result in the police being called to school and a report made to the Department of Children Services. Please stay in your vehicle when picking students up. Car riders will be seated on the benches along the front sidewalk and should watch for their rides. We also ask that car riders be in car seats, if age appropriate and seat belts, as required by law. Please help us to set good examples for all our children by following school rules. Safety comes first. Convenience is second.

**IN THE AFTERNOON, THE PARKING LOT NEXT TO THE GYM IS RESTRICTED FOR
BUSES AND DAYCARE VANS ONLY!**

BUS RIDERS- Bus riders will be taken to the gym at 3:15 p.m. and will be seated on the bleachers by bus numbers. Riding the bus is a privilege. Improper conduct may result in that privilege being denied.

LEGAL CONCERNS: To insure your child’s safety, copies of Restraining Orders or Orders of Protections must be on file in the school office. Parents are also requested to fill out a form designating who *may or may not* pick up their children. Students will not be released to older brothers or sisters unless the school has been notified in writing, in advance. Please keep your child’s teacher informed of special circumstances.

**Keep the school informed of any changes in your address or phone numbers.
In case of an emergency and you can not be reached, we will secure
assistance for your child through Children’s Services.**

**The following Putnam County School Board Policies
have been added to our handbook by the direction of the board.
Board policies are on the Putnam County School’s web site.
www.putnamcountyschools.com**

**DESCRIPTOR CODE
6.600 Student Records**

Park View Elementary

I have read the Park View Handbook for the 2006-2007 school year. I understand the rules and procedures that are explained in the handbook. I have discussed these rules and procedures with my child. Please detach, sign and return to student's teacher.

Parent Signature _____

Student Signature _____

Date _____

Park View Elemental

He leído el manual de Park View por el año escolar 2006-2007. Entiendo las reglas y los procedimientos que se explica en el manual. He discutido estas reglas y procedimientos con mi niño. Separar, firmar y volver por favor al profesor del estudiante.

Firma Del Padre _____

Firma Del Estudiante _____

Fecha _____