



# Parkwood Elementary School 2018-2019 Handbook

**Dr. Greg Peavy**  
*Principal*

**Dr. Reginald Sanks**  
*Assistant Principal of Discipline, Title IX Coordinator*

**Mrs. Kelly Munn**  
*Assistant Principal of Instruction*

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*Counselor, 504 Coordinator*

Parkwood Elementary School  
503 Parkwood Drive  
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# Welcome to Parkwood Elementary

**Mission Statement:** We will be a safe learning community focused on high achievement.

**Vision Statement:** At Parkwood, we will be a community of high achievers.

Making good decisions, being responsible, and learning how to get along with others are important facets in your child's education. Within these pages you will find our discipline policies and guidelines.

You are always welcome in our school! Come at any time and have lunch with us. If you would like to visit a classroom, you will need to contact the school and set up an appointment with your child's teacher to avoid interrupting instruction. We have many activities planned throughout the school year for our Parkwood Family. We want you to be involved in all of your child's school activities.

## For Your Information

School Office 478-929-7822

\*Press zero to speak to someone in the office or enter the extension number.

Med. Tech. Extension 46296

Media Center Extension 46284

School Counselor Extension 46234

Lunchroom Extension 46823

## Our School Day

Our instructional day is from 8:30 a.m. to 3:30 p.m.

Students may enter the building at 7:45 a.m. Please do not drop them off prior to this time as there is no one to supervise them.

Breakfast will be served from 7:45 a.m. - 8:20 a.m. As a CEP school, all students at Parkwood are eligible to receive a free breakfast. Students who arrive between 8:20 and 8:25 may be given a sack breakfast since the cafeteria is closed. Snacks will be sold daily from 8:00 a.m. to 8:25 a.m. From 8:00 a.m. to 8:30 a.m., our students get their materials and work area ready for the instructional day and begin their morning work.

At 9:00 a.m., morning announcements are made and student helpers are given the opportunity to pledge to the flag and read school announcements. A moment of quiet reflection is also observed.

## Arrival

**Bus Riders:** Buses deliver students each morning on the bus ramp in front of the school beginning at 7:50 a.m. Students who arrive before 8:00 will go to the cafeteria where they may choose to eat breakfast or wait quietly until they are dismissed to their classrooms at 8:00 a.m.

**Walkers:** Walkers should enter through the front doors of the school starting at 7:45. Those arriving before 8:00 will go to the cafeteria where they may choose to eat breakfast or wait quietly until they are dismissed to their classrooms at 8:00 a.m.

**Car Riders:** If you bring your children in the morning, please drop them off at the side entrance of the school by the lunchroom. Parkwood staff will be on site to assist you from 7:45-8:25. Do not drop children off prior to 7:45 a.m. **Please do not drop off students in front of the building on Parkwood Drive or on the side of the building on Gordon Drive as it creates unsafe conditions for both your children and the other children who are arriving.**

### **Dismissal**

Student dismissal is a very important component of our school day that must be well coordinated among students, staff, and parents to ensure safety. It is our intent to provide a smooth and safe transition from school to parents during our dismissal process.

Changes in the usual way a child goes home should be written in the child's agenda before the child arrives at school. We cannot take your child's word or that of an older sibling regarding a change in transportation home. In case of an unexpected change, parents should call the school **before** 3:00 p.m. **Only the enrolling parent is permitted to change the usual method of transportation home.**

**Students will NOT be permitted to leave the campus with someone who has not been authorized by the enrolling parent.** When students are enrolled, the enrolling parent should indicate ALL those adults who are authorized to pick up their child. Authorized adults will be asked to show picture ID in the office before the student is released.

For students' safety and parents' convenience, we ask that the following dismissal procedures be observed daily.

**Bus Riders:** In the afternoons, buses are called as they arrive and students are dismissed from their classrooms to the bus ramp.

**Walkers:** All walkers will be accompanied by a teacher to the front gate (Parkwood Drive) or back gate (Dennis Drive) based on what the enrolling parent indicated.

**Car Riders:** When you arrive at the school for student pick up, (3:30 - 3:50 p.m.) enter the side parking lot from the back entrance, closest to Dennis Street, and "wrap around" to the car riders' ramp. Please have your "Pick-Up Tag" clearly displayed from your rearview mirror. For everyone's safety, a member of the Parkwood staff will assist with traffic flow, so please follow their directions. Please do NOT leave your vehicle; your child will be brought to you. **FOR SAFETY REASONS, PARENTS WILL NOT BE PERMITTED TO WALK UP TO THE CAR RIDERS' RAMP TO PICK UP THEIR CHILD. IF YOU PICK UP A CHILD AT THE CAR RIDERS' RAMP, YOU MUST BE IN A VEHICLE.**

**Parent Pick Up:** Defined as "students whose parents legally park in the neighborhood and walk to the campus to pick up their child". Parents who wish to legally park in the neighborhood around Dennis Street and walk up to the campus to pick up their child may pick up their child at the back door of the gym with the "Pick Up Tag" they were issued. A member of the Parkwood staff will check the "Pick Up Tag" and call your child to you. **FOR SAFETY REASONS, PARENTS WILL NOT BE PERMITTED TO WALK UP TO THE CAR RIDERS' RAMP TO PICK UP THEIR CHILD. IF YOU PICK UP A CHILD AT THE CAR RIDERS' RAMP, YOU MUST BE IN A VEHICLE.**

**Early Dismissal:** If you come to pick up your child before school ends, please report to the office and we will check your child out to you. Do not go directly to the classroom as teachers have been instructed not to release students from the classrooms. If a child is signed out prior to 3:30 p.m., it will be counted as an early dismissal. Be prepared to show your I.D. when checking out your child. **As always, we will not release your child to anyone who is not already on the pick-up list completed by the enrolling parent.**

**During the first few days of school, some delays may occur as we adapt to the new routines of the school year.**

In order to facilitate this process, it is imperative that you always have your "Pick Up Tag" with you when you arrive to pick up your child. This includes anyone who is picking up students in your place. Persons without the "Pick Up Tag" will have to report to the office. You or your designated pickup person will be required to show a picture ID and must already be listed on the designated pickup list. If you must come into the building for any other reason, you will also be required to show a picture ID and must already be listed on the designated pickup list.

### **Student Expectations**

At Parkwood Elementary School, we believe that the education of our students is a shared responsibility among all of our stakeholders to include faculty, staff, parents, and community. We also believe that students learn best in an orderly and positive climate. In order for our school to be effective in meeting this responsibility, we will strive to teach every child academic subjects, self-discipline, and respect for themselves, their peers, and adults.

The Parkwood Elementary Behavior Plan is based upon the concept that reasonable rules and logical consequences applied consistently will motivate students to make good decisions and meet the positive expectations we have of them. In addition, the classroom teacher has certain needs which must be met, if the classroom is to have a healthy learning environment. In order for these needs to be adequately met the teacher must implement the following rights:

1. The right to establish a classroom structure and routine that provides for learning.
2. The right to determine and request appropriate behavior and respect from students.
3. The right to ask for help from parents and school administrators when assistance is needed.

In this plan, students are taught to examine their actions, solve problems, and assume responsibility. We stress to students that they are responsible for their own choices/actions and they must accept the consequences for their own behavior.

Students are taught that breaking a rule means accepting a consequence. We expect that when school and classroom procedures are taught at the beginning and throughout the year, students will choose to make good decisions that will result in them being successful.

## Discipline

### Minor offenses

Minor disciplinary offenses will be handled by the classroom teacher using the classroom discipline plan. Students are taught school and classroom rules at the beginning of the year and are frequently reviewed throughout the year. Each child is taught that choosing an action means also accepting a consequence. A combination of positive incentives and a progressive discipline approach will be used to curtail misbehavior.

#### **Minor Consequences include but are not limited to the following:**

- Think Time (in another classroom).
- Warning.
- Classroom Dojo points taken.
- PFI (Plan for Improvement).
- Counselor referral.
- Conference with Principal or Assistant Principal.
- Silent lunch.
- Excluded from school activities/functions.
- Parent conference.
- In School Suspension

#### **For students who are referred to the office, the following consequences will be used:**

- The first office referral may result in a parent conference with the Principal or Assistant Principal. Thereafter, ISS or OSS (In school suspension/Out of school suspension) will be assigned in progression depending on the severity of the infraction. A student could receive 1-5 days of ISS or 1-5 days of OSS.

Examples: Fighting, blatant disrespect, refusing to obey adults, continuous interruption of instruction, vandalism, aggressive behavior, leaving class without permission, possession of inappropriate objects.

If suspended out of school (OSS), parents must accompany their child back to school at which time a conference will be held with one of the following school personnel; Principal, Assistant Principal, Counselor, or child's teacher to set a behavior goal for improvement.

If the misbehavior continues, a child may be referred to the Elementary Alternative School for a period of up to 30 days.

## **Major Offenses**

Major school offenses may result in an immediate suspension, depending on the severity of the infraction. The suspension could be 1-5 days ISS or 1-5 day OSS (In school suspension/Out of school suspension).

**Major Consequences include but are not limited to the following:**

- Fighting.
- Possession of dangerous devices with intent to hurt.
- Gross disrespect or anger.
- Inappropriate touching.
- Biting and spitting.
- Possession or sale of substances that is harmful.
- Stealing.
- Bullying.
- Sexual comments/actions/gestures.
- Violation of Houston County Weapons Policy.
- Other major incidents.

The student may also be recommended for Alternative Placement (Alternative School). An Alternative Placement assignment can last from 15 to 30 days. Students are assigned additional days if they fail to follow rules and procedures during their placement.

## **Suspension Guidelines**

The Georgia Legislature bases these procedures upon Senate Bill 31. In this bill, where the term is included, Parkwood will define a chronic discipline problem student as one who has been referred to the office five times.

In cases where student behavior appears to lead toward home suspension, Parkwood will use the following guidelines:

1<sup>st</sup> - By sending a copy of the referral, the school will notify the parents by mail or telephone that the student's behavior can no longer be handled through means outlined in this discipline handbook without suspension from school.

2<sup>nd</sup> - The parent may be asked to observe their child in the classroom.

3<sup>rd</sup> - The school will request that at least one parent attends a conference with the teacher and principal to devise a disciplinary and behavioral correction plan.

For any student returning from any expulsion or suspension, the school will:

1. Request a conference with the parent upon the student's return to school.
2. Complete a discipline and behavioral correction plan with the parent.
3. Place a notification of the conference in the student's permanent record and discipline file.
4. Ensure that the student makes up all classwork and/or tests within one week after the last day of suspension.

### **Title IX**

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its education programs and activities. Any inquiries concerning Title IX may be referred to our school's Title IX Coordinator, Dr. Reginald Sanks.

### **504 Plans**

Any inquiries concerning 504 Plans may be referred to our school's 504 Coordinator, Ms. Latricia Taylor.

### **Bullying**

**Bullying and the Law:** House Bill 250 states that each local board of education shall adopt a policy that prohibits bullying of a student and shall require such prohibition to be included in the student code of conduct for schools in that system.

**Bullying and its Consequences:** Each school will have procedures for the administration to promptly investigate and determine whether bullying has occurred. Acts of bullying may be punished by a range of consequences through the Houston County progressive discipline process. Consequences shall include, at a minimum - counseling and/or school disciplinary actions.

## SCHOOL CLUBS LISTING

Broadcasting Club

Sponsor: Mrs. Castle

Academic Bowl

Sponsor: Mrs. Castle

Art Club

Sponsor: Mrs. D. Jones

Dancing Eagles

Sponsor: Mrs. Strawmier

Fiddlers

Sponsor: Mrs. Thomie

Chorus

Sponsor: Mrs. Thomie