



Student Handbook

This handbook has been prepared to provide essential information for the students who attend Parkway Elementary School and their parents/guardians.

Please take a moment to review the handbook.

The Vernon Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Contact: Raymond Jones, Child Welfare and Attendance Director, VPSB at (337)239-3401; 201 Belview Road Leesville, LA 71446

PARKWAY ELEMENTARY MOTTO

Together We Make Learning Happen!

PARKWAY ELEMENTARY MISSION STATEMENT

Our mission at Parkway Elementary is for students, parents, community members, and teachers to work together to strive for excellence in building a foundation of character oriented, problem solving, and well-prepared lifelong learners.

VERNON PARISH MOTTO

Every Child, Every Day, Whatever It Takes.

VERNON PARISH MISSION STATEMENT

The Vernon Parish School Board will provide an education that incorporates effective instruction that is rigorous and relevant which every student needs for academic and personal achievement. The board supports a positive school climate where experiences and lessons provide for the personalized needs of students as they transition through school and into tomorrow's world. The board will establish an educational process within the school district that is a partnership which involves parents, educators, and the community. Through this partnership, we will produce well-educated, character-oriented, and well-rounded individuals.

VERNON PARISH BELIEFS

As members of the Vernon Parish School Board, we believe:

- Our school system is focused on learning: student learning, professional learning, and organizational learning.
- All students can learn. In order to challenge students to their full potential, we must value, understand, and address differences in the way they learn.
- Student learning increases when alignment is accomplished among rigorous and challenging content standards, high-quality assessments, and effective teaching practices.
- The focus of curriculum and teaching strategies should center on a deep understanding of concepts and usage of basic skills for all students.
- Every student should have the opportunity to develop, learn and grow in a safe environment with quality materials available.

- All children, when meaningfully engaged and motivated, are capable of learning at high levels. High academic and behavioral expectations for all students will result in high achievement.
- Students should be actively involved in their own learning and be expected to demonstrate their knowledge and understanding.
- Student learning must be frequently monitored and evaluated with focused and timely interventions occurring as needed.
- Every child deserves highly competent and qualified teachers who use effective teaching strategies to teach the district's curriculum. Ongoing, systematic and multi-level professional development is critical to improved education.
- Educating our youth is a responsibility of the entire community carried out through a collaborative effort. The primary goal of public education is to prepare all children to become a contributing member of an ever-changing multicultural and global society.

A Note from Parkway Administration

Welcome Back, Patriots! We are so excited that you are here and ready to learn! Parents, as always, thank you for entrusting us with your best. We have been preparing to provide a safe space for your child(ren) to learn and grow. We are expecting great things this year and look forward to a successful year!

Parkway Schedule 2025 - 2026

7:00 am	Parent & Bus Drop off Begins
7:00 am	Breakfast Begins
7:30 am	Parent Drop off Ends *Parents must walk student(s) into the office after that time
7:40 am	Instruction Begins - students in classroom
10:00 am - 12:15pm	Grade Level Lunches
2:15 pm	Early Check out Ends No transportation changes after this time
3:05pm	Dismiss 1st load buses
3:15 pm	Dismiss for Parent Pick Up
3:20pm	Parent Pick Up begins

Vernon Parish Schools 2025-26 Calendar

Back to School

August 5, 2025-Substitute Teacher Training/Workshop

August 6, 2025-New Teacher Induction

August 7, 2025-P.D. at Schools (Para Workday)

August 8, 2025-Teacher Workday at School (Para Workday)

August 11, 2025	First Day
August 11, 2025	Monday - In School
August 18, 2025	Monday - In School
August 25, 2025	Monday - In School
September 1, 2025	Labor Day (Student and Staff Holiday)
September 8, 2025	Monday-In School
September 15, 2025	Monday-In School
September 22, 2025	Monday-In School
September 29, 2025	Monday-In School
October 2, 2025	Virtual Day/Parent/Teacher Conf.
October 3, 2025	Fair Day (Student and Staff Holiday)
October 6, 2025	**Monday-NO School**
October 13, 2025	Columbus Day (Student & Staff Holiday)
October 20, 2025	**Monday-NO School**
October 27, 2025	Monday-NO School
November 3, 2025	Monday-NO School
November 10, 2025	Monday-In School
November 11, 2025	Veteran's Day (Student and Staff Holiday)
November 17, 2025	Monday-In School
November 24 - 28, 2025	Thanksgiving Break (Student and Staff Holiday)
December 1, 2025	**Monday-NO School**
December 8, 2025	Monday-NO School
December 15, 2025	Monday-In School
December 22 - January 2	Christmas/Winter Break

January 5, 2026	Teacher Workday
January 6, 2026	Students Return
January 12, 2026	**Monday-NO School**
January 19, 2026	Martin Luther King Holiday (Student and Staff Holiday)
January 26, 2026	**Monday-NO School**
February 2, 2026	Monday-NO School
February 9, 2026	**Monday-NO School**
February 16, 2026	President's Day (Student and Staff Holiday)
February 17, 2026	Mardi Gras (Student and Staff Holiday)
February 23, 2026	**Monday-NO School**
February 27, 2026	Virtual Day/Parent Teacher Conference (Paras Off)
March 2, 2026	Monday-NO School
March 9, 2026	**Monday-NO School**
March 16, 2026	Monday-NO School
March 23, 2026	Monday - In School
March 25, 2026	Virtual Day/District and School Level PD (No Students)
March 30-April 4, 2026	Spring Break
April 6, 2026	Monday-NO School
April 13, 2026	Monday - In School
April 20, 2026	Monday - In School
April 27, 2026	Monday-NO School
May 4, 2026	Monday-NO School
May 11, 2026	**Monday-NO School**
May 18, 2026	Monday-NO School
May 22, 2026	Last Day for Students/Teachers (1/2 Day for Students)
420 Minutes per day	**Monday-NO School** = 12 Month employees, no work

1st Semester - August 11, 2025 - December 19, 2025 - 80 Student Days

1st - 9 weeks - August 11, 2025 - October 10, 2025

2nd - 9 weeks - October 13, 2025 - December 19, 2025

2nd Semester - January 6, 2026 - May 22, 2026 - 78 Student Days

3rd - 9 weeks - January 6, 2026 - March 13, 2026

4th - 9 weeks - March 16, 2026 - May 22, 2026

Progress Reports & Report Cards

Grading Period	Progress Reports (go home)	Report Cards (go home)
1st 9 Weeks	September 16th	October 16th
2nd 9 Weeks	November 4th & December 2nd	January 8th
3rd 9 Weeks	January 27th & February 18th	March 19th
4th 9 Weeks	April 14th	May 22nd

Attendance

Instruction time is valuable; each day your child is learning. It is imperative that your child arrives on time to ensure the best educational opportunities.

With Vernon Parish moving to our new Hybrid Calendar, attendance is vital to your child being successful. Please make every effort to schedule appointments on those Mondays that we are not in school and/or during the holidays.

Late Entry/Tardy to School

Students that arrive at school after 7:45 a.m. are considered tardy. Those that are tardy must be signed in by a parent or guardian at the office. Oversleeping, alarm clock trouble, no ride, traffic, etc. are unexcused. Once a student has 4 late entries/tardies (unexcused) in the same nine weeks a detention will be assigned. Please make every effort to get your child(ren) to school on time.

Early Outs

The end of the day instruction is just as valuable as the instruction throughout the day. No student may be checked out after 2:15 p.m. If your child has a late afternoon appointment, you must sign him/her out no later than 2:15 p.m. Just like a late entry/tardy to school, once a student has 4 early outs (unexcused) in the same nine weeks, a detention will be assigned.

Excused & Unexcused Absences

For a student to receive an excused absence, tardy, or early-out, we must have a doctor's excuse, a dental excuse, or some other official form of documentation. If a student brings in a note from a parent or guardian with the date and reason why the child was absent, tardy, or checked out early, *the principal will excuse up to ten (10) absences/tardies/early outs for the school year, at his or her discretion. After that, any parent notes will be considered unexcused.* All excuses must be received within five (5) school days of the absence(s). Acceptable excuses for absences are illness, emergency leave, or death in the family. Any other emergency excuses will need to be approved by the principal.

There are 158 days of school for the 25-26 school year. Students having ten or more absences for the year due to unexcused (no documentation) and/or temporary excused absences must make up the excessive absences at attendance recovery. Students who fail to meet attendance requirements and do not make up the excessive absences could be retained for the next school year if he/she does not make up the time at summer school. The parent may appeal through the Vernon Parish School Board by submitting a letter to Raymond Jones, Director of Child Welfare and Attendance, stating the reason(s) for the student's excessive absences.

VPSB Attendance Policy

- A). Students should follow the established guidelines.
- B). Students can make up work for excused absences.
- C). A Truancy Hearing will be held at the school for those that do not follow the guidelines.
 - 1. Following (3) unexcused absences, the parent or guardian will be contacted by the school to ascertain the nature of the student's absences.
 - 2. Following (5) unexcused absences by a student, the parents or guardian will be contacted by the school and arrangements will be made for attendance recovery at the school. If that fails, the parent will have to attend a Truancy Hearing at the school with the Principal to show just cause why the student is not attending school.
 - 3. Anytime a student accumulates 10 or more unexcused absences during a school year, they may receive non-attendance "F"s in all subjects and will have to make arrangements for attendance recovery at the school.
 - 4. Failure to attend the Truancy Hearing will result in the Parents being turned over to the District Attorney's office for further review.
- D). A chance to make up attendance will be offered at each school.
- E). A chance for attendance recovery will also be offered in the summer at a cost to the parent.
- F). Certification of Required School Attendance (needed to acquire a driving permit).

Truancy Procedures for Vernon Parish Schools

When a student accumulates five (5) or more unexcused absences per semester of fifteen (15) excused absences, the following actions will be taken:

- A letter from the Child's school will be sent to parents requiring attendance at a Truancy Hearing or arrangements made for attendance recovery at the school.
- Parent will get a chance to explain and correct the attendance problem by meeting with the Principal.
- The parent and student will have a chance to schedule attendance recovery at this time.
- Failure to comply will result in the parents being turned over to the Vernon Parish Child Welfare and Attendance Director, the FINS Office (Families in Need of Services) and the Vernon Parish District Attorney for further review.

Answers to Attendance FAQs

- Medically excused absences and absences due to extenuating circumstances are not included in the accumulation of more than 5 days absence per semester. (See definitions)
- Any documentation for excused absences or extenuating circumstances must be submitted within 5 school days of return to school or the absences will be unexcused.
- Students will be allowed to make up any work missed for fully excused absences, temporarily excused absences, and absences due to extenuating circumstances.

- Students exceeding 5 days of absences per semester due to unexcused or excused absences will have opportunities to make up the excessive days missed. (After School Attendance Recovery - 11 opportunities throughout the school year - dates to be announced) 4 hours of attendance recovery equals 1 day.
- All excessive unexcused or excused absences must be made up before a student will receive earned grades.
- Any student who has failed to make up excessive absences before the end of school will have an opportunity to do so in summer school. (There will be a cost associated with summer school - \$150.00 or \$15.00 per day up to \$150.00 maximum)

Definitions

- Excused Absences - student presents a note from parents with an excusable reason (sick, family, emergency, car trouble, etc.). The student can make up any missed school work and receive credit for the work, but the day of absence counts against the number of days required for school attendance.
- Medical Absences - student has a note or excuse from a medical doctor or dentist for the day or days of absence from school. These excused days do not count against the student's days required for school attendance. The student may make up any work missed and will receive credit for any makeup work.
- Unexcused Absences - either the student did not present a written excuse for the absence or the written excuse was not a valid excusable reason for being absent.
- Extenuating Circumstances - absences resulting from extenuating circumstances can be appealed to a district level or school level attendance worker who has the authority to declare the absence as an "extenuating circumstance". In the state of Louisiana, only a Child Welfare and Attendance Supervisor or Director of Child Welfare and Attendance may declare the absence an "extenuating circumstance". When the appeal is approved for "extenuating circumstances", the day of absence is totally excused, all work may be made up, and the day of absence does not count against the required number of days for school attendance.

Buses

Our buses drop off at 7:00 a.m. and begin loading at 3:05 p.m. while school is in session. Pick up times for half day schedules will be put out as applicable throughout the year.

Bus Rules and Regulations

Parish school buses are assigned to each housing area. Children riding the bus will catch the same bus each day at his/her bus stop. If your child is to ride a different bus to go to a different address, we must have this change in writing. For your child's safety, an adult MUST accompany him or her to and from the bus stop. If there is no one at the stop in the afternoon, the bus driver will bring your child back to the school and a parent or guardian will be contacted to come to the school to pick up the child. Repeated offenses will result in loss of bus riding privileges.

Formal classroom behavior need not, of course, be practiced by pupils on a school bus. An informal atmosphere, which encourages pupils to relax and enjoy the ride, is desirable. There are, however, certain limits within which pupil activity must be confined. What are these limits?

1. Students will enter and leave the bus at school loading stations and at highway bus stops in an orderly fashion and in accordance with instructions. Students will load and unload only at designated stops. Students are required to proceed at all times:
 - a. Without haste and without loitering.
 - b. Without crowding and without pushing.
 - c. With each pupil showing due regard for his own safety and the safety of others.
2. Students will remain quiet so as not to distract the driver. Pupils must, at all times:
 - a. Refrain from shouting and other boisterous activities.
 - b. Refrain from talking to the driver while the bus is in motion.
 - c. Show due consideration for the driver and his problems.

In general, any activity, which distracts the driver, is objectionable. The driver needs to keep his mind on the driving and on the traffic situation. If he is concerned about the activity on the bus, he cannot be a safe driver.

3. Students will remain seated while the bus is in motion.
 - a. Each pupil must go directly to his seat* upon entering the bus.
 - b. Each pupil must remain seated until the bus has stopped.
4. Students will cross the road in accordance with instructions and the provisions of state law.
5. Students will neither purposely nor carelessly destroy property. Transportation equipment represents a large capital investment. Pupils are expected to cooperate in its maintenance and preservation.
 - a. Orderly behavior on the bus, at all times, is essential. Rough-housing is not only hard on seats and the interior finish; it also makes it difficult for the driver to drive safely.
 - b. Pupils should keep feet off seats.
 - c. Pupils should keep sharp objects off upholstery.
6. Students will not extend arms or other parts of the body through windows.
 - a. Waste paper and other refuse may not be scattered along the highway.
 - b. Books and other property should be properly stowed on laps.
 - c. The aisle should be clear.
 - d. Shooting "paper wads" or other material on the bus is not permissible.
7. There will be no smoking or use of tobacco in any form on the school bus.

In addition to the items listed above, the student should:

1. Follow the driver's instructions promptly.
2. Be on time/early at the bus stop location.
3. Be on time at the school loading station.
4. If a bus is late, avoid playing or loitering on the highway while waiting for the bus.
5. Follow correct safety procedures when walking on the highway to and from a bus stop.

*All students riding a Parkway bus will have an assigned seat. This is for safety and accountability. If a student fails to sit in his/her assigned seat, the student is subject to disciplinary action.

Cell Phones

Vernon Parish School Board Policy

In accordance with Act 313 Louisiana State Law, no student shall possess, on their person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device to any public elementary or secondary school building or on the grounds during the instructional day, the device must be turned off and properly stowed away for the duration of the instructional day, this shall include unstowed visibility. To integrate with this law, Vernon Parish provides instructional devices to each student in a 1:1 environment. The use of cell phones, tablets, laptops, earbuds and other devices are prohibited during the instructional day. Smart watches that are being used as more than just a timepiece are also prohibited.

Violations of this policy will result in the following consequences:

First Offense:

Device is confiscated and the parent is allowed to pick it up. (failure to comply with confiscation will result in student consequences for willful disobedience)

Second Offense:

Device is confiscated, the parent is allowed to pick it up, and the student is assigned detention or a similar punishment. (failure to comply with confiscation will result in student consequences for willful disobedience)

Third Offense:

Device is confiscated, the parent is allowed to pick it up, and the student is assigned a one-day suspension. (failure to comply with confiscation will result in student consequences for willful disobedience)

Checkout Policy

The end of the day instruction is just as valuable as the instruction throughout the day. *No student may be checked out after 2:15 p.m.* If your child has a late afternoon appointment, you must sign him/her out no later than 2:15 p.m.

A photo I.D. will be required to sign a student out of school. This is for your child's protection. Students who need to leave the campus during the school day for dental, doctor, or other appointments will be checked out through the office.

No student will be allowed to leave campus for any reason unless checked out through the office by a parent or guardian.

Please ensure that you provide your child's teacher and our office staff the most recent and up to date phone numbers and emergency contact names and numbers.

Chromebooks

VPSB Student Acceptable Use Policy (AUP)

Vernon Parish School Board Technology Department

The Vernon Parish School Board is now a 1:1 student device district. VPSB has the responsibility to protect our students as well as the investment made by the school district for 1:1 learning. Every student enrolled in the district will be issued a VPSB-owned device. No personal devices are allowed on school networks. Each school principal will decide whether these devices will be used only in the classroom (lab-type usage), across several classrooms (within their school), or the device may go home with the student.

Students without an AUP signed by their parent/guardian may not access VPSB Technology, networks, or software.

Filtering and Monitoring:

- The Vernon Parish School Board employs CIPA compliant filtering, monitoring, and tracking of all VPSB owned devices and accounts.
- There is no expectation of privacy and all activity recorded.
- Inappropriate activity will be reported to the school principal, parent/guardian, and appropriate authorities if necessary.
- The Vernon Parish School Board will not be responsible for damage or harm to persons, files, data, or hardware.
- VPSB provided devices employ filtering and other safety and security mechanisms, but there is no guarantee as to their effectiveness and privacy.
- The Vernon Parish School Board will not be responsible, financially, or otherwise, for unauthorized transactions conducted over the device or the school network.

Student Accounts:

- All Students are issued usernames and passwords for Google Workspace, Office 365 accounts, and approved educational platforms.
- VPSB owns all student accounts and their content and may suspend or delete an account for violations of the Acceptable Use Policies.

Students must:

- Use the device provided to only access appropriate learning activities.
- Follow the same guidelines for respectful, responsible behavior online that students are expected to follow in the classroom, while using a VPSB owned device.
- Treat the device carefully and report any problem immediately.
- Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious. Always protect the security of your student information, do not share usernames or passwords with anyone.
- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet.
- Users should recognize that communicating over the Internet brings risks and should carefully safeguard their and others' personal information.

- Users should never agree to meet someone they meet online in real life without parental permission.
- If Students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

Students must not:

- Attempt to bypass the school's content filter.
- Attempt to find or find inappropriate images or content or use language online that is unacceptable in the classroom.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for student use.
- Alter a school's device hardware or installed software.

Personal Safety and Privacy

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet.
- Users should recognize that communicating over the Internet brings risks and should carefully safeguard their and others' personal information
- Users should never agree to meet someone they meet online in real life without parental permission.
- If Students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

This agreement includes the guidelines and expectations regarding device usage and responsibilities that come with using a school-owned device. This agreement ends upon the student's withdrawal from their current school or upon the request of the school principal or other school representative, whichever occurs first, and when the device is returned in good working order or replacement fees are paid.

Return of Device

- This device is being loaned for student use in their classroom, virtual school, and/or at home.
- The device is the property of the Vernon Parish School Board.
- The device must be returned when instructed by the Vernon Parish School Board.
- It is understood that the intentional failure to return the computing device and peripherals to the school will be considered theft of district property.
- Any theft of district property, including the reported sale or transfer of the device for profit will be reported to the district attorney for prosecution.

Care and Maintenance

- The student/parents are responsible for the daily care and maintenance of the device.
- Any damage or theft must be reported to the designated school official within one school day to ensure timely replacement and that the student can continue their schoolwork.
- Keep the device in a safe place, in the provided storage case, when not in use.
- Do not store in a vehicle.
- Do not attempt to remove, add, or change the physical structure of the device, including

- keys, memory, battery, screen, charger, ID labels, inventory stickers, etc.
- Do not add stickers, decorations, or personalize the device and peripherals in any way.
- Do not store items on top of the device.
- Pick up and carry the device from the bottom, not the screen.
- Store the device charger in the recommended manner.
- Do not unplug the device charger from the wall by pulling on the cord. This can cause damage to the cord and create a hazardous situation. Firmly grasp the plug end and pull outward.
- If your child is physically attending school and is allowed to bring their device home, they must bring their device, fully charged, to school every day.

Device Monitoring & Usage

The Vernon Parish School Board monitors ALL internet usage, whether at school or at home on VPSB issued devices.

During School: School hours will be considered 6:30 AM until 4 PM. (Credit recovery may extend this time)

- Students may access websites and resources on VPSB owned devices on an “as allowed” basis.
- This policy allows teachers to direct student usage towards educational resources through the Linewize platform and keep students on task.

Outside School Hours: After 4PM through 6:30 AM

- Recognizing that students need time to complete homework and perform research for assignments, District devices and accounts will have internet access from after school until 11PM.
- Usage will be allowed again at 6:30 AM the following morning.

Linewize Monitor and Qustodio:

- Linewize Monitor tracks student usage and web searches at all times.
- School representatives will be notified during school hours of web behavior that meets criteria for potential student safety issues.
- After school hours, the Qustodio app is available and encouraged for parent use to monitor and moderate usage on district owned devices and is free on 2 personal devices.

Device Inspection for Damage:

- Devices will be inspected periodically to determine their condition.
- VPSB schools utilize devices for testing, progress monitoring, daily activities, and homework.
- A broken non-functional device cannot be repaired if damage has not been reported.

Damage to Devices and Peripherals:

The Vernon Parish School Board has set policies for damage to district-owned devices. If equipment is stolen, a police report must be filed, and the theft must be reported to the principal or their designee.

If the equipment is damaged or lost, it must be reported to the principal or their designee.

Damage is a part of any technology usage. Repeated damage typically indicates that a student is not taking proper care of the equipment issued to them. Damage that occurs because of horseplay, fighting, anger, or negligence is not acceptable. "Wear and tear", does not preclude payment for damages.

If a student has multiple reports of damage, the student will be reported to their principal and the student must check a device in and out of the library each morning and it will not be allowed to be taken home.

Please see the Student Handbook for disciplinary policy regarding damaging District Property.

If the repair amount totals less than the full replacement amount, the difference will be refunded to the parent/guardian.

Replacement Costs are as follows:

- Chromebook/Tablet - \$300.00*
- Windows Tablet - \$600.00
- Charger and Cable - \$40.00
- Power Cable - \$15.00
- Carrying Case - \$30.00
- Carrying Case Strap - \$10.00

* Other repairable parts may have costs that are not listed

- To be issued a replacement device or peripheral, a student must pay all fees assessed.
- Technical issues do not constitute damage for replacement, however, technical issues due to damage will require payment for repair by the student/parent/guardian.
- Failure to pay for device repair/replacement will result in suspension of a student's permission to use VPSB technology.
- Failure to approve this document below will result in your child using conventional means for Teaching and Learning.

Paying for Damages to Devices

If a student is found to be responsible for damage to their device, the parents/guardians will be notified via administration and will be disciplined as per the Vernon Parish Code of Conduct. Parents/Guardians will be notified of the possible monetary costs. Upon receiving an invoice from the Vernon Parish School Board that reflects the charges incurred, administration will notify parents/guardians of the amount owed.

Communication and Conferences

At the beginning of each month, there will be a School Calendar sent home with your child. Your child will also have a Take-Home Folder that will be sent home by your child's teacher. Please check your child's take home folder and book bag for these items as well as for other notes and information sent home periodically.

Communication is an essential part of the educational process. We feel it is extremely important for parents to keep in close contact with their child's teacher concerning his/her progress. We have two established Parent/Teacher Conference days each year. We understand that all needs for conferences do not fit into the schedule listed. We encourage you to contact the teacher, or our counselor at any time you feel a conference is needed. A conference cannot be scheduled during class time. Conferences will be scheduled as needed during the teachers planning time indicating the time during the school day that he/she will be available.

At Parkway Elementary we value our class instruction time. Teachers are unable to check their phones for communication during instructional time. Please know that our teachers will respond to you all as soon as possible. Parent Square may not be checked before the end of the instructional day so it should not be used for any needs during a school day. A handwritten note should be sent with your child in their take-home folder for any transportation changes.

Telephone calls for the classroom teacher are handled by the office staff. A message will be taken and put in the teacher's office box and your call will be returned as soon as possible. We do ask that teachers are given at least one business day to return your call.

Please label your child's belongings and send an extra change of clothes for your child in a zip lock bag with your child's name on the bag to leave at the school. Ensuring your child's name is on all personal items will help us return the belongings to him/her.

Curriculum

Louisiana utilizes the Louisiana State Standards, a set of reading and math standards adopted for the state, and a state curriculum designed around the Standards. For more information about what your child will be learning and will need to know and be able to do, visit the following web site:

www.louisianabelieves.com

Discipline Policy

Schools cannot function effectively without discipline. The following is a list of actions that can result in various forms of punishment, ranging from detention, paddling, suspensions and expulsion, or any other methods as designated by the principal and faculty.

The Law - Acts 194 and 306 of the 1970 Legislature, state that disciplinary action may be initiated against:

	K-2	3-6
Willful Disobedience		
1st Offense	2 days recess detention	Detention/Corp. Pun.
2nd Offense	Detention/Corp. Pun.	1 day ISS/Corp. Pun.
3rd Offense	Corp. Pun./1 day susp.	1-3 days suspension
Disrespect		
	K-2	3-6
1st Offense	Detention/Corp. Pun.	Detention/Corp. Pun.
2nd Offense	1 week detention/ Corp. pun.	1 day ISS/Corp. Pun.
3rd Offense	2 days suspension	1-3 days suspension
Profanity/verbal/written/gesture		
	K-2	3-6
1st Offense	Time Out	1 week recess detention
2nd Offense	2 days recess detention	2 days ISS/Corp Pun
3rd Offense	Corp. Pun./1 day suspension	1-3 days suspension
Assault**/Battery**		
	K-2	3-6
1st Offense	3 days suspension*	3 days suspension*

Recommend hearing at all grade levels

** Assault - An attempt to commit a battery

*** Battery - Intentional use of force or violence upon another

Immoral or Vicious Practices. Discriminatory or derogatory statements referring to race, disability, religion, gender, etc.		
	K-2	3-6
1st Offense	Corp. Pun./1 day susp.	1 day suspension
2nd Offense	2 days suspension	2 days suspension
3rd Offense	3 days suspension	3 days suspension
Use or Possession of Tobacco products/E-Cigarettes		
	K-2	3-6
1st Offense	Detention/Corp. Pun.	1 day suspension
2nd Offense	1 day suspension	2 days suspension
3rd Offense	2 days suspension	3 days suspension
Use or Possession of Alcohol		
	K-2	3-6
1st Offense	Detention/Corp. Pun.	2 day suspension
2nd Offense	1 day suspension	3 days suspension
3rd Offense	2 days suspension	5 days suspension
Use or Possession of Controlled Dangerous Substances		
	K-2	3-6
1st Offense*	3 days suspension*	3 days suspension*

Recommend hearing at all grade levels.

Fighting		
	K-2	3-6
1st Offense	2 days recess det./Corp. Pun.	1 Daysusp./Corp. Pun.
2nd Offense	1 week recess det./1 daysusp.	3 days suspension
3rd Offense	2 days suspension	5 days suspension

Posting on Social Media While at School During the School Day		
	K-2	3-6
1st Offense	2 days recess det./Corp. Pun.	1 Day suspension
2nd Offense	1 day suspension	3 days suspension
3rd Offense	2 days suspension	5 days suspension
Firearms/Weapons on School Campus		
	K-2	3-6
1st Offense*	3 days suspension*	3 days suspension*

Recommend hearing in K-6, recommend expulsion in 9-12.

Vandalism to School Property		
	K-2	3-6
1st Offense*	Work Detail	1 day suspension
2nd Offense*	1 day suspension	3 days suspension
3rd Offense*	2 days suspension	5 days suspension

Restitution required at all grade levels

Unfounded Charges Against School Personnel		
	K-2	3-6
1st Offense	Office time out	ISS/Detention
2nd Offense	2 days recess detention	1 day ISS
3rd Offense	1 day suspension	1 day suspension
Leaving Class Without Permission		
	K-2	3-6
1st Offense	2 days recess detention	ISS/Detention
2nd Offense	Detention/ Corp. Pun.	1 day ISS
3rd Offense	1 day suspension	1 day suspension

Leaving School Grounds Without Permission		
	K-2	3-6
1st Offense	1 day suspension	1 day suspension
2nd Offense	2 days suspension	3 days suspension
3rd Offense	3 days suspension	5 days suspension
Class/School Disruption		
	K-2	3-6
1st Offense	2 days recess detention	ISS/Detention
2nd Offense	2 days ISS/Corp. Pun.	1 day ISS/Suspension
3rd Offense	3 days ISS/Corp. Pun.	2 days ISS/Suspension
Stealing/Theft/Possession of Stolen Property		
	K-2	3-6
1st Offense	Work detail	1 day suspension
2nd Offense	1 daysusp./Corp. Pun	2 days suspension
Harassment/Bullying		
	K-2	3-6
1st Offense	2 days recess det./Corp. Pun.	1 day suspension
2nd Offense	1 day suspension	2 days suspension
3rd Offense	2 days suspension	3-5 days suspension
Bus Infraction		
	K-2	3-6
1st Offense	2 days detention	1 day off of the bus
2nd Offense	1 day off of the bus	2 days off of the bus
3rd Offense	2 days off of the bus	5 days off of the bus

In all cases, any subsequent offense, beyond the 3rd, would be treated as the 3rd.**

- Any violation not specifically covered, will be left to the discretion of the Administrative Team. The Administration also has the right to change any action taken.
- No suspended or expelled student is allowed on campus or may attend any school sponsored event for the duration of such suspension/expulsion which would end at the beginning of the next school day, following said suspension/expulsion.

- Students who are threatened or harassed by anyone should report those occurrences and the identity of the person or persons causing the disturbance to their teacher or the school principal.
- Corporal Punishment - Louisiana RS 17:416.1B - The use of any form of corporal punishment is prohibited in any public school unless the student's parent or legal guardian provides written consent for the use of corporal punishment in a document created by the state Department of Education solely for such purpose.

Dress Code

The policy of the Vernon Parish School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum, creates a safety concern or possibly creates a health concern. The principal of each school will make the final decision as to what is considered proper or improper dress according to the following minimum guidelines.

Students are expected to dress in a neat and appropriate manner at all times. Clothing should be clean and in good taste. Extremes in style, fit and grooming will not be permitted.

Hair

- Hair must be neat, clean, and cut off the eyes. Designs, colors, and/or styles that distract from the learning environment and/or student's performance are prohibited. No picks or combs (other than those designed for a hairstyle) are permitted.

Tops

- Shirts/blouses and T-shirts and jerseys will be sized appropriately.
- Sweaters and sweatshirts should be no longer than hip length.
- Blouses or shirts which reveal undergarments, tank tops, spaghetti straps, muscle shirts, cut off shirts, bare midriffs, halter shirts, crop tops, tube tops, and mesh shirts shall not be worn.

Bottoms:

- All jeans/shorts/pants/skirts/skorts must be appropriately sized and shall be worn at the waist (not in a "sagging" manner). No excessively tight or loose pants/trousers shall be permitted.
- All shorts/skirts/skorts/dresses can NOT be higher than three (3) inches above the knee while standing with hands at their side. Appropriate length will be determined by administration on a student by student basis if necessary.
- Holes and rips in tops or bottoms are not permitted
- Leggings/athletic leggings/tights/leotards are not permitted to be worn as shorts or pants.
- Leggings and tights may be worn if they are worn under dresses, skirts, skorts, shorts, or long shirts/tunics.
- Skirts, skorts, jumpers and dresses are permitted as long as they are the appropriate length (no higher than 3 inches above the student's knee).
- Boxers, pajamas, short-shorts, mini-skirts, sarongs, sundresses, backless, strapless and/or cut-out/ see-through dresses are not permitted.
- Tops that expose the midriff are not permitted.
- Clothing that advertises any alcoholic beverages, tobacco, or drugs, or those with obscene or offensive printing on them will not be permitted.
- Athletic shorts and sweatpants are allowed.

Footwear:

- Appropriate footwear, with backs or straps, must be worn and secured around the heel at all times during the school day. Shoes with laces will be kept tied and neat at all times. Please ensure that your child wears tennis shoes on his/her PE day.

Jewelry:

- Male students may not wear earrings, gauges, or plugs. Female students are permitted to wear earrings in the ears only and may not wear gauges or plugs. No pierced jewelry is to be worn except in the ears. This includes nose rings and tongue rings. Jewelry in new piercings cannot be hidden or covered by band-aids.

Hats/Caps:

- No student (male or female), will be permitted to bring or wear cap(s), hat(s), skull cap(s), and/or bandanna(s) on school property, including school buses, during the regular school day, unless otherwise notified by the administration. This prohibition extends to any school related field trips taken by students during the school year.

Accountability:

- Both parents and students are responsible for what they wear and the image they present of themselves.
- Parents are to ensure that their students understand and abide by the dress code.
- Teachers will be checking dress code throughout each day. Students of concern will be sent to the administrators.
- Students not in dress code will be required to change clothes into dress code appropriate clothing.
- Administration will take appropriate disciplinary measures for repeat offenders.

Electronic Devices

Electronic devices to include cell phones (turned on), games, laser pointers, etc. are not to be brought to school. Cell phones and smart watches may be in a student's backpack or locker in the off position. Cell phones and smart watches must remain turned OFF (NOT IN SILENT MODE). Apple tags/similar items must be left in the student's backpack. The penalty for the infraction is confiscation of the device, which results in a major office referral. The school district will not be responsible for lost or stolen items.

Emergency Procedures

It is imperative that all information on each child be complete and kept current. For the safety of your child it is very important that the school maintains current phone numbers and addresses for each child. It is the parent/guardian's responsibility to keep accurate phone numbers and addresses with the school. PLEASE send a note to your child's teacher of any changes in this information. No changes will be made over the phone, via email, or through Parent Square.

Be sure you have a plan for picking your child up during the school day should he/she get sick at school.

Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. Students will not be called out of class to talk on the phone or be given a message.

If a child is injured or becomes ill at school, we will notify the parent(s) and render simple first aid (ice, bandages) only. No medication is provided by the school.

It is mandatory that we know where to contact the parent(s) and/or emergency contact person at all times...(home, business, and an emergency contact person's phone number.) Please do not send a child to school when he/she is ill (see nurse station).

Family Involvement Policy

The administration, faculty, and staff of Parkway Elementary recognize the importance of family involvement in the goal of academic excellence for every child. Families also play a vital role in their child's social and emotional growth and development. Realizing the value of family involvement in a child's educational experiences, it is imperative that a strong and meaningful relationship be developed between home and school.

Families, teachers, and students should work together to promote positive learning experiences. Working together as a team, families, and the school staff will prepare students to become lifelong learners. Working together equals success! Together we make learning happen!

Field Trips

Your student may be taking an educational field trip during the school year. No child will be allowed to participate without a parent signed permission form. If your child will not be attending, he/she will be placed in another class for the day. Sometimes parents are invited to attend as chaperones. Parents will need to attend the mandatory Parent Volunteer meeting prior to the field trip in order to attend. We welcome you, but we are unable to allow other children to attend.

Food Services

Breakfast and Lunch Program

USDA and State School Food Authority (SFA) guidelines mandate that a school food service must be efficiently organized, administered, and operated on a sound nutritional, educational, and sound financial basis.

Parkway Elementary has an excellent hot lunch program that meets federal regulation standards. Breakfast and lunches will be served at Parkway beginning the first day of school.

Breakfast will be served beginning at 7:00 a.m. each school day and it will end at 7:35 a.m. Students arriving via bus and/or parent drop off and eating breakfast will go immediately to the cafeteria; after eating students will go to their classroom hallways until it is time to enter their classrooms. In the event of a late bus, that time will be extended as applicable.

ALL STUDENTS AT PARKWAY ELEMENTARY WILL EAT BREAKFAST AND LUNCH FOR FREE FOR THE 2025-26 SCHOOL YEAR.

Grading Scale

HB 424 went into effect July 2024 and states that all Louisiana public schools follow a 10 point grading scale. It is as follows:

Kindergarten

S = Satisfactory, meets criteria

P = Progressing

N = Needs to Improve, does not meet criteria

Grades 1 - 4

A 90-100 Excellent

B 89-80 Above Average

C 79-70 Average

D 69-60 Below Average

F 59-0 Unable to meet Pupil Progression Plan

Both progress reports and report cards are to be signed and returned promptly to your child's teacher. For "A" honor roll, all A's are required in English Language Arts, Math, Science, and Social Studies. For "A/B" honor roll, all A's and/or B's are required in English Language Arts, Math, Science, and Social Studies. Conduct grades do not count toward the honor roll.

Head Lice Policy

As a parent, it is your responsibility to check for head lice. This should be done weekly. If your child has head lice, please notify the school immediately. Lice outbreaks are common among school age children. The State of Louisiana has a NO Nit policy. If your child is found to have nits or lice, he/she must be treated and then brought to school by the parent and checked by our school nurse before he/she can return to class. Together we will be able to keep this problem to a minimum.

Media Release Policy

There are several times throughout the school year when the school and/or school picture service will ask for your child's participation in photographs. The following are standard from year to year: Fall pictures (photo used for our annual yearbook), student I.D.s, Holiday pictures, Spring pictures, and club/group pictures.

In addition, there will also be times when pictures and/or information about students involved in events as well as students who are awarded special recognitions will be showcased at Parkway Elementary. When applicable, specific media release forms will be sent home with students asking for parent consent when involved with specific events/activities which may entail photos for the newspaper, school website, and/or other publications.

If you choose for your child(ren) NOT to participate in one or more of the above picture opportunities, we require that you provide a handwritten note indicating your request and return to the school's attention. In addition please complete any media forms, if applicable, for specific events/activities. Requests and forms will remain on file with the front office and the homeroom teacher.

Medical Administration Policy

The State Board of Elementary and Secondary Education and the Louisiana State Board of Nursing adopted a policy regarding the administration of medications to students in Louisiana public schools. To comply with the regulations in this new policy, we must request the following before we can administer medication to your child:

1. The parent or guardian must bring the medication to the school, including prescription refills. Students may not bring their own medications to school. No more than a 25-day supply of medication may be kept at school.
2. Bring only those medicines to school that your child's physician states are necessary to be given during school hours. We will receive medication from 8:00 a.m. - 2:00 p.m.
3. All prescription medicines must be brought to school in a properly labeled prescription container.
4. The parent/guardian must sign a medication permit form. A new form is required at the beginning of each school year and when any changes are made in the medication.
5. The parent/guardian must bring a signed doctor's order to include the student's name, dosage, times to be given, diagnosis, possible side effects, and termination date. A new order is required at the beginning of each school year and when any changes are made in the medication, including discontinuing of medication.
6. All non-prescription medicines must be brought in the original container with a pharmacy label; physicians order form and statement of need are necessary.
7. On days when schools are dismissed at or prior to noon, school personnel will not be responsible for administering midday medications.
8. Medication will be administered to students on field trips only when absolutely necessary.
9. Your child must be given the first doses of medication at home. After your child has received his/her first dose, your child may return to school after 24 hours.

We must comply with these policies to assure the safety of your child. If you have any questions or need assistance in this matter, please contact our school nurse at 337-239-3363 Thank you for your assistance in this matter.

New Student Enrollment

New Student Enrollment

1. Need a copy of Birth certificate, immunization, and a report card if available.
2. Bring the child's original social security card.
3. Registration hours during the school year are Monday-Friday from 8:00 to 2:00.
4. You will need to fill out a registration packet.
5. Students will begin their first day of school the next school day after being registered.

Withdrawal Procedures

The school requires a minimum of 24-hour notice prior to withdrawing your student. Parents must come to the school office and fill out a *Withdrawal form*. At that time, all school property (chromebook, library book(s), etc.) should be returned AND all fees owed are paid in full. Students are counted absent until they are officially dropped from our school information systems. To be considered officially dropped from Parkway, we have to receive a request for records from the receiving school. Official school records will be released to the receiving school once that request for records is received by Parkway's registrar.

Newsletter

Each month, The Patriot Post is published. This newsletter gives important dates to mark on your calendar, upcoming events, and general school news. Keep this newsletter handy for referencing. If the need arises to announce unforeseen events, a specific notice will be sent home with students.

Nursing Station

We are most concerned about the physical well-being of your child. In order to help insure his/her continued good health, please do not send your child to school with a temperature or appearance of illness. A child must be fever-free for 24 hours before returning to school. If your child is seriously hurt or ill at school, you will be called. In order to do this, BE SURE THAT THE SCHOOL HAS YOUR UP-TO-DATE PHONE NUMBERS AND A CURRENT EMERGENCY CONTACT AND NUMBER.

If oral medication must be given during school hours, you must pick up a *medication permit* from the school office and have a physician complete the form. Bring in the completed form and the prescribed medication in its original container to the school office. No medication will be administered before the school nurse has completed the preliminary check-in for each child. *The parent/guardian must bring in the medication and sign it in with the school nurse. No child is allowed to bring any kind of medication to school, not even cough drops!* All medication must be kept in the office and administered by trained school personnel or a parent/guardian.

NOTE: Upon receiving a new medication OR a dosage change of an existing medication, your child must be given the first dose of that medication at home. After your child has received his/her first dose, your child may return to school after 24 hours.

All school staff share the responsibility of a student's well being while at school. Teachers, administrators, and other school employees will notify the nurse and/or send a student to the nurse's station if the following occur: feeling ill, has an accident, or is involved in an emergency situation.

All students are assessed by a member of the nursing staff and either sent back to class with a nurse's pass or a parent will be notified for one of the following: temperature of 100.4 and above, vomiting, diarrhea, lice, and emergency.

If a student has soiled his/her clothing during the day, the student will call home for an additional set of clothing and/or be picked up by the parent/guardian.

Parent Command Center

The Vernon Parish School System has implemented a parent communication center that provides parents the opportunity to review their child's records. Information regarding this system is available

from the Vernon Parish Technology Center or the school office. This program is accessible from the school and district website.

Positive Behavior Intervention and Support (PBIS) & Incentives

At Parkway Elementary, positive behavior is expected, appreciated, and rewarded. We will track behavior consistently and throughout the year. Students will be given school and classroom expectations and guidelines and will have opportunities to practice those expectations so that they understand the expectations. The first 2-3 weeks of school, our school wide P.A.T.S expectations, and classroom expectations, will be explained and expected. After that, students will be expected to follow both our school and classroom rules/expectations. In the event a student does not adhere to what is being asked of them, teachers will reteach expectations and/or issue conduct marks. Please refer to the chart below for information about conduct marks and consequences:

Kindergarten operates via a color chart in each teacher's room. School and classroom expectations are taught and reinforced in the classroom each and every day. We understand that our kindergarteners are new to a school environment and may need more reminders than our established students in grades 1-4.

The list below shows the breakdown of conduct marks for Grades 1st - 4th

Infractions & Number of Weekly Conduct Marks	Outcome	Weekly Conduct Grade
1st Minor: 1-5 Conduct Marks	Warning and reteach expectations	A
2nd Minor: 6-7 Conduct Marks	Warning and reteach expectations Teacher will contact parents via ParentSquare	B
3rd Minor: 8-9 Conduct Marks	Restricted Recess* Teacher contacts parents via ParentSquare Form Sent Home for Parent Signature	C
4th Minor: 10 Conduct Marks	In School Detention Parent Phone Call	D
5th Minor: 11 Conduct Marks	Office Referral	F

*Restricted Recess is defined as no more than 10 minutes of recess time spent walking or sitting on sidewalk

** If Recess Detention is given, it is defined as the student sitting out the whole 15 minutes of recess

All students start with an A in conduct each week. If a student requires a warning and/or reteaching during those first 5 conduct marks, it would be a verbal warning and verbal reteaching/reexplaining the expectation.

If the student drops a letter grade in conduct during the day, teachers are to send parents a ParentSquare message informing them of the day's events and that the student now has a B in conduct. Teachers should also have the student fill out a Reteaching Expectations form. That form should be sent home for parents to fill out and return.

If a student gets a C in conduct, teachers will contact parents via ParentSquare letting them know about the student receiving a C and that a form will be sent home explaining the behavior(s) and that it needs to be signed and returned.

If a student's conduct grade drops to a D, teachers are to contact parents by phone and let them know the consequences and that their student will be bringing home a behavioral journal to complete; parents must sign and return that form.

If a student's conduct grade drops to an F, students will receive an office referral. Parents will be notified by administration. Further disciplinary action, if necessary, could be administered.

Below is Parkway's P.A.T.S. expectations and how they correlate in the classroom. Each infraction corresponds to a number. The number will be listed on the daily conduct chart in your child's folder.

Classroom Expectation Codes			
P	A	T	S
Positive Behavior	Attention to Everyone	Time Used Wisely	Safety First
1 = Name calling Teasing, Cursing	5 = Not following directions	7 = Not ready to learn, Not Participating, Off task	8 = Hands, feet, objects on others
2 = Disrespect/Disruption	6 = Excessive talking, yelling, blurting out, interrupting		9 = Hitting, kicking, physical contact/throwing objects
3 = Line/Lunchroom behavior			10 = Playing in restroom
4 = Stealing, Lying			11 = Property misuse/Dress code
			12 = Leaving the classroom without permission

Pupil Progression Plan

Kindergarten

To enter kindergarten, students who reside in Louisiana and who are five (5) by September 30th of the calendar year shall attend a public school.

After completion of the school year, students being promoted to 1st grade shall have had successful completion of kindergarten and shall have satisfactorily passed an academic readiness screening, provided all other applicable entrance requirements have been fulfilled.

Grades 1 & 2

To be promoted, students must demonstrate proficiency in first, second or third grade skills, as defined by state content standards, by meeting the following minimum requirements:

- Must make a passing grade average in English Language Arts, and mathematics.
- To receive a passing grade, students must earn a minimum of four (4) quality points per year, with at least two (2) quality points earned in the second semester.
- Students who fail to meet any of these requirements should be referred to the Building Level Committee.

Grade 3

To be promoted, students must demonstrate proficiency in third grade skills, as defined by state and by meeting the following minimum requirements:

- Must make a passing grade average in English Language Arts and mathematics.
- To receive a passing grade, students must earn a minimum of four (4) quality points per year, with at least two (2) quality points earned in the second semester.
- Earn at least a score of below benchmark on the literacy screener (DIBELS 8.0) at the end of the year

Grade 3 students identified as retained in the 2024-2025 school year, due to not meeting the universal literacy screener (DIBELS 8) requirements in accordance with Bulletin 1566 require certain intensive instructional services, progress monitoring measures, and supports to remediate the identified areas of reading deficiency to include a minimum of 90 minutes during the regular school hours.

Instructional services to be provided for retained students during the 2025-2026 school year include:

- Small group instruction
- Reduced teacher-student ratios
- Tutoring in evidenced-based, scientifically researched reading services
- Option of transition classes
- Extended school options
- Summer reading camps
- Highly effective teacher

Students failing to meet any of these requirements shall be referred to the School Building Level Committee.

Grade 4

To be promoted, students must demonstrate proficiency in fourth grade skills, as defined by state and by meeting the following minimum requirements:

- Must make a passing grade average in English Language Arts, mathematics, and at least one other major subject, (science or social studies.)
- To receive a passing grade, students must earn a minimum of four (4) quality points per year, with at least two (2) quality points earned in the second semester.
- Students who are failing to meet any of these requirements shall be referred to the School Building Level Committee.
- Students who have not met an acceptable level of proficiency in grade 4 will be identified in the spring and provided remediation. An IAIP will be developed after the release of standardized test results.

*You may view the entire Pupil Progression Plan on the VPSB Website.

Public Conduct on School Property

The Vernon Parish School Board shall require any person attending any school event or school-related function on or off campus to conduct themselves with politeness, decorum, and proper sportsmanship. Any person entering any school campus or School Board property shall be required to conduct himself/herself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person

who disrupts the orderly educational process while on a school campus or School Board property may be restricted or banned from such property by the school or building administrator.

In addition, any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event, may be ejected from the event the person is attending and/or be denied admission to other school events for up to a year. Should a person's conduct while on school property become so disruptive that it threatens the safety of an employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance.

The Superintendent or his/her designee shall have the authority to review the circumstances and make the final decision regarding attendance of the individual at any school or school function.

Examples of unacceptable conduct include, but are not limited to:

1. Using vulgar or obscene language or gestures
2. Possessing or being under the influence of any alcoholic beverage or illegal substance
3. Possessing a weapon
4. Fighting or otherwise striking or threatening another person
5. Failing to obey the instructions of a security officer or school district employee
6. Interfering in any way with an athletic or co-curricular event
7. Engaging in any activity which is disruptive or illegal

Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with Board policy. Employees exhibiting any of the above conduct may be subject to suspension or termination.

Student ID Cards

Students will receive an ID card on the first day of school. The ID cost \$5.00. These will be worn all day at school and will remain at school at the end of each day. If a student destroys or loses his/her ID, the parent will be required to pay \$5 each time for a replacement. All IDs are to be worn on the school provided clip. For safety reasons, students will NOT be permitted to wear a lanyard.

SBLC, Special Education, 504

Each individual school has its own functioning School Building Level Committee (SBLC). SBLC is responsible for the initial screening of children. Initial screening is a process through which school building level personnel are encouraged to explore and employ strategies within the school setting that could provide solutions to a child's problem(s). This committee is a decision making instrument responsible for seeking an answer to the question "What else can we do for this child at our school?"

It is the policy of the Vernon Parish School Board that a SBLC meeting be held upon a student receiving an "N" on his/her report card in a major subject/content area. When a student receives an "N" in a major content area, the teacher must contact the counselor and the parent to set up a meeting to address concerns and interventions to be put in place.

The Vernon Parish Policy for implementation of the Program for Dyslexic/At-Risk Students shall conform to the guidelines of bulletin 1903 (R.S. 17:7 (II)). All 504 eligible students will be served according to federal government guidelines.

School Resource Officer (SRO)

Director of Emergency Services, on base, have placed uniformed officers at Parkway Elementary. The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents, students and staff, and assists as needed.

Transportation

Transportation Methods

Parkway students have two primary methods of transportation - bus and/or parent drop off/pick up. Parkway provides transportation via buses to housing and school age services facilities on Ft. Polk. Parents also have the option to provide transportation to their children during the school year. Our buses drop off at 7:00 a.m. and begin loading at 3:05 p.m. while school is in session. Parent drop off begins at 7:00 a.m. and ends at 7:30 a.m. and parent pick up begins at 3:20 p.m. Pick up times for half day schedules will be put out as applicable throughout the year.

At the beginning of the school year, teachers will have parents/guardians fill out a method of transportation form. This is to ensure that teachers are aware of how their students will be transported home each day.

Transportation Changes

We know that at times there may be changes to your routine. Any change in transportation **MUST BE IN WRITING** and sent to the school in your child's take-home folder OR by parents/guardians coming to the school by 2:15pm. The written note should include the child's name, the teacher's name, the duration of the change, and the person (name, address, and phone number) who will be responsible for your child after school. It should also be dated and signed by a parent or guardian.

TRANSPORTATION CHANGES **CANNOT** BE ACCEPTED VIA PARENT SQUARE OR OVER THE PHONE OR THROUGH EMAIL/ELECTRONIC COMMUNICATION. THIS IS FOR YOUR CHILD'S PROTECTION.

All transportation changes must be made with the office by 2:15 PM. No changes will be accepted after this time each day. If a written note is not received by the teacher or office, the child will be sent home his/her regular way.

Parent Drop Off: Arrival

- Parent Drop Off begins at 7:00 a.m.
- No one can be dropped off prior to that time as our policy does not include supervision before or after school.
- Parent Drop Off is located in the front entrance of our building - no other entrances will be used for parent drop off
- ALL students must exit the RIGHT SIDE (passenger side) of the vehicle - NO EXCEPTIONS
- During parent drop off times, no one will be able to park and walk a student inside
- You may walk your child inside the building after 7:30 a.m. and after the last car dropping off students has exited the parent drop off line - THIS IS FOR SAFETY REASONS.
- If you have something you need to drop off, please drop your child off first, then park and come inside after parent drop off has ended
- Parent Drop Off ends at 7:30 a.m.
- If you arrive after parent drop off has ended, you **MUST** accompany your child inside the building and make contact with our office staff. Please note: If you send your child in the building unsupervised, your child will remain in the office and you will be called to come back to the school and sign them in.
- If you arrive after parent drop off has ended and it is after 7:40, your child is considered late to school/tardy. Please park, accompany your child inside the building, and you sign him/her in - no exceptions. Your child will be given an admit note to take to his/her teacher for admittance into the

classroom. This is for safety reasons. Please note: If you send your child in the building unsupervised, your child will remain in the office and you will be called to come back to the school and sign them in.

Supervision is NOT provided for students on campus before 7:00 a.m. The school or the Vernon Parish School Board cannot be held liable for any harm that may befall a student who is dropped off by parents at the school prior to 7:00 a.m.

Parent Pick Up: Dismissal

Vehicles form a double line around the lot until the vehicles reach the cones at the stop sign. You must stay in line and not pass each other. ALL VEHICLES MUST HAVE A SCHOOL ISSUED PICK UP CARD. If someone comes without a tag, he or she will be asked to park and wait until all the cars are loaded before his or her child can be released.

- Parent Pick Up begins at 3:20 p.m.
- Parent Pick Up is located in the front entrance of our building - no other entrances will be used for parent drop off
- ALL students must enter on the RIGHT SIDE (passenger side) of the vehicle - NO EXCEPTIONS
- During parent pick up times, no one will be able to park and walk up to pick up their student - this is for safety reasons - your child's safety and the safety of the other students and staff is paramount.
- If you arrive after parent pick up has ended and no one is out front, please come inside - with your ID - to pick up your child.

Video Surveillance

The board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. The superintendent may use video cameras in locations as deemed appropriate.

The district shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on district property.

Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Visitors/Volunteering

Parents and guardians are wanted and welcomed at the school to volunteer. Volunteer training will be required before parents may volunteer. A note will be sent home about training dates. Many times very young children become upset when they see their parents at school and cannot visit with them or leave with them. Parents and visitors may not visit the classroom to ensure instructional time is protected. All visitors/volunteers must be signed out by 2:00 PM.

Anyone who comes to volunteer must sign in at the office, present their ID, and receive a visitor's badge that is to be worn at all times while in the building. *No siblings or other children may come with parents or visitors when volunteering in the school. This includes special activities such as parties, art activities,*

science experiments, etc. Parkway may offer activities throughout the year that involve the whole family and that allow for other siblings to attend as long as they are supervised by parents/guardians.

Weather Events

In the case of inclement weather (icy conditions, flooding, tornado warnings, etc.), the Vernon Parish School Board will issue a message via Parent Square informing parents of any decision made by the Superintendent concerning school closures. You can also tune your radio to one of the local stations. These stations will also announce information concerning school closures.

Radio stations/TV for updates:
KVVP 105.7
KJAE 93.5
KBDV 92.7
KLAX - Channel 4 (Alexandria)
KALB - Channel 5 (Alexandria)
KPLC - Channel 7 (Lake Charles)

Handbook Summary of District Policy

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. The student handbook summarizes district policy and contains general guidelines and information. Refer to official policy and regulation documents for specific information at vpsb.us under Parents/Students click and a list will drop down then click Student Handbook. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls. This handbook's content may be changed from time to time throughout the school year.

This handbook has been written as a guide to provide as much information as possible to our students and parents. However, it can not possibly list every situation or contingency. Therefore, the administration reserves the right to make decisions that it feels will be in the best interest of the student(s) or the school. The administration reserves the right to update this handbook as the administrator determines necessary.

It is the policy of the Vernon Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes but is not limited to admissions, educational services, financial-aid, and employment. Inquiries concerning application of this policy may be referred to Mrs. Leslie Ortiz, Director of Federal Programs. Vernon Parish School Board, 201 Belview Road, Leesville, LA 71446.

Parents/Guardians:

Please keep the following copies of the Vernon Parish Bus Rules, the Vernon Parish Attendance Policy, and the Vernon Parish Acceptable Use Agreement (made available via ParentSquare) for your records. Also included is the Vernon Parish Medication Policy; that is yours to keep as well.

By my signature below, I indicate that I have read the Vernon Parish Bus Rules, Attendance Policy, and the Acceptable Use Agreement. I have also read the Vernon Parish Medication Policy.

Parent/Guardian Name

Student Name

Parent/Guardian Signature

Date

By my signature below, I indicate that I have read Parkway's 25-26 Student Handbook.

Parent/Guardian Name

Student Name

Parent/Guardian Signature

Date

Please return this form to your child's teacher.