

Parkway Elementary School

225 Kinney Avenue
Penticton, B. C. V2A 3P2
<http://sd67.bc.ca/schools/parkway/>

Phone: 250-770-7686
Fax: 250-492-7226
Email: parkway@summer.com
kjones@summer.com



SAFE ARRIVAL PROGRAM

To report student absences, please call:

250-492-3976

This program is intended to help keep our students safe.

In order to assist, we ask that you do the following:

- When your child is going to be absent or late, please call 492-3976 to leave a message.
- Please state your child's name, his/her teacher's name or division, the length of absence and if appropriate, the reason for the absence.

PARKWAY SCHOOL BELL SCHEDULE

8:40 a.m.	Warning Bell
8:45 a.m.	School Starts
10:20 a.m.	Recess
10:35 a.m.	Recess Ends
12:05 p.m.	Lunch
12:50 p.m.	Lunch Ends
2:30 p.m.	Dismissal

PARKWAY SCHOOL PHONE NUMBER

250-770-7686

PARKWAY SCHOOL FAX NUMBER

250-492-7226

PARKWAY SCHOOL EMAIL:

parkway@summer.com or

kjones@summer.com

PARKWAY CODE OF CONDUCT

Practice treating others the way you wish to be treated.

Respect everyone for who they are even if they are not like you.

Identify and make happy, healthy and smart choices.

Do what is right, not necessarily what is popular.

Excel and be the best you can be.

"Parkway Pride"

SCHOOL MISSION STATEMENT

Parkway Elementary Community is dedicated to providing a safe, respectful and caring environment in which all members have opportunities as lifelong learners to soar to their potential as responsible, productive members of society.

STAFF LIST AND TEACHING ASSIGNMENTS

The following is a list of the staff and teaching assignments at our school for the 2009-2010 school year. Please be advised that changes sometimes occur throughout the year.

<u>Staff Member</u>	<u>Assignment</u>	<u>Room</u>
Mr. Kelly Jones	Principal/Gr. 5 Prep. Relief	25
Mrs. Sue Tucker	Kindergarten - Div. 10 & 11	5
Mrs. Vicki Byrnes	Grade 1 - Div. 8	6
Mrs. Maureen King	Grade 1 - Div. 9	11
Mrs. Edi Watkins	Grade 2/3 - Div. 6	8
Ms. Barb Parliament	Grade 2 - Div. 7	9
Mrs. Diane Morgan	Grade 3 - Div. 5	7
Mrs. Donna Silvius	Grade 3/4 - Div. 4	2
Mr. Steve Clarke	Grade 4 - Div. 3	1
Mrs. Shannon Raitt	Grade 5 - Div. 1	3
Mrs. Alice Tunnell	Grade 5 - Div. 2	Port. 2
Mrs. Lora Pronger	Librarian	13
Mrs. Cathy Terris	LAT/Special Ed./ELI	10
Mrs. Crystal Zaugg	Music Teacher	Port. 1
Mrs. Linda Mercer	Secretary/Library Assistant	23
Mrs. Maureen Wourms-Larson	Speech/Language Pathologist	24
Ms. Stacey Kemp	Counsellor/Psychologist	
Ms. Bonny-Lynn Donovan	Ab. Ed. Teacher	
Mrs. Wendy Allan	Education Assistant	
Mr. A.J. Basaraba	Education Assistant	
Mrs. Jeannine Chura	Education Assistant	
Mrs. Maureen Hulley	Education Assistant	
Ms. Jeannette Martin	Education Assistant	
Ms. Holly Romano	Education Assistant	
Mrs. Helen Terry	Education Assistant	
Ms. Sierra Stephens	Library Assistant	
Mr. Kirk Kohlhauser	Custodian	
Mr. Jas Malhi	Custodian	

SCHOOL GOALS

Our school goals are as follows:

1. To improve student performance in the reading and writing components of literacy.
2. To improve student performance in numeracy.
3. To improve student performance on social responsibility.

ATTENDANCE

Please help your child to appreciate that attending school regularly and on time is important to his/her education. Punctuality is an important skill.

Should your child be late or absent from Parkway School, please call to let us know. Also, please send along a note when the child returns, as this communication will ensure that we know you are aware of the absence.

Safe Arrival Policy: Parkway School has a *Safe Arrival* service for parents. It is both an attendance and a safety program. A telephone system is used to call parents when students are not at school. Attendance is monitored during roll call, and the home is phoned if a student is absent and we have not received a call from parents. Parents have the responsibility to phone the school if their child is being kept home. Please ensure that the school has your correct phone numbers.

Students are not permitted to leave Parkway School grounds during the school day. Should you wish your child to leave the school for appointments or at lunchtime, please send along a note to inform your child's teacher. This note will be used as a pass for your child.

If your child will be going home for lunch regularly, please send along a note at the beginning of the year to inform the teacher.

COMMUNICATION

A. Home/School Communication

Communication between home and school is made as comprehensive as possible through both informal and formal contacts. Parents should contact the teacher by leaving a message at the office whenever they have questions, concerns, or information. Parents are encouraged to voice any concerns as they come up, and not wait for a report card conference. The school phone number is 770-7686. If you have an email address please let the office know as this is another great way for us to communicate.

B. Newsletters

The Parkway School newsletter is issued during the first week of each month of the school year (or as close as possible after vacations). These are sent home with

students and via email, and contain schedules and other pertinent information, as well as reports on various activities in the school. Shorter, supplementary newsletters may be sent as the need arises. Individual teachers also send home newsletters, some as often as once a week. These newsletters are intended to keep the families of students up to date with information on particular classes. From time to time, School District or Education Ministry newsletters are also sent home. Newsletters are generally sent home with the youngest child in each family and via email. Should you find that the newsletters are not getting home with your child please check at the administrative office for additional copies or give Mr. Jones your email address.

C. Telephone

Students may use the school's student telephone only for important reasons, including emergency situations. Phone calls concerning illness or injury must be done through the school office. Students are encouraged to make after-school play arrangements with parents ahead of time, not through the use of the school phone. Students must carry the class phone card with them indicating that they have a teacher's permission to be telephoning.

D. Reports:

The Ministry of Education has mandated that there be at least five reports to parents or guardians during the school year. At least three of these reports are considered formal and must be made on report cards. However, report cards are only one way of reporting. Parent/teacher/student interviews or meetings, phone calls home, brag nights, letters, interim reports and parent observations are all methods of communicating with, and reporting to, parents and guardians. Many variations of these strategies may be used to inform parents of student progress. Notes, reports, or logs will be kept of each such activity so that it is maintained as a part of the student's assessment records.

PARKWAY PARENT ADVISORY COUNCIL (PAC)

The Board of Trustees of School District #67 endorses the concept of School Advisory Councils to encourage the exchange of ideas among staff, parents and community members relating to school programs and policies.

What is the purpose of Advisory Councils?

- to provide a forum for discussion regarding school activities
- to bring ideas that might benefit children in the school to the attention of the principal and staff
- to provide consultation on new programs, school goals, policies and directions

Who is on the Advisory Council?

- parents and interested members of the community

STUDENT RECOGNITION

Recognition of student achievements at Parkway Elementary School is based upon the objectives of our school. There is daily recognition by classroom teachers for successful achievement in social, emotional, intellectual, and physical areas. From time to time, there will be school-wide recognition for specific achievements as well. Personalized certificates, pins, prizes and special celebrations are all examples of student recognition, but so are encouraging comments and *thank you's* for jobs well done.

LIBRARY

Students visit the library to use and sign out library resources, to develop an appreciation and enjoyment of books and reading and to learn library skills that encourage independent learning. Students access the resources through a computerized cataloging system. Books are signed out for a period of one week. All books must be returned or renewed before more books can be signed out. The school policy is that students will be charged for lost or damaged books. Every effort is made to recover materials prior to charging for them. If a book is found after it has been paid for, the payment is returned. To encourage responsible handling and returning of books, a Book Fair gift certificate is awarded to any child who has no (or very few) overdue books during the year. Student library monitors help shelve and tidy books during lunch breaks.

DEALING WITH UNACCEPTABLE BEHAVIOUR

Whenever a student demonstrates unacceptable behaviour the staff member who witnesses the behaviour deals with the student in a calm, caring manner. The situation is investigated; all points of view receive a hearing, before a conclusion is reached. Whenever the behaviour is unacceptable, the student receives a review of the expected behaviour and is given a constructive consequence.

For minor infractions, the information is confined to the school level. For continual offenders, or serious cases (unacceptable language, causing physical harm, acting in a dangerous manner, theft), the parents are involved after the initial investigation. When applicable, the school district administration and the authorities are included.

In-school suspension programs are preferred to address the problems created by continued offenders or extremely serious situations. The offender is relocated to another supervised location to complete his/her assignments. The offender, classmates and teacher benefit from such a program.

Should the behaviour become dangerous, extremely unacceptable, or continuous, an out-of-school suspension program, that transfers the responsibility for supervision to the parents/guardians, may be imposed.

Parkway Elementary School complies with the Board Policy and regulations for all suspension programs.

BIKES AND PERSONAL PROPERTY RULE

To prevent theft, damage, or loss of such articles as toys, walkmans, ghetto blasters, etc. students are requested not to bring any personal property items to school that are not standard school supplies or equipment. It is mandatory that bikes brought to school are individually locked with a bike lock. No skateboards, roller blades or scooters at school please.

PARENTAL CONSENT FORM

Parents must complete a Parental Consent Form which will be kept on file in the office. The form allows students to travel to authorized school activities (sports events or class field trips). The form also includes consent for pictures, interviews and media. Agreeing to release of phone and address information is only applicable to our school district and parent group.

CRIMINAL RECORD CHECKS

As times change, so does School Board policy. We are now required to have criminal record checks completed for all volunteers who work unsupervised with children and who drive children to and from school sponsored events. We are able to do many extras because of the support we get from parents. Let's not make a minor inconvenience lessen the opportunities for our students.

Here's the process:

- Pick up a letter, return envelope and criminal record check form from the office. Please place a stamp on the envelope.
- Present all three items in person to the RCMP, photo ID required.

The RCMP will return the completed record check to the school. Thanks for your continued support of our students.

VOLUNTEER DRIVER INFORMATION FORM

Parents who are transporting students in their own vehicles on school field trips or for school events are requested to complete a *Volunteer Driver Information Form* and to have a *R.C.M.P. Criminal Record Check* on file. These forms are located in the office. Students under nine years of age will need a booster seat to travel in as well.

WHEN CHILDREN ARE ILL

In fairness to all, please do not send your child to school if they are showing signs of being sick. We do not have the staff to take care of sick children. Good health is necessary for your children to learn. Students who are ill should not attend school until they are feeling healthy again.

Students who become ill during the day are to let their teacher know right away. Our policy is to get students home as quickly as possible. We will call parents and ask that the student be picked up, or if requested by the parent and appropriate for age, to have the student walk home. For this reason, it is important that **parents keep work and emergency phone numbers current** at the school.

STUDENT DRESS

Students at Parkway Elementary School are expected to appear in a clean, neat and appropriate manner. Appropriate clothing is defined as having backs, midriffs, shoulders, chest and undergarments covered at all times. Clothing with offensive words, slogans or pictures is not acceptable. Clothing that promotes racism, sexism, violence, alcohol, drugs or a tobacco product is inappropriate in the school. Hats are to be removed while you are in the building. Coats and outside footwear are to be removed and neatly stored. During the colder months, students will be expected to go outside at recess and lunch each day for fresh air and exercise. Please ensure that your child is dressed appropriately, in warm winter clothing and footwear, for these days.

Students in intermediate grades are to change into their own gym strip for P.E. classes. Gym strip should include a t-shirt with short sleeves, shorts and clean running shoes.

Student appearance reflects their judgment and respect for themselves and others. Inappropriate appearance can distract us from our educational purpose. If a student's appearance is inappropriate he or she will be asked to resolve the matter, and/or parents will be contacted.

FIRE DRILLS & LOCKDOWN DRILL

Regular fire drills are held throughout the year to practice leaving the school quietly and safely.

FIRST AID/INJURIES

One or more staff members have valid first-aid certificates, and the school is well equipped with up to date first aid supplies. Injuries are taken care of immediately and parents (or emergency contacts) are phoned if necessary.

MEDICATION

If medication is required during schools, the following procedure is followed:

- a) a request for a medication form is required **every year** to administer medication at school. This is to be picked up at the office and **must be signed/approved by the physician before medication can be given out.**
- b) students who have a severe medical problem should have a medical alert form filled out. For further information, please contact the school secretary, Mrs. Mercer.

INSIDE SHOES

In an effort to keep our school clean, students are requested to bring a separate pair of runners for use inside the school only. These "inside shoes" should have no scuff soles which would mark the floors. They are for use in the gymnasium and throughout the school on days when outside footwear is wet or unsuitable.

LEARNING ASSISTANCE PROGRAM

This program provides small group or one to one instruction in either the resource room or in the student's classroom. Services may include: teaching learning strategies, skill development or remediation and the development of compensatory skills. Due to the part time assignment of a Learning Assistance Support Teacher, only students with priority needs can be accommodated.

EARLY LITERACY INTERVENTION

This is an intense program tailored to meet specific individual needs. Our school targets grade one and grade two students on this one-to-one program, on a priority basis only.

COUNSELLOR/PSYCHOLOGIST

Our school has a counselor/psychologist on site one day each week. The psychologist is shared by five other schools. The psychologist's major functions involve psychoeducational assessments, direct service counseling for students, liaison with community agencies and consultation services to teachers, administrators parents and school staffs.

SPEECH/LANGUAGE PATHOLOGIST

A speech/language pathologist is assigned part-time to our school. Services include screenings, diagnostic assessment, direct (small group or individual therapy) and indirect (consultation or home programs) intervention. The Speech Language Pathologist works with the School Based Team.

OCCUPATIONAL THERAPIST

At present a qualified occupational/physical therapist is employed by the school district. We provide assessment and therapy for fine and gross motor skills and any necessary equipment for physical disabilities.

ABORIGINAL EDUCATION

An Aboriginal Education Resource Teacher and Support Worker are assigned to our school to support the needs of all status/non-status aboriginal students. Services include academic support, both individually and in small groups; home/school liaison and an after school tutorial once a week. Parent approval for participation is required.

ENGLISH AS A SECOND LANGUAGE

A teacher is provided part-time for non-English speaking children attending our school who demonstrate an identified need in specific instruction. This program helps children adapt to their environment and language.

GIFTED EDUCATION

A teacher of gifted children provides a district program for selected gifted children from each school. Enrichment activities are provided by all teachers at the classroom level. Students benefit from the extra challenge at the level they are most comfortable with.

LOST AND FOUND

A trolley in the north hallway is our lost and found bin. Valuable items that are found are handed in to the office. Please check through the lost and found trolley when you are in visiting the school. The Lost & Found bin will be emptied on a monthly basis.

CLASSROOM HELPERS

Occasionally a teacher requires extra assistance for a variety of reasons/activities. Parents may volunteer for such things as sharing a talent, art projects, extra reading, outdoor activity, etc. by notifying the teacher. It is critical that the confidentiality of the classroom be maintained while serving as a volunteer in the school. If you have any questions concerning anything that has happened during the day, please feel free to discuss them with the teacher or principal but please do not discuss the children with others outside the class. If another parent asks how their child is doing, a general positive comment is appropriate.

CONCERNS

The most effective problem solving usually takes place at the classroom level between parent and teacher and sometimes with the student. If you have a concern, please contact your child's teacher. The principal would also like to hear and help with school-related concerns or problems. Please feel free to contact the office to talk to Mr. Jones.

PARKING LOT SAFETY

Parkway School is asking for your help and assistance to make our parking lot and the surrounding roadways safe for our students. Parents and other adults are prime role models for our young students and our actions are very important to the habits and actions that the students learn. Role modeling for our children the safe use of our parking lot and crosswalks is the quickest way to have them learn to comply with the safety rules and be safe on their way to and from school.

- 1) Daycare busses and vans have been asked to pull to the front of the parking lot in the yellow zone to pickup and drop off their students. Other vehicles are asked to **NOT** use this yellow zone area. This has been done to eliminate the need for students to travel across the parking lot to load or be unloaded.
- 2) Cars and vehicles dropping off or picking up children are asked to pull into a parking spot so that the traffic flow through the parking lot is not impeded. Students are encouraged to head straight away from the vehicle and cross as little of the parking lot as possible (use the playground where possible).
- 3) Pedestrians are expected to use the crosswalk. Using the crosswalk is the best way to have all drivers aware of where our students are crossing the road. Drivers are asked to be patient with our students crossing for these short times each day.
- 4) All vehicles are asked to slow to the appropriate speeds on the roads and in the parking lot around the school (30 km or less).
- 5) All vehicles are asked to respect the **no parking** areas on the roadway in front of the school. Visibility is important for drivers approaching the crosswalk area. The City of Penticton conducts frequent patrols of the area.

- 6) Vehicles should not park along the driveway next to the Parkway annex / Home Learners building, or in the handicap parking spots.

Please assist us in making Parkway Elementary a safe and secure school. The physical safety of our students is only one aspect of a safe and secure school but it is the one that the Parkway Parent Advisory Council (P.A.C.) and the school are focusing on at this time. Your assistance is needed to make it work.

SUPPLIES AND TEXTBOOKS

All students are responsible for providing their basic school supplies as requested on the supply list. In addition, students are loaned textbooks during the year. Students are asked to treat their books with care as they will be charged for damaged or lost textbooks.

STUDENT EXPECTATIONS

Each student will follow the rules listed below.

1. Arrive at school no earlier than 8:20 a.m. unless requested by a teacher.
2. Use designated doors for entering or leaving the school. Generally, **primary students** will use their classroom door. **Intermediate students** will use the north doors, with Mrs. Raitt's class using the east side doors.
3. Students eating lunch at school must remain in their classrooms until the 12:25 p.m. bell. Students going home for lunch are expected to go home directly after the 12:05 dismissal bell.
4. Have permission to remain in the classroom or library at recess or at lunch when circumstances warrant it. The teacher will put on the board the names of those students who have permission to be inside.
5. Students will be outside during recess and lunch. During inclement days, students will be notified over the P.A. system of an "in day". Students then are expected to remain in their own classroom involved in some quiet activity.
6. Be expected to walk quietly and safely to and from all activities in an orderly manner. We use common sense and safety as our guide.
7. Play only on the playground and grassy areas. The parking lot and the front of the school on the gravel area or around the bicycle racks are off limits for play.
8. Walk bicycles on the school grounds.
9. Participate in sport and play in a safe manner.
10. Dress appropriately for school (including P.E. and gym activities).
11. Be expected to adhere to our Code of Expected Student Behaviour.

SCHOOL DISTRICT STAFF

Ms. Wendy Hyer
Superintendent of Schools

Mr. Dave Burgoyne
Assistant Superintendent
Human Resources

Mr. Frank Regehr
Secretary-Treasurer

Mrs. Pam Butters
Director of Instruction
Student Services

Mr. Tom Schimmer
Director of Instruction

SCHOOL CALENDAR 2008 - 2009

Schools Open	September 8, 2009
Thanksgiving Day - schools closed	October 12, 2009
Professional Development Day - schools closed	October 23, 2009
Remembrance Day observance - schools closed	November 11, 2009
Schools close for Winter Vacation	December 18, 2009 (last day)
Schools Reopen	January 4, 2010
Schools close for Spring Break	March 5, 2010 (last day)
Schools Reopen	March 22, 2010
Good Friday - schools closed	April 2, 2010
Easter Monday - schools closed	April 5, 2010
Victoria Day - schools closed	May 24, 2010
Administrative Day (students not in attendance)	June 30, 2010