



Parkwood Elementary School 2022-2023 Handbook

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Principal

Mrs. Amanda Bennett
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Parkwood Elementary School
503 Parkwood Drive
Warner Robins, GA 31093
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Welcome to Parkwood Elementary

Mission Statement: We will learn through experiences that are purposeful and challenging to grow ourselves to positively impact our futures

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

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

We have many activities planned throughout the school year for our Parkwood Family. We want you to be involved in your child's school activities.

For Your Information

School Office	478-929-7822
Press 1 to speak to someone in the office or enter the extension number	
Med Tech	Extension 3082
Media Center	Extension 3093
School Counselor	Extension 3088
Lunchroom	Extension 3083

Our School Day

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

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

Breakfast will be served from 7:45 a.m. - 8:20 a.m. As a CEP school, all students at Parkwood are eligible to receive a free breakfast and lunch. Students who arrive between 8:20 and 8:25 may be given a sack breakfast since the cafeteria closes at that time to begin lunch preparations. Snacks are sold daily from 8:00 a.m. to 8:25 a.m. in the main hallway.

At 8:30 a.m., morning announcements are made. Our broadcast helpers are given the opportunity to lead the pledge to the flag and read school announcements. A moment of quiet reflection is also observed.

Arrival

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

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

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

Dismissal

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

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

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

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

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

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

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

Early Dismissal: If you come to pick up your child before school ends, please report to the office to check your child out. If a child is **signed out prior to 3:30 p.m.**, it will be counted as an unexcused early dismissal unless documentation is given for the early dismissal. Be prepared to show your I.D. when checking out your child. **As always, we will not release your child to anyone who is not already on the pick-up list completed by the enrolling parent.**

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

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

Student Expectations

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

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

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

With this in mind, Parkwood Elementary expects its teachers to be assertive teachers. An assertive teacher is one who clearly and firmly communicates expectations to the students. The teacher is prepared to reinforce her/his words with appropriate actions. By being assertive, the teacher establishes what is expected from the child, and what the child can expect in return from the teacher.

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

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

Each grade will send home a classroom discipline plan. This plan is designed to help students learn classroom rules through discussion, practice, and modeling. It is our wish that, with the help of parents, this plan will be taught so positively, it will not be necessary to refer a single child to the office. If a referral is needed, parents will be contacted so we may work together to be successful in teaching self-discipline.

Discipline **Minor offenses**

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

Minor infractions include, but are not limited to, the following:

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| -Talking without permission | -Stealing |
| -Getting out of seat without permission | - Making noises |
| -Playing with toys, games, cell phones, etc. | -Running in the building |
| -Lying to staff members | -Not attempting to complete work |
| -Not wanting to participate in class | -Minor lunchroom behavior |
| -Not following procedures during transition | -Playing in the restroom |
| -Profanity | -Name calling |
| - Other minor incidents | |

Minor consequences include, but are not limited to the following:

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|---|-----------------------------------|
| -Time reduction from recess | -Class Dojo |
| -Time Out (in another classroom) | -Warning |
| -Plan For Improvement (PFI)/ Minor | - Office Discipline Referral Form |
| -Conference with Principal or Assistant Principal | -Counselor referral |
| -Excluded from school activities/functions | -Silent lunch |
| -Parent conference | -In School Suspension |
| -Afterschool detention | |

Major Offenses

Major school offenses may result in an immediate suspension, depending on the severity of the infraction. The suspension could be 1-10 days of In-school Suspension (ISS), 1-10 days of Out-of-School Suspension (OSS), or 1-10 days of Bus suspension for an infraction. Severe or Chronic bus incidents may result in a bus suspension for the remainder of the year.

Major infractions include, but are not limited to, the following:

- Fighting / Extreme physical aggression
- Extreme disrespect / Active Defiance
- Inappropriate touching
- Possession or sale of harmful substance
- Violation of Houston County Weapons Policy
- Sexual comments/actions/gestures
- Leaving assigned area or school campus without permission
- Other major incidents
- Possession of an inappropriate item
- Profanity (written, verbal, gestures)
- Biting and spitting
- Stealing/Theft
- Threats to do bodily harm
- Bullying

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

The first office referral may result in a parent conference with the Principal or Assistant Principal, depending on the severity of the infraction. Thereafter, In-School Suspension (ISS), Out-of-School Suspension (OSS), or Bus Suspension will be assigned in progression, depending on the severity of the infraction. A student could receive 1-10 days of ISS; 1-10 days of OSS; or 1-10 days of bus suspension for an infraction.

If suspended (alternative school placement, three or more days home, or upon principal's request), parents should accompany their child back to school, at which during that time, a conference will be held with one or more of the following school personnel: Principal, Assistant Principal, Counselor, or child's teacher, to set a behavior goal for improvement.

Students who incur multiple infractions will meet with parent and an administrator to develop a plan of support and sign a behavior contract. If the misbehavior continues, the student may also be recommended for Alternative School Placement. An Alternative Placement assignment can last from 15 to 45 days. Students are assigned additional days if they are absent or fail to follow rules and procedures during their placement.

Suspension Guidelines

Parkwood will define a chronic discipline problem student as one who has been referred to the office five times.

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

1st -The school will notify the parents by mail, telephone, in person, or a home visit that the student's behavior can no longer be handled through means outlined in this discipline handbook without suspension from school.

2nd - The school will request that at least one parent attends a conference with the teacher and/or principal to devise a disciplinary and behavioral correction plan.

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

1. Request a conference with the parent upon the student's return to school.
2. Review expectations and a plan of action. (Re-visit Tier 2 and Tier 3 plan if the student is chronic.)
3. Document the conference in Infinite Campus, and finalize the referral process.
4. Ensure that the student makes up all classwork and/or tests missed during the suspension period.

Positive Behavioral Interventions and Supports (P.B.I.S.)

Parkwood students are taught behavioral expectations known as S.W.A. G., which is an acronym that refers to students who demonstrate positive behaviors as follows:

S - Safe

W - Wise Choices

A - Always Respectful

G - Give Your All

When students exhibit behaviors that support their understanding of the behavior expectations, they are acknowledged with incentives to encourage them to continue to meet expectations school-wide.

Think Time

The **THINK TIME** discipline technique involves reasonable rules, logical consequences, and maintains the dignity of students and teachers. THINK TIME is for minor misbehaviors and is designed to provide the students an opportunity to gain self-control, reflect on their behavior, and plan for future success. THINK TIME is a warning. It is used to protect the learning environment. **Students do not incur infractions for going to THINK TIME.** However, students who refuse to go to THINK TIME will incur an infraction for insubordination.

Class Dojo

Class Dojo is an online school-wide behavior management system intended to foster positive student behaviors and classroom/ school culture. Students earn 'Dojo Points' based on meeting school-wide expectations. Teachers/ staff use Class Dojo to keep parents up to date on student progress and classroom/ school happenings.

Behavior Celebration Criteria

Celebrations	Requirement Dates	Class Dojo Points	Event Date
1st Celebration	August 1 - September 30	100	October 6
2nd Celebration	October 3rd - December 9	100	December 14
3rd Celebration	January 4 - March 3	100	March 9
4th Celebration	March 6 - May 5	100	May 11
Mega Celebration	Must have attended all celebrations	400	May 22

Requirements: No ODRs, No more than 3 PFIs, must have AT LEAST 100 Dojo Points

Behavior Celebration Expectations:

- Weekly classroom acknowledgement: Students that meet their grade level classroom points as defined in each grade level's weekly points expectation.
- 9 Weeks Celebrations: Students will need to earn the minimum amount of behavior points (*see chart*), no office referrals, and 3 or less Plan For Improvement (P.F.I.).
- Mega VIP Celebration: Students will need to earn the minimum amount of behavior points (*see chart*), no office referrals, and 3 or less Plan For Improvement (P.F.I.), and attended ALL Eagle Celebrations.

Eagle Bucks:

In addition to Class Dojo points and Eagle Behavior Celebrations, students are also acknowledged for meeting any of our four school-wide expectations throughout the school, including the bus. Staff acknowledges students by issuing "Eagle Bucks" to students who meet Parkwood expectation(s). Staff issuing the bucks(s) will connect each buck issued to student directly to one of our 4 school-wide expectations. Students can use bucks for supplies, snacks, treats, or other incentives given by Parkwood Elementary. Students visit the Eagle Bucks store to shop once each grading period. (*See redemption dates below*).

Eagle Bucks Store	Spending Dates
1st Shopping Day	October 4-5
2nd Shopping Day	December 8-9
3rd Shopping Day	March 2-3
4th Shopping Day	May 8-9

SCHOOL CLUBS LISTING

Academic Bowl

Art Club

Broadcasting/Media Club

Chorus

Percussion/Drum Club

Dance Team