

PARKWAY SCHOOL



SCHOOL HANDBOOK
2020 – 2021

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145 East Ridgewood Ave., Paramus, NJ 07652
201-261-7800 x 8512



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PARAMUS BOARD OF EDUCATION

Regular board meetings are open to the public and begin at 7:00 p.m. Meetings are scheduled for the second Monday of each month and are held in the Board Meeting Room, located at 145 Spring Valley Road. The Board of Education can be contacted via e-mail through the district website at: www.paramus.k12.nj.us



School Hours

Full Day General Ed: 9:00 a.m. – 3:00 p.m.

Early Dismissal: 9:00 a.m. - 1:10 p.m.

Lunch / Recess: 12:00 p.m. – 12:45 p.m.

1st & 3rd grades - lunch 12:00 –recess 12:20 – 12:40

2nd & 4th grade - recess 12:00 - lunch 12:20 – 12:40

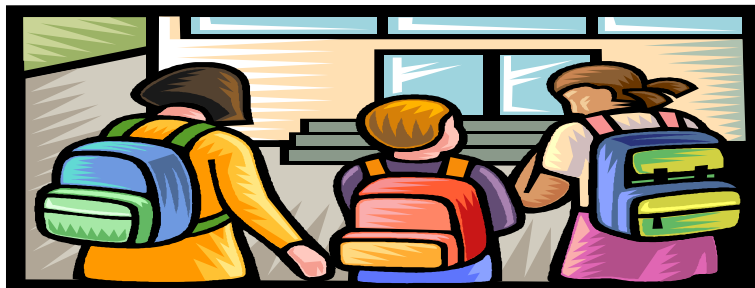
ARRIVAL

Children are permitted to go to their classrooms at 8:45 a.m. **They should not arrive earlier than 8:45 a.m.** since there is no supervision provided until that time.

If your child is late, send a note to the teacher explaining the reason for the tardiness. Your child should bring this note to the office upon arrival.

If you are driving your child to school, please follow what has become a safe and efficient procedure:

- **Please pull up along the cones at the side of the school. Please pull as far forward along the cones as possible so that more cars can pull up behind you.**
- **Please do not get out of your car while dropping off children.** There will be other vehicles behind you. If you must go into the school, please park your car in one of the parking spots.



DISMISSAL

Walkers and children attending the Champions program are dismissed first.

Our buses usually arrive at 3:00 p.m. Children are led to their bus lines by classroom teachers. If a bus arrives at school later than 3:30 p.m., the school office will contact you. Phone numbers listed in Genesis will be called, so please make sure your contact information is correct.



Staff members supervise all dismissals.

To ensure the safety and smooth dismissal of all students, **we cannot accommodate occasional changes for convenience. It is the parents' responsibility to provide transportation for activities or play dates after students have returned home from school.**

In August each family will complete a dismissal declaration indicating their child's daily dismissal schedule. Please notify the office in writing should your dismissal declaration statement change during the year.

All of the above procedures involve cooperation between home and school. We are sure you understand that the safety and well-being of the children is our utmost concern.

Emergency early dismissals occur infrequently. We ***must*** have a phone number in Genesis for the purposes of contacting someone to pick up your child.



VISITING THE SCHOOL

To enter the building, please press the buzzer located to the left of the front doors. All visitors must sign in and obtain a visitors pass from the security officer. Do not go to any classroom during school hours without permission.

Parents are cordially invited to visit classrooms on Back-To-School Night, during American Education Week, for pre-arranged teacher conferences and for special events.

Individual conferences with teachers will be scheduled after the first report card and in May. Special conferences can be arranged throughout the year with your child's teacher or the principal.

You will receive invitations to all special school events such as parades, concerts, plays, and other performances. Please frequent the Parkway website for updated information.

Dropping off lunches during the day is disruptive to the lunch period. For that reason, we strongly encourage you to send a lunch with your child(ren) in the morning.

In accordance with the school nutrition policy No. 805-a, fast foods containing trans fats are strongly discouraged. Thank you for your anticipated cooperation.

Any questions??? Always feel free to call the office at (201) 261-7800 x 8512!

PROGRESS REPORTS

- Progress reports (report cards) are issued for grades K through 4, three times a year in December, March, and the last day of school.
- Teachers usually contact you between progress reports if there is a special need.
- Individual conferences between teachers and parents are held in the fall sometime after the first report card.
- Spring conferences are held to review the year's progress.
- At all grade levels additional conferences will be scheduled as needed.
- Please call the teacher if you have any concerns about your child's progress.

ATTENDANCE

Please call the nurse's line to report your child's absence from school at (201) 261-7800 x 8516.



The Board of Education has a policy to encourage good attendance. If an elementary student is absent more than 20 days in a school year, the child could be retained. Parents must, of course, make careful decisions to determine the health of the child. It is better to keep a sick child home. Since there are three full weeks of vacation during the school year, parents are encouraged to plan vacations only during the dates listed in the district calendar. In addition, it is also the policy of the Board of Education that four late arrivals to school equal one absence. Please refer to your copy of the Paramus Board of Education Attendance Policy for further information.

CLASS PARENTS

Class Parents are parent volunteers for each class who assist the teacher in many ways. Their responsibilities, depending on the need of the teacher include: helping with class parties, collecting class dues, contacting parents for emergency school closings, assisting with special class events, and attending monthly PTA meetings. The PTA board sets guidelines for Class Parents.

EMERGENCY CLOSINGS



If school has been cancelled due to weather conditions parents may obtain this information via: Paramus District Web site (www.paramus.k12.nj.us) or via the School District main number 201-261-7800. Several a.m. radio stations broadcast school closings: WCBS News 880, WINS Radio - 1010. In addition, the following television stations make closing announcements: WNBC Channel 4, WNYW Fox Channel 5 and WABC Channel 7. The police request that you DO NOT call them.

Only in the event of an **unusual** emergency closing, will a phone chain be activated by the class parents. Therefore, it is very important that you provide the school and your class parent with up to date information on your daytime phone or cell phone number. Please be sure to provide a reliable contact person who can be reached in case of emergency.

SCHOOL MESSENGER SYSTEM

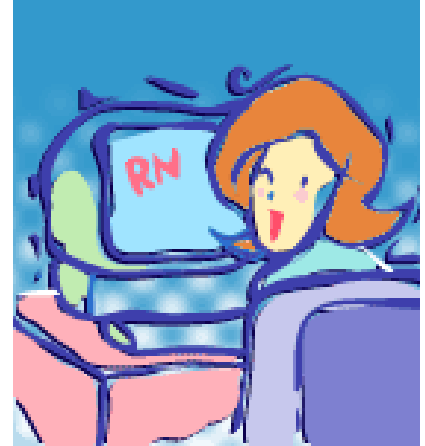
This system will automatically call your Guardian 1 and Guardian 2 contacts on the Genesis Parent Portal. Please make sure this information is up to date.

RELIGIOUS HOLIDAYS

Students are excused from school to observe state listed holidays. Parents must send a note prior to the holiday to notify the school of the absence. Teachers will not schedule tests or introduce new work during these approved holidays. The student's attendance record will not be affected by excused religious absences. You may obtain a copy of the New Jersey State Department of Education Religious Holidays calendar by contacting the school office.

THE SCHOOL NURSE

A full-time certified nurse is assigned to Parkway to oversee the health program. The nurse administers primary first-aid measures to treat minor injuries or illness. Her other functions include:



- Weighing and measuring of all students
- Screening for vision and hearing
- Screening children age 10 and older for scoliosis
- Maintaining health records
- Screening periodically for head lice
- Teaching lessons in health, safety, and substance abuse prevention
- Promoting health practices at school
- Administering Mantoux tuberculin tests to new employees and certain students
- Participating in the child study team and the pupil assistance committee
- Participating in the school safety committee

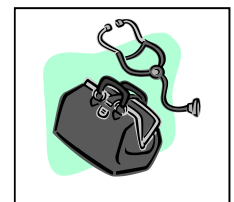
The school nurse will contact you if:

- Your child is too ill to remain in school
- Your child is injured and needs medical attention
- The screening process indicated a need for you to obtain further help (i.e. eyeglasses)
- She and the teacher think that your child requires attention for other health reasons
- Cases of head lice have been detected in the class*

*Students with head lice and/or nits are excluded from school. The school nurse will readmit them after treatment and examination.

PHYSICAL EXAMINATIONS

New students, kindergarteners, and all third graders are required by the district to have a complete physical examination.





MEDICATION IN SCHOOL

The New Jersey State law mandates specific procedure to the administration of any medication. Please read the following procedure from our Superintendent of Schools so that you are familiar with the regulations. Samples of the forms are available from the school nurse.

Department of Student Personnel Services Procedure for Administering Medication at School

When requests are made by parents to have medication administered to their child in school, the following procedure should be followed:

1. All medications to be administered in school should be ordered in writing by the family physician and addressed to the school nurse. Dosage, time schedule and purpose of medication should also be included.
2. Also required is written authorization from the parent to be presented to the school nurse.
3. All medication must be in original containers and must be properly labeled by the registered pharmacist who dispensed the prescription (medication in envelopes, wrapped in paper, or in unlabeled bottles are not accepted).
4. The medication will be stored in a locked cabinet in the Clinic by the nurse.
5. This program is approved for essential medications only; i.e. antibiotics, tranquilizers, anticonvulsants, asthmatic medication, eye drops, and the like.

If your child needs medication during the school hours, please see the school nurse.

FOOD ALLERGIES

If your child's classroom is designated as Peanut Free or Peanut Aware, please adhere to the guidelines that you received with your child's class placement letter. Protecting the health and safety of our students is our collective responsibility. Your cooperation is anticipated and greatly appreciated.

POLICY QUICK REFERENCE

POLICIES

Please refer to the following policies on the district website or use the Quick Link on the Parkway website:

1. Paramus Public Schools Computer Facilities Access Agreement
2. Policy 5131.2 – Harassment, Including Sexual Harassment, Intimidation, Bullying and Relational Aggression
3. Policy 5135.1 Electronic Portable Communication Devices
4. Policy 5113 – Attendance, Absences, and Excuses
5. Right To Know Letter from Superintendent (RE: NCLB – Highly Qualified Teaching Staff)
6. FERPA (Family Educational Rights and Privacy Act)
7. PPRA (Protection of Pupil Rights Amendment)
8. Life Threatening Allergies/Food Allergies in the School Grades PreK-4 (relating to policy 5141.21)