

WELCOME BACK PANTHERS!



PRINCIPAL'S MESSAGE

It is my pleasure to welcome you to Parkway Village Elementary School. The faculty and staff join me in saying we're happy to have you as part of the New 21st Century School family. We hope this will be a successful and satisfying year for you.

We welcome your participation and support this school year and solicit your membership in the PTO. Working together, we will be able to reach our collective and individual goals and celebrate the achievement of our students.

Albert Means
Principal

SCHOOL HOURS

School hours are from **8:15 a.m. until 3:15 p.m.** each day. Students should NOT arrive earlier than 7:45 a.m. or remain on the campus later than **3:20 p.m.** unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:45 a.m. EACH DAY.** Supervision WILL NOT be provided for students who arrive before **7:45 a.m.** or remain later than **3:20 p.m.** Please be aware that the safety of your child is at risk each time he/she is left unsupervised before or after school. We strongly urge parents to make arrangements for timely transportation of their children.

Arrival: Students should arrive at **7:50 a.m.** and enter the building through the front circular drive. **Students are tardy at 8:16 a.m.** Car riders must be dropped off at the circular drive. No parking is allowed in the drop off zone. Please be considerate of others who are on a time schedule. The drop zone is for immediate drop only. Students should be ready for a quick exit from the automobile. To help traffic flow more smoothly, parents are asked not to make left hand turns onto or off Goodlett or Knight Road during student arrival and departure times. **IT IS AGAINST THE LAW TO USE CELL PHONES WHILE IN THE CAR RIDER LANE.** Please put your car rider number in the front windshield on the passenger side and leave it

there until your child has been loaded. Please do not assume that the dismissal teacher will know your family.

Dismissal: Students will be dismissed no later than **3:15 p.m.** Students must be picked up no later than **3:20 p.m.** Walkers will be dismissed by Staff from the front of the school. Parents /siblings will meet their students there. Car riders will be picked up from the loop in the front of the school. **NO STUDENTS** are dismissed from inside the building **NO EXCEPTIONS.** Parents should notify teachers of their child's regular dismissal method, via written documentation. Any change in dismissal must be submitted in writing to their child's teacher. Phone calls of the the dismissal change due to emergency should occur prior to **2:00 p.m.** so that message can be given to the teacher prior to students' dismissal movement. Should an early dismissal be necessary, students must be dismissed through the office **PRIOR TO 2:00 P.M.** Students who are not picked up by **3:20 p.m.** will be brought into the building and parents will be contacted. A report will be made to security for safety reasons for any students remaining after 3:20 p.m.

Emergency School Closing: Please make advanced arrangements in case of early dismissal due to the weather. If school is closed due to bad weather, the Superintendent of Schools will notify the local TV and radio stations that will broadcast the information. Please do not call the school office. People who are not listed on the student information form will not be allowed to check out your children. School buses will run on early dismissal days. After School Care is not provided when schools close. Please have a backup plan and discuss the procedure with your child.

SCHOOL VISITORS

All visitors and parents are welcome and encouraged to visit the school. We protect the instructional time and safety of our children. Therefore, if you need to speak with your child's teacher, we request that you schedule an appointment. For the protection of the students, **all visitors must report to office and sign in upon entering the building.** All children not enrolled at Parkway Village Elementary School should be accompanied by a parent. **A forgotten item (such a lunch box) should be brought to the office and the child will be called to pick it up.** The principal or designee has the authority to exclude from the premises any person disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act. (See page 4 of the SCS Student Handbook for clarification of this district policy.)

ATTENDANCE POLICY

Regular class attendance is extremely important. All students are required to attend school on each day that the school is in operation. Poor attendance will result in a parent teacher conference, and if necessary, further disciplinary action.(Report to SCSTruancy Department)

Absences

The school principal must report to SCS Superintendent's designated representative the names of all pupils who have five (5) days unexcused absences in aggregate (total) during the school year. The Superintendent must report to appropriate judicial authorities any child who is habitually and unlawfully absent from school. This could lead to the parents being fined or jailed. Therefore, it is of utmost importance that parents follow proper procedure if the absence should be excused.

In order for an absence to be considered excused, we must have a written note from the parent within 2 days of the student's return, stating the reason for the absence. An oral report will not suffice. Pupil absences will be excused for the following reasons only:

1. Personal illness of the pupil
 2. Death or serious illness in the immediate family of the pupil
 3. Recognized religious holiday
 4. Validated court appearance of the pupil
 5. Any other unusual cause acceptable to the principal (These reasons will include approved school sponsored/sanctioned activities.)
- Parents are asked to allow students to remain at school each day until dismissal. Early dismissal disrupts the classroom and does not allow the student to complete assignments.

Tardiness: Students arriving to school after **8:15 a.m.** are tardy. **Parents of students arriving at school after 8:30 a.m. should report to the office for a tardy slip before the student goes to the classroom.** Excessive tardiness has an adverse effect on classroom instruction. To discourage habitual tardiness, the following actions may be taken: a formal tardy notice, a parent conference request, or a home suspension. Parents, please cooperate with us by getting your child to school each day on time (**8:00 a.m.**).



DISCIPLINE

Good discipline must be maintained in order to provide an atmosphere for good instruction. Disruptive student behavior that hinders the progress of other students will not be tolerated. Students will be held accountable for their actions. We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

Notification To Parents: Reasonable effort shall be made to contact the parent/guardian immediately regarding an suspension. If contact with the parent /guardian cannot be made, the student will take a written notice home in regards to the matter. Students on suspension must not be permitted on school property, attend class, take exams, or participate in school-sponsored activities while under suspension, unless otherwise allowed by law and/or Board policy (see TCA 49-6-3401(d) and the policy on Alternative School).

School Clocks: Clocks are set by Shelby County's district clock and serve as the official time for Parkway Village Elementary School tardies, activity schedule and dismissals will be governed by Parkway Village Elementary clocks.

Forms of discipline which may be used as the situation dictates are consistent with the district's Positive Behavior Intervention and Supports. The *PRINCIPAL* retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he/she considers necessary. Furthermore, the Principal reserves the right to amend any provision in this handbook which she deems to be in the best interest of the educational process. PLEASE REFER TO THE *STUDENT CODE OF CONDUCT* FOR A DETAILED EXPLANATION OF STUDENT MISCONDUCT AND POSSIBLE CONSEQUENCES.

SCHOOL BUS DISCIPLINE

Bus riders are to follow rules and regulations established by the bus company and Shelby County Schools. To report a late morning/afternoon bus, call the Transportation Division at 416-2280 or 321-2282.

PARKING AND CAMPUS TRAVERSE

We strive to be accident-free on our campus and need parental assistance in this area, especially during the arrival and at dismissal. In order to assure that our students are safe during these times, we request that you adhere to the following:

1. **Do Not Park** in a "No Parking Area."
2. Cars left unattended (sitting in the middle of the circle) create a serious threat to the safety of students.
3. **DO NOT PARK IN ADMINISTRATION PARKING**
4. **Please cooperate** with the staff that is out front to assure the safety of our students.
5. Insist that your child cross at the designated crossing areas.
6. Avoid backing up on the parking lot.
7. Cellular phone usage is not allowed and against the law.
8. Put your car **in Park** while in the Car Rider Line while waiting for your child(ren).

CONFERENCES AND ANNUAL NCLB/TITLE I PARENT MEETINGS

Parent-teacher conferences shall be set up according to a time that is usually agreed upon between the teacher and the parent. Notices requesting a conference will be sent home if students are not doing satisfactory work. Any parent may request a conference by calling the school or writing a note to the teacher.

NCLB/Title I Parent Meetings are held twice during each school year.

ADMINISTRATIVE CONFERENCES

Parents should meet with your child's teacher regarding any matters of concern. If the concern persists after working with the teacher, parents may request a conference with Administration or Guidance Counselor. Matters needing further resolution after a period of time may be referred to the principal for a conference. ***Appointments must made for parent conferences, to clear suspensions, and conduct other school business.***

THE REPORT CARD GRADING SYSTEM

Parkway Village Elementary School believes that in order to serve our community well, it is incumbent on us to keep each family of our pupils informed.

Report cards are sent to parents at the end of each nine-week period, unless the parents/guardians have exercised their option for paperless reports. Parents must be notified within a report card period when a student is not doing acceptable work. At the midpoint of the nine weeks, a progress report is sent home to inform the parent of the

child's progress during the nine- week period. Please read & sign progress report and report card.

Teachers have individual means of periodically reporting the progress of pupils to parents (telephone, progress reports, Wednesday folders, scheduled conferences, Monday Newsletters, and report cards). Academic report card grades are determined by students' mastery of content in each subject using varied assessment strategies.

Nine-weeks Grades: In grades 1-5 Integrated Language Arts and Math, a minimum of twelve (12) grades per subject per nine-week should be recorded for every student. For all other subject (i.e. science, social studies, art, music, and P.E.) in grades 1-5, a minimum of nine grades per nine-week terms should be recorded. Fifty percent of required grades must be earned and recorded by the interim of the nine-week term. Term grades given at the end of each nine-week period will be determined by the average of daily work, oral, written assignments, individual and group assignments, quizzes, projects, and tests. The teacher will assess all student assignments and weigh the value of grades given for various assignments within the nine-week term in computing the term grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Grades for homework assignments should be given with care, since homework may not always be completed by the student himself. Homework assignments are of value in affording students needed practice, such assignments should be made within practicable limits.

Academic Grading System

| | |
|-----------------------|-----------------|
| <i>A – Excellent</i> | <i>93-100</i> |
| <i>B – Good</i> | <i>85-92</i> |
| <i>C – Average</i> | <i>76 –84</i> |
| <i>D – Poor but</i> | <i>70-75</i> |
| <i>Passing</i> | |
| <i>F – Failure or</i> | <i>Below 70</i> |

Conduct

| |
|------------------------------|
| <i>E – Excellent</i> |
| <i>G- Good</i> |
| <i>S – Satisfactory</i> |
| <i>N – Needs Improvement</i> |
| <i>U – Unsatisfactory</i> |

Textbook or Library Book Program until they comply fully with this requirement. Any New Book - 100% of Replacement Price

GENERAL INFORMATION

STANDARDIZED DRESS/UNIFORMS

In accordance with ruling from the Board of Education regarding uniforms, **all students are required to wear school uniform daily.** The basic uniform shall be khaki, navy blue or black bottoms, **NO denim or sweatsuit material.** White, royal blue or gray long or short sleeve shirt (polo style or dress style with a collar) shall be worn.

School Mascot: Panther

AFTER SCHOOL PROGRAM (901-416-9108)

"Extended Care Program"

Parents are not permitted to leave their child/children on the school campus before **7:00a.m.** Students may be enrolled in the Before/After School Program which is housed in the school cafeteria. At dismissal, students may enter the cafeteria with the Extended Care employees until 6:00 p.m. Call the school office for further details.

STUDENT USE OF PHONE

The school phone is for business purposes. Students will be allowed to use the phone in emergencies only (illness, injury, etc.)

Messages To Students: We ask that messages be kept to a minimum. We would like to avoid all interruptions to the classrooms. Please make sure your children know before coming to school how they are to get home from school. Due to support schedules, field trips, etc it may not be possible to give messages to the homeroom teacher. **Students will not be allowed to go home with friends unless we have a written request from the child's parent/guardian.**

MEDICATIONS

If a student is to receive any medications during the school day, the parent or guardian must fill out an "Authorization for Medication

Kindergarten Report Cards: The kindergarten report card shows progress toward the state standards. The grade level standards are set by the state and indicate what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by symbols expressing mastery or non-mastery for each skill. Additionally, the grades "**E**", "**S**", "**N**", or "**U**" will be used to express basic grading for art, music, and P.E.

Conduct: Conduct grades in all school, student's conduct is graded as "**E**", "**G**", "**S**", "**N**", or "**U**" and is reported at each grading period on the report card.

Standard Base Grading System Kindergarten

M– Mastery
X – Non Mastery
C – Assessment Complete

SCHOOL INSURANCE

Student accident insurance is available through the school. Forms will be sent home. The school cannot be held responsible for any medical expenses. We highly recommend that every parent take advantage of this insurance.

TEXTBOOKS

The school will require pupils, parents or guardians to pay for lost textbooks/Library Books and they may be denied further benefits of the

During School Hours" form and bring the medicine to the office.

Never send medication with your child.

ACCIDENTS AND ILLNESS

If a student is injured or becomes ill at school, we will make him/her comfortable and call you immediately. If you cannot be reached, we will attempt to contact the emergency number listed on the registration form. Be sure to update any changes in phone numbers with your child's teacher and office as the year progresses.

Chronic Illness: The office needs to know of chronic illness such as asthma, diabetes, allergies, etc. We need specific, written instructions on file should an emergency arise. Please remember, we cannot keep seriously ill students at school.

PLEDGE OF ALLEGIANCE

To promote a community and sense of patriotism, each Memphis Shelby County School set aside a time in the morning for students, faculty and staff to salute the flag and recite the Pledge of Allegiance. Parents who desire their child not recite the pledge are responsible for notifying the teacher and the school in writing.

NEWSLETTERS AND WEDNESDAY FOLDERS

Each teacher will send home a weekly newsletter on Mondays. The newsletter will contain the skills/objectives that are going to be taught for the week, homework assignments, and important reminders and dates. Wednesday Folders will go home weekly. Please review your child's classwork/assessments, sign and return the folder.

GUIDANCE SERVICES

Guidance Services are available daily, and are for all students. The counselors work with students individually, in small groups, and classrooms. Students may come to the counselor on their own or reference by the teacher, parent, principal, or others. The counselor also conducts parent- teacher, and student conferences for referred students.

PARENTAL INVOLVEMENT

Parents are encouraged to participate in the school community as well as provide academic support at home. Research has shown that students perform better in school when parents are actively involved in their children's education. Parkway Village Elementary School's parents are partners in this important job of educating the children of this community. We will be able to accomplish much by working together. Parents render many invaluable services. Please feel free to inquire in the office or with your child's teachers to learn how you can help.

The Parkway Village Elementary School's P.T.O. is open to any parent, guardian, or teacher. This organization serves as a link between home and school. Meetings will be scheduled on a monthly basis to discuss parental concerns, progress and ideas concerning the school and the community. Members have the right to vote when annual dues are paid.

Parents are also encouraged to be representatives in the Parent Assembly, the School Leadership Council, monthly Title I parent workshops and to attend various other attend meetings that occur throughout the year.

You want to volunteer? All interested persons must complete application and volunteer requirements according to the policy of SCS. Inquire at the front office.

WITHDRAWAL OF STUDENTS

In order to make your transitions to a new school site an easier one, **please give 24 hours notice before withdrawing your child.**

Field Trips

Students attending any field sponsored by the school must submit a signed permission slip before participating in the activity. **We cannot accept permission over the phone. Since it is necessary to have buses ordered and tickets purchased in advance, we cannot refund field trip money. Permission slips and money must be turned in by the stated deadline.**

Money: When money is brought to school, please enclose it in an envelope labeled with your child's name, teacher name and section, and purpose. Children should be discouraged from bringing extra money to school.

SPECIAL EDUCATION SERVICES

The CLUE Program (Creative Learning in a Unique Environment) is a program for academically and intellectually gifted and talented kindergarten through 6th grade students. Students attend CLUE two half days a week in their home school or in a centrally located school.

Instructional Resource (IR) - This program is designed for students who have mild to moderate learning problems, and can remain in a regular classroom for the major portion of the school day through the supportive services of an instructional resource teacher. These services may include a combination of developmental teaching, pre-teaching, remediation, and/or reinforcement of skills previously taught.

2025-26 Student Calendar

2025

First Semester-87 days

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|------------------|--|
| AUGUST | |
| 4 | First Day for Students Beginning of Q1 |
| SEPTEMBER | |
| 1 | Labor Day (Students Out) |
| 4 | Parent/Teacher Conferences (High) (4-7 p.m.) |
| 9 | Parent/Teacher Conferences (Middle) (4-7 p.m.) |
| 11 | Parent/Teacher Conferences (Elementary) (4-7 p.m.) |
| OCTOBER | |
| 3 | End of Q1 |
| 6 | Beginning of Q2 |
| 13-17 | Fall Break (Students Out) |
| 20 | Students Return |
| NOVEMBER | |
| 10 | Inservise (Students Out) |
| 11 | Veterans Day (Students Out) |
| 24-28 | Thanksgiving Break (Students Out) |
| DECEMBER | |
| 1 | Students Return |
| 17-19 | Semester Exams |
| 19 | End of Q2/S1 |
| 22-31 | Winter Break (Students Out) |

| JULY 2025 | | | | |
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| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| AUGUST 2025 | | | | |
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| SEPTEMBER 2025 | | | | |
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| OCTOBER 2025 | | | | |
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| NOVEMBER 2025 | | | | |
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| DECEMBER 2025 | | | | |
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2026

Second Semester-88 days

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|-----------------|--|
| JANUARY | |
| 1-5 | Winter Break (Students Out) |
| 6 | Students Return Beginning of Q3/S2 |
| 19 | Dr. Martin Luther King Jr. Day (Students Out) |
| 22 | Parent/Teacher Conferences (High) (4-7 p.m.) |
| 27 | Parent/Teacher Conferences (Middle) (4-7 p.m.) |
| 29 | Parent/Teacher Conferences (Elementary) (4-7 p.m.) |
| FEBRUARY | |
| 13 | Stockpiled PD (Students Out) |
| 16 | Presidents Day (Students Out) |
| MARCH | |
| 13 | End of Q3 |
| 16-20 | Spring Break (Students Out) |
| 23 | Students Return Beginning of Q4 |
| APRIL | |
| 3-6 | Spring Break II (Students Out) |
| MAY | |
| 19-21 | Semester Exams |
| 21 | Last Day for Students End of Q4/S2 |

| JANUARY 2026 | | | | |
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| FEBRUARY 2026 | | | | |
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| MARCH 2026 | | | | |
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| APRIL 2026 | | | | |
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| MAY 2026 | | | | |
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| JUNE 2026 | | | | |
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| 29 | 30 | | | |

LEGEND: 1st Day of School/Students Students Out (Full Day) Parent/Teacher Conferences (H = High M = Middle F = Elementary) Start of Quarter End of Quarter Semester Exams

LEGEND: 1st Day of School/Students Students Out (Full Day) Parent/Teacher Conferences (H) - High, (M) - Middle, (E) - Elementary Start of Quarter End of Quarter Semester Exams