

**Parkway School
Family Handbook
2019-2020**

PARKWAY ELEMENTARY SCHOOL

446 Parkway Avenue
Ewing, New Jersey 08618
Fax (609) 637-9721
Tel-Safe (609) 538-9800 x5100
www.ewing.k12.nj.us

**Nicole N.W. Harris
Principal
(609) 538-9800 x5102**

THIS SCHOOL HANDBOOK BELONGS TO:

Name _____

Address _____

City/Town _____ State _____ Zip _____

Phone _____ Homeroom # _____

PARKWAY ELEMENTARY SCHOOL'S MISSION STATEMENT

Parkway Elementary School provides a comprehensive educational program for children in grades Pre-K-5. We believe that learner-centered education places its focus on the needs of learners and inspires children to develop into responsible citizens and productive members of society. We believe an effective educational program enables students to master a body of knowledge and competencies. We believe that a nurturing, safe environment ensures physical and emotional well being, which enables individuals to reach their fullest potential. We believe that education is fostered through partnerships, which use teamwork to accomplish goals.

PTA OFFICERS

Marianne Gilleo	President
Laura Allen	Vice-President
Marsha Loesch	Treasurer
Allison Loveland	Secretary

CENTRAL STAFF PERSONNEL

Superintendent of Schools	Mr. Michael Nitti
Assistant Superintendent for Curriculum and Instruction	Dr. Danita Ishibashi, Ed.D.
Business Administrator/Board Secretary	Mr. Dennis Nettleton, Jr.
Director of Student Personnel Services	Mr. Harry Louth
Director of Counseling Services/Assessment	Dr. Karen Allen

BOARD OF EDUCATION MEMBERS

Mr. Anthony Messina, President	Mr. Carl Benedetti Jr.
Ms. Lisa A. McConnell, Vice-President	Mr. Kenneth J. Bradley, Sr.
Dr. Channing C. Conway	Mrs. Karen A. McKeon
Mrs. Stephanie Staub	Mr. Bruce J. White
Mrs. Deborah A. Delutis	

SCHOOL SCHEDULE

7:00 a.m. – AM EDP begins
8:20 a.m. - Student Breakfast Program
8:40 a.m. - Staff sign-in time
8:45 a.m. – Drop off time for students
8:45 a.m. - Children enter the building and report to duty areas
8:55 a.m. - Buses arrive/Students enter classes
9:00 a.m. - Classes begin
3:40 p.m. - Dismissal for bus students/Dismissal for K-5 walkers
3:45 p.m. - Buses depart
3:55 p.m. - Staff sign-out time
3:40-6:00 p.m. – Extended Day Program (EDP)

PARENT NOTIFICATION/REPORT CARD SCHEDULE

Parent/Guardian Notification	October 4th
First Marking Period Report Cards	November 27th
Parent/Guardian Notification	December 16th
Second Marking Period Report Cards	February 7th
Parent/Guardian Notification	March 3rd
Third Marking Period Report Cards	April 24th
Parent/Guardian Notification	May 13th
Fourth Marking Period Report Cards	Last Day of School – June 18th

HALF DAY SESSIONS

9:00 a.m. - 1:40 p.m. Grades K –5

DELAYED OPENING

10:30 a.m. – 3:40 p.m. Grades K-5

DELAYED OPENING PROCEDURES

The following plans have been developed in the event there is a need to delay the opening of school due to inclement weather or other emergency conditions:

- 1) Instant Alert will be implemented to call parent/guardians at their designated contact numbers.
- 1) Information is provided on our school system's general phone number 538-9800 and on our website. The phone system will announce any change in the schedule only if there is a change. There is no need to contact the individual school.
- 2) All school openings will be delayed one and one-half hours from the normal starting time. Classes will be held from 10:30 a.m. to 3:40 p.m.
- 3) Lunches will be served during the regular times

EARLY CLOSINGS

Inclement weather or other emergencies may cause school to close earlier than the regular 3:40 p.m. dismissal time. This decision is made by Mr. Michael Nitti, Superintendent of Schools.

Parents/guardians should make contingency arrangements for their children in the event of an early school closing. Please review these plans with your child(ren) about where they should go in the event you are not at home.

SCHOOL ATTENDANCE

The Ewing Township Board of Education requires its students to attend school regularly in accordance with the laws of this state. Your child's academic success and continuity of our instructional programs necessitate regular school attendance. **Our policy is to notify you when unexcused absences reach four, eight, ten or more days.**

Children are **EXCUSED** from school for religious holidays, illness (**doctor's or parent/guardian notes must be sent to the main office within 10 days in order to excuse the absence or tardy, and notes must include reason of absence or tardy**), death in the immediate family, and other reasons as deemed necessary in consultation between the parent/guardian and Principal. Parents/guardians whose children obtain excessive **UNEXCUSED** absences and/or tardies will be subject to I+RS review, mediation, and possible prosecution in Ewing Township Municipal Court.

TEL-SAFE 538-9800 x5100

Tel-Safe is a phone contact system between home and school that verifies daily student absences. Parents/ guardians are required to call Tel-Safe before **9:15 a.m.** on the day of the child's absence. For safety reasons, the Honeywell Instant Alert System will call the home of any child who does not report to school and who has not been called in as absent. The Tel-Safe number is **538-9800 x5100**. This number is in operation 24 hours per day, please leave a message.

TARDINESS

A child is tardy if he/she arrives at school later than **9:00 a.m.** When a child is tardy, he/she will report to the main office for sign-in and a pass to class. We request that parents/guardians make every effort to have their children arrive on time to school.

EARLY DISMISSAL / PICK-UP

Parents/guardians must submit a note to the classroom teacher explaining the reason whenever an early dismissal is requested. This note should indicate the time and date of request. Parents/guardians (over 18 years of age) must report to the main office **BY 3:15PM** to meet and sign out the student.

RESIDENCY OF STUDENTS

Every child enrolled in the Ewing Public Schools is checked for valid residency. Our Attendance Officer, George Cahill (538-9800 x7180), is responsible for this procedure.

Parents/guardians are requested to notify our main office **and the registration office** if there is a change of residency or telephone number to enable us to contact you. It is also important that any change in parent/guardian employment telephone numbers be noted in our records.

SAFETY, SECURITY AND VISITORS

For the safety and security of children and staff, all Parkway School visitors will be required to report to the security desk at the main entrance or the main office upon arrival to sign-in. Each visitor will be issued a badge which must be worn during the duration of his/her stay. **No person who leaves the office area and remains on school property during the day will be exempt from this procedure.**

Visitors are warmly welcome at Parkway School. Persons who would like to visit classrooms or school locations should call the Principal/Teacher **twenty-four** hours in advance of the visitation.

Parents/guardians are welcome to walk their child(ren) to the front door if they are parked legally, but should allow the students to travel to their line-up area independently. For safety reasons, strollers **are not** permitted in hallways between 8:45 - 9:15 a.m. and from 3:30 - 3:50 p.m.

ADMISSION

No child will be admitted to kindergarten unless they are five (5) years old by October 1st in the year when school entrance is requested, unless the child is transferring from another out of state public school.

Children who register for entrance to school shall be required to have a birth certificate or its equivalent as proof of age and birth date. A certificate attesting to compliance with the immunization regulations of this district shall be supplied by the parent/guardian to the school.

STUDENT CONDUCT AND DISCIPLINE (5500)

Parkway School fosters a learning environment of mutual respect and cooperation. With the help of teachers and parents/guardians, children will assume responsibilities for contributing to a safe and secure school community.

For learning to take place, children will be expected to regularly attend school and put forth their best efforts with their daily classroom activities. Our goal is to provide an environment in which children grow academically, socially, emotionally, and culturally. Therefore, no child will be permitted to interfere with the education of other children.

Parkway children will be expected to follow our school code of conduct. This code states that:

1. **STUDENTS WILL COME TO SCHOOL PREPARED TO LEARN.**
2. **STUDENTS WILL RESPECT PEOPLE AND PROPERTY.**
3. **STUDENTS WILL BE HONEST AND POLITE.**
4. **STUDENTS WILL SETTLE DISPUTES PEACEFULLY.**
5. **STUDENTS WILL SAY "NO" TO ALCOHOL, DRUGS AND TOBACCO.**

SCHOOL RULES

The following behaviors will be cause for disciplinary action:

- 1) Inappropriate behaviors: e.g., pushing, name-calling, teasing, talking back, obscene language, bullying, or attire.
- 2) Cheating, lying, or stealing
- 3) Insubordination/Disrespect
- 4) Fighting
- 5) Hitting a non-retaliating student
- 6) Threatening staff or students
- 7) Vandalism
- 8) Leaving school grounds without permission
- 9) Use or distribution of drugs, tobacco and/or alcohol
- 10) Possession or use of weapons or dangerous instruments.

Any one or more of the following consequences may occur for demonstrating the above behaviors:

Teacher/student conference
Parent/guardian notification
Parent/teacher/student conference with possible counselor intervention
Suspension of privileges
Detention/HIB report
Referral to Principal or Dean of Students
School Suspension/Expulsion

DRESS AND GROOMING (5511)

Children may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement. The building Principal shall determine whether the dress or grooming of pupils falls within these guidelines.

At all times, it is required that children dress appropriately. Shorts which are of appropriate length and properly worn will be permitted during warm weather. **The belt area of pants must be worn at the waist. The following clothing may not be worn to school: cutoffs, short shorts, tank tops with spaghetti straps, tube tops, half shirts, sheer or see through clothing and flip-flops.** Hats and sunglasses may not be worn in school (except for medical reasons). Also, clogs, pumps, high heels and shoes that provide no flexibility are unsafe for elementary children. Students should wear sneakers on days when they have physical education classes. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity are prohibited.

TRANSPORTATION

School Bus Transportation

Parents/guardians are informed of the bus route to which their child has been assigned. Notification will include the stop location and pick-up time. Students are to ride the school bus to which they have been assigned. **Due to the limited seating capacity on buses, students are not permitted to change buses, and students who are walkers will not be permitted to travel home on a bus with a bus-rider.**

Bus Safety

- Quiet talking is permitted. Loud talking and shouting are not permitted.
- Throwing of objects is not permitted.
- Students must be seated at all times wearing seat belts.
- When leaving the bus, the students should proceed immediately away from the bus.
- Students should never retrieve paper or other objects that have fallen on the ground near the bus.
- Students who cross in front of the bus should walk ten feet in front of the bus and LOOK at the driver for a signal to proceed.
- Pushing and shoving are not permitted.
- While waiting for the bus, students must remain off the roadway and must not run toward the bus as it approaches.
- Older students are expected to be courteous and helpful to younger students.
- Video cameras have been placed in each bus and will be used to monitor student behavior.

ITEMS NOT PERMITTED IN SCHOOL

Students are not permitted to have the following items in school unless given specific permission by the teacher for special occasions:

Bicycles / Skateboards

Gum

Candy

iPod And Other Similar Electronic Devices

Toys of any kind

Trading Cards

Cell phones are permitted in school; however, they must be turned off and kept in the student's backpack during school, as per district policy.

CLASSROOM PARTIES / CELEBRATIONS

In an effort to encourage the children to eat healthy foods, parents/guardians **must send only healthy foods (not cupcakes)** into school to acknowledge their child's birthday. **These treats should be items that may easily be distributed to the children prior to dismissal or during lunch time. Items such as balloons, gifts, goodie bags, ice cream, pizza or cakes should be reserved for birthday celebrations at home and may not be distributed in school.** Please contact your child's teacher in advance of sending in refreshments. **Snacks will be left in the main office** for pick up by the child and an assistant (if needed). **Invitations to private parties may not be given out in school. These invitations must be mailed by parents/guardians.**

HEALTH OFFICE
(609) 538-9800 x5125

School Nurse's Office

Our school nurse, Mrs. Kocubinski, is on duty every day. In case of accident or injury, first aid will be administered at the school. The nurse will then make necessary contact with the parent/guardian.

Mrs. Kocubinski, with the written permission from a personal physician, if ordered four times a day or more, can administer medications. This applies to over-the-counter and prescription medications. A form may be obtained from the health office. Medication must be provided by the parent/guardian in the original prescription container.

CROSSING GUARD POSTS

Children are required to obey the crossing guards and walk only when they are given the go ahead by the guards. **Children must never cross at busy intersections without crossing guard/adult supervision.** It is important that school and home stress this safety precaution. Crossing guards are provided by the Ewing Twp. Police Dept.

EXTENDED DAY PROGRAM (EDP)

Parkway School sponsors an EDP to accommodate the working parent/guardian who needs to have his/her child(ren) supervised before/after school hours. Morning EDP begins at 7:00 a.m. and ends at 8:45 a.m. Afternoon EDP begins at 3:40 p.m. and ends at 6:00 p.m. EDP is supervised by certified staff members. Please call the EDP Office at 538-9800 x7161 or check the district website if you would like additional information.

FIRE DRILLS

One fire drill and one emergency drill will be scheduled each month. All children will leave the building under the supervision and direction of their teachers when the alarm sounds.

SCHOOL INSURANCE

Accident insurance is made available to all students whose families wish to purchase it. Information is available through the Main Office.

BREAKFAST PROGRAM

Parkway School's breakfast program is scheduled from September to June. All children are invited to have breakfast beginning at **8:20 a.m.** in the cafetorium. Students will enter the cafetorium doors at that time and remain under the supervision of adults. Specific information regarding the breakfast program and prices are available on the district website.

LUNCH TIME RULES

1. As the students arrive in the cafetorium, they will:
 - go directly to their assigned tables
 - be given their cards for lunch purchase by their teacher
 - get in the hot lunch line when given permission
 - purchase ice cream or milk
2. After children receive their lunches and purchase ice cream or milk, they must remain seated until they are finished eating.
3. Once students are finished eating, they will raise their hands to be excused by the lunch aides.
4. Once given permission to throw their garbage away, students will get in line to be escorted to the playground by one of the aides.
5. Before being excused, all students will clean up debris on and under their tables.
6. No food is permitted outside.
7. Once on the playground, no child will reenter the building unless given permission by an aide. Children are to go to the bathroom before going outside.
8. A whistle will sound indicating that children are to line up in an orderly manner.
9. Teachers will meet their children on the playground and bring them in promptly at the designated time.

If a child forgets his/her lunch money, the cafeteria will allow the child to charge. Money borrowed is requested to be repaid the next day. The Ewing Schools do not want a child to go without eating a lunch. Once a child has reached the charged amount of \$12.50 without repayment, he/she will only be allowed to charge a cheese sandwich. Ice cream or other snacks cannot be charged.

Elementary School prices are:	Breakfast	\$1.75	Milk	\$.60
	Lunch	\$2.85	Ice Cream, snacks & Beverages	\$.70 - \$1.25

FREE AND REDUCED BREAKFASTS/ LUNCHES

The Ewing Township Public Schools uses a family application for parents/guardians to apply for free or reduced breakfasts/lunches. Only one application is to be completed per family, per year. It should be returned to school with the youngest student in the family. All applications will be forwarded to the Ewing Food Services office on a daily basis, and parents will be notified about participation in this program. Families are requested to return signed applications even if they do not plan to participate.

CHILD STUDY TEAM

The Child Study Team reviews students who have been referred for evaluation due to a possible learning disability or a psychological need. A member of the professional staff or a parent/guardian may recommend children for evaluation.

Once a referral is made, it must be reviewed and signed by a parent/guardian before the testing process begins. Once the evaluation is completed, a conference is held with the Child Study Team and the parent/guardian to review the results and develop strategies for remediation.

FIELD TRIPS

Field trips are arranged by our classroom teachers to supplement and enrich instruction. Since field trips are considered an integral part of the curricula, the cost of most trips is financed by the school PTA.

Before taking field trips, student permission slips are required. If this procedure is not followed, the child runs the risk of not being able to go.

PERMANENT FOLDERS OF CHILDREN

Each child who enters Parkway School has a permanent folder containing standardized test results, report cards, special reports to parents/guardians, and correspondence pertaining to student progress. This folder follows the child through the middle and high school years.

Student folders are available for parental/guardian review upon request. Please call the Principal/Counselor if you have questions or need assistance.

GUIDANCE AND COUNSELING SERVICES

Parkway School's guidance and counseling program focuses on the child's total development. The counselor's primary function is to provide counseling, coordination, and consultation with regard to all children in grades pre-K-5. The counselor's roles and responsibilities include:

- *Individual and small group counseling
- *Classroom guidance lessons
- *Consultation with parents/guardians, teachers, and administration
- *In-service training of parents, teachers, and administration
- *Maintenance of referral resources for children and their families
- *Participation and support of the whole school program

Please contact our counselor, Mrs. Birgitta Donato, at (609) 538-9800 x5110, if you have any questions.

INTERVENTION AND REFERRAL SERVICES (formerly Student Success Program)

The I&RS Program has been developed to provide assistance to teachers and parents/guardians to meet students' needs in the regular classroom programs. A student may be referred to this program by his/her classroom teacher, or by parents/guardians.

The I&RS Committee discusses and determines strategies needed to assist the student, and then provides the necessary support to implement those strategies. Through careful monitoring and collaboration, our goal is to improve student success. Please contact our Guidance Counselor at (609) 538-9800 x5110, if you would like additional information about this program.

AIM & ACE

Parkway School's AIM (Achievement in Mathematics) program provides all of the basic skills taught in the classroom but affords students additional enrichment and/or acceleration to meet their needs. This program is offered to students in grades three (3) to five (5). Students are nominated in the spring of each year and selected for inclusion in this program by a committee. Information regarding criteria used for student selection is made available to parents/guardians.

Parkway School also offers ACE (Academic Classroom Enrichment) for students in 3rd, 4th and 5th grades. ACE stresses critical thinking and problem-solving skills. Admission to this program is by nomination and selection is made by a committee according to specific criteria that is made available to parents/guardians.

TESTING

Testing and evaluation services are provided as mandated by state law to assess individual student needs as well as to evaluate programs and curricula. State-mandated tests administered in Ewing include the NJ Student Learning Assessment (NJSLA) for third, fourth, and fifth grade students.

TITLE I SERVICES

Title I enables us to provide opportunities for children to acquire knowledge and skills that conform to our Common Core State Standards. Ewing's Title I Improvement Program provides assistance in the following areas: (a) Communications/Integrated Language Arts, (b) Mathematics, and (c) other specified areas.

Title I services are provided by certified teachers. This assistance may be given as second touch or in-class support.

Students needing early intervention services (EIS) will be identified throughout the year. A combination of teacher recommendations and test results will determine eligibility. Students who are reading a year below grade level (as per Renaissance Learning Assessment), have scored lower than grade level proficiency will be eligible for consideration to receive Title I services unless extenuating circumstances exist.

SPECIAL SUBJECTS

As part of their school program, children in grades K-5 receive instruction once every six days in art, music, computers and library. Physical Education is offered twice every six days.

GENERAL INFORMATION FOR PARENTS/GUARDIANS

Parent/Guardian-School Relationship

The Parkway School staff and administration believe in the establishment of a positive working relationship between the home and school. Key to the development of this relationship is effective communication and cooperation between the parents and school personnel. Whenever parents/guardians have questions regarding their children or other school policies or procedures, they should feel free to contact the school. The cooperation and collaborative efforts of parents/guardians and school personnel will ensure a successful experience for all students.

Conferring with School Personnel

In addition to the regularly scheduled parent-teacher conferences, parents/guardians are encouraged to confer with teachers when necessary. The main office is open from 8:00 a.m. to 4:00 p.m. daily to accept phone calls. Each teacher has voice-mail and email to receive messages. Teachers will typically return calls and email during their planning periods, as well as before and after school. Teacher responses should occur within 24 hours of original note/phone call/ email.

Addressing Problems and Concerns

As in any organization, problems, concerns or conflict, may occur. Most questions or problems can be resolved by speaking to the individuals who are directly involved. In most of these cases, the teacher and the parent/guardian can resolve the problems expeditiously and in the best interest of the child. Matters that cannot be resolved at the teacher level should then be brought to the attention of the principal.

How Parent/Guardians Can Help

You can help your child make the best educational progress by:

- Taking an active interest in school affairs, and attending school functions and conferences.
- Setting up a good health schedule at home: providing plenty of rest and adequate diet, encouraging good health and hygiene habits, and allowing time for leisure activities.
- Not pressuring your child about grades or not having enough homework.
- Praising your child for any accomplishment, no matter how small.
- Encouraging a wide interest in books, magazines, hobbies, and current affairs.
- A child's participation in community organizations is often helpful to their development.
- Showing confidence in your child and his/her ability to make small decisions. Parents/guardians can build a sense of responsibility through ever-widening experiences, by having students assist with household chores, and running errands.
- Providing stimulating reading materials at home such as children's magazines, newspapers, fiction and non-fiction books written on your child's reading level. Share reading time with your child(ren).
- Contacting the school whenever a problem or concern arises.
- Being a good role model.
- **Have your child attend school regularly, on time and for the entire day.**

HOMEWORK

Homework is a meaningful extension of what has been done in the classroom. The following times are recommended to the staff to follow when assigning homework:

Kindergarten	0 to 15 minutes per night
First Grade	0 to 30 minutes per night
Second Grade	10 to 30 minutes per night
Third Grade	20 to 40 minutes per night
Fourth Grade	20 to 45 minutes per night
Fifth Grade	30 to 60 minutes per night

Teachers receive requests from parents/guardians to pick-up homework assignments for their children when they are absent from school. Please call or email your child(ren)'s teacher(s) to arrange a time of mutual convenience to secure these assignments.

Ideas for Helping Your Child(ren) with Homework

1. Provide your child(ren) with suitable study conditions (desk or table, lights, books, and supplies).
2. Reserve a time for homework and turn off the television.
3. Encourage your child(ren), but avoid undue pressure.
4. Show interest in what your child(ren) is/are doing, but do not do the work for him/her.
5. Understand that the school expects homework to be completed and returned.

Study Skills

Students who effectively study will

1. Bring notebook, paper, pen or pencil, and other necessary materials to class.
2. Be active participants in the classroom - listen well and take part in discussions.
3. Ask questions if they don't understand the discussion or if they have a problem.
4. Plan their work and schedule time for homework each day; make sure they understand the assignment before they leave class.
5. Use what they learn and see how each subject applies to the others.

Students can improve their study habits by observing the following:

- Being sure they understand each assignment.
- Forming the habit of using a certain time and place for study.
- Having necessary materials at hand.
- Trying to develop the skill of working independently.
- Spending sufficient time on each subject.
- Studying in a quiet location.

GRADING / EVALUATION SYSTEM

The Elementary Report Card has been developed to ensure as much uniformity as possible relative to grading and interpretation of headings. Therefore, the following instructions will serve as a guide to achieve this objective:

Report Cards

- A. There will be **four** reporting periods. Please note our school calendar for these dates.
- B. Parent/guardian conferences will be held at the end of the first marking period. The elementary schools will be closed at 1:40 p.m. for four days to allow for conferences. There will be three days for afternoon conferences along with one for evening conferences. If either parents/guardians or teachers feel the necessity for additional conferences, these will be accommodated at a time agreeable to both parties.
- C. Information will be forthcoming in February parent/guardian-teacher conferences.
- D. Grading symbols - all symbols reflect an evaluation of the child's work at his/her level of achievement.

LIBRARY PROCEDURES

Children love borrowing books from the library. To teach students to accept responsibility for books, as well as returning them on time so that others may enjoy them, the following rules will be in effect:

1. Books must be returned before others may be taken out of the library. Damaged or lost books must be paid for before other books can be issued. A replacement charge will be determined by the librarian based on the book's current price.
2. If a book is not returned on the due date, the student must wait until the next library class time to borrow books, assuming that the books are returned. This rule will not apply if a student is ill. He/she may come into the library once he/she returns to school to exchange books.
3. When books are overdue, students will receive an overdue notice as a reminder.
4. If a student consistently is late in returning books, he/she may be asked to keep the book(s) in school and not be allowed to take them home.
5. If a student loses more than one book per year, he/she may borrow books from the library but must keep them in school. The librarian will review each case with the student and his/her parent/ guardian.
6. A book is considered overdue after one week. A child in grades three through five may renew a book no more than twice.
7. A student's library grade for cooperation will be recorded as a "U" for three or more overdues during one marking period.

CLUBS

Parkway School sponsors several clubs for students. Requirement for participation in some instances will depend upon grade level. Please see the following club advisors for further information:

100 Book Club – Mrs. Collins & Mrs. Klevze-Cornelius
Safety Patrol – Mr. Taylor
Jr. Paws Service Club – Mrs. Cline

DOOR-TO-DOOR SALES

The Parkway School PTA will sponsor several fund raising activities during the school year. It is the policy of the Ewing Township Board of Education that children are **not** permitted to participate in door-to-door selling of items. There is no exception to this rule. Please call Mrs. Harris at 538-9800 X 5102 or the PTA at 538-9800 X 8524 if you have any questions. Please be reminded that this is how the PTA pays for field trips and programs and therefore appreciates all family support.

VOICE MAIL & EMAIL

A voice mail and email directory for all staff will be sent home with each student during the first week of school. It will then be posted in the virtual backpack for the remainder of the school year.

TRAFFIC SAFETY

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

1. All students should be dropped off and picked in the school parking lot only. Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. **Children should not be dropped off at a time when there is no supervision, prior to 8:45 a.m.** This rule is only intended to prevent serious injury and to ensure the **safety of all students.**
2. **During drop-off do not leave your car unless it is legally parked in a parking space.** You can not park along the yellow curb and leave your car there during drop-off.
3. When picking up a child, always **pull to the curb.** Do not stop in the middle of the driveway or street to pick up or drop off a child. He/she may be killed or injured by walking into the path of another vehicle.
4. Do not stop to pick up a child until you have driven to the far end of the pick-up area directly behind the car ahead of you. Please maintain **one lane of traffic** in the school driveway. This allows others access to the pick-up area. Otherwise, traffic will back up into the street.
5. Do not park in the bus loading zones.
6. Children are not permitted to cross the driveway unless accompanied by an adult.
7. Acknowledge and obey the school safety patrols. Walking students have the right of way.

AFFIRMATIVE ACTION

The Ewing Township School District is an equal opportunity institution which does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectations or sexual orientation or sex, social or economic status, or disability. Below is a listing of pertinent Board policies that can be found on our web site:

Policy #	Policy Description
<u>1510</u>	RIGHTS OF PERSONS WITH DISABILITIES
<u>1530</u>	EQUAL EMPLOYMENT OPPORTUNITY
<u>1523</u>	MULTI-YEAR EQUITY PLAN
<u>1550</u>	AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES
<u>2260</u>	AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES
<u>3362</u>	SEXUAL HARASSMENT
<u>4352</u>	SEXUAL HARASSMENT
<u>5750</u>	EQUAL EDUCATIONAL OPPORTUNITY
<u>6330</u>	CONTRACTS

“All policies and regulations are posted on the district website. Copies of these policies may be obtained from any school or the Ryan Administration Building”

PARKWAY SCHOOL SONG

Courtesy of Bob Fell

(Penn State fight song tune)

**PARKWAY WILL SHINE TONIGHT,
PARKWAY WILL SHINE
SHE'LL SHINE IN BEAUTY BRIGHT,
ALL DOWN THE LINE
PARKWAY WILL SHINE TONIGHT,
PARKWAY WILL SHINE
WHEN THE SUN GOES DOWN AND THE MOON COMES UP,
PARKWAY WILL SHINE**

School Colors: Blue and Gold

School Mascot: Panther