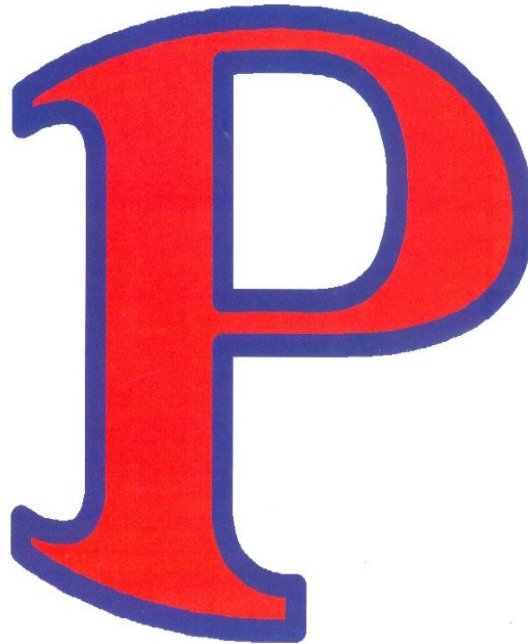


PARKLANE ACADEMY ELEMENTARY

HANDBOOK

2017-2018



WELCOME

On behalf of the faculty and staff, welcome to Parklane Academy! We are so excited to have you as part of our Parklane family, and we look forward to a wonderful year. We are very blessed to have a dedicated faculty that has a common goal of challenging students academically, while also providing them with a caring and loving Christian environment.

Parklane has a tradition of preparing many outstanding students for a very successful future. We could not do this without your support. We need to all work together for the common goal of insuring that students learn to their fullest potential and empowering them with all the skills needed to become successful citizens.

This handbook includes some important information that we feel will be beneficial for you to make this a successful school year. It addresses our expectations for student conduct, along with policies and procedures. Please take the time to look over and familiarize yourself with the contents of the handbook.

Communication is the key. If you have any questions or concerns, please feel free to call our office at 601-684-7842.

PARKLANE ACADEMY MISSION STATEMENT

Parklane Academy, a parent-governed, college preparatory school, exists to challenge young Christian men and women to love others as themselves and to grow in knowledge and skill in order that they may serve others through their character and leadership

PHILOSOPHY

We, the faculty, the student body, and the community feel that each individual student is the basic responsibility of Parklane Academy. We believe that the Christian development of the child is the primary function of Parklane. However, the home, the church, the family, and the community must share in the physical, social, moral, and spiritual development of the child. Parklane Academy must, by both precept and practice, prepare our youth to become well-adjusted citizens who can make a positive contribution toward effective living in a democratic, Christian society. Parklane should recognize that each student is an individual with varying needs, interests, learning capacities, talents, and aspirations. The college preparatory curriculum should be basically sound in the requirements for all students.

The relationship between teachers and students at Parklane Academy should be a harmonious and happy one, characterized particularly by friendliness, cooperation, helpfulness, admiration, tolerance, and mutual respect. The teachers should serve as guides, advisors, and fountains of knowledge in the educational process. They should be the authority which is necessary to stabilize the student from within.

The administration and staff of Parklane Academy in grades K-12 strive to maintain an educational program which will provide experiences that teach each student personal responsibilities and obligations and that foster abilities and Christ-like attitudes essential to the most effective living in a democracy.

"Do unto others as you would have them do unto you."

Luke 6:31

ATTENDANCE

Students are allowed **20** absences per school year (excused and unexcused) with a maximum number of **5** during a nine-week grading period. These include sickness, family trips, etc. **Students who miss more than 20 days in the school year will not get credit for that grade unless the absences are deemed special circumstances by the school's board of directors.** Not only is irregular

attendance considered unsatisfactory and detrimental, but it automatically lowers the scholastic rating of the student.

If possible, make arrangements through the office prior to the absence. A student who does not provide proper notification or a doctor's excuse upon return to school will be given an unexcused absence until the proper notification is received. After a student receives 20 absences, parents are required to write a letter to the board explaining those absences and will have to go before the board. The letter will be filed in the child's cumulative folder. Students are responsible for work missed due to any circumstances.

All absences will be classified as either **excused** or **unexcused**. Excused absences must meet one or more of the following criteria:

1. Illness, death, or marriage in the immediate family
2. Absences necessary due to the student representing Parklane in school-sanctioned activities
3. Emergencies (must be cleared with administration)

Absences due to any other reason will be considered **UNEXCUSED**.

ASSIGNMENTS

Parklane Academy has provided Plus Portals so that parents can view their child's assignments and grades online. Teachers update these weekly, and parents are encouraged to use this valuable tool to keep track of their child's progress. When a student is absent, the office will assist in acquiring assignments and books. Please request these before 10:00 A.M. and pick them up between 12:00 noon and 3:00 P.M.



BACK PACKS

The school provides backpacks for K3-1st grade. These are the only backpacks allowed for those grades. Students in grades 2-6 are responsible for purchasing their own backpacks.

***Only 4th-6th grade students will be allowed to have rolling book bags.**

BEGINNING OF THE SCHOOL DAY

School begins at 8:00 a.m. every day. Each morning, the children will hear a Bible story, pray, and say the Pledge of Allegiance. Teachers review classroom rules daily and reinforce proper manners and good citizenship. It is very important to have your child here on time each morning.

BOX TOPS

We ask that you save these and send them to your child's teacher each month.



BREAKFAST



Your child is expected to eat breakfast at home. Please do not send breakfast to be eaten at school. All students will have a snack and lunch at school.

BIRTHDAY

Only kindergarten students will be allowed to have cupcakes, drinks, etc. for the class. Please notify the teacher in advance. First through sixth grade do not celebrate birthdays with parties at school. The school policy for sending outside party invitations states that all children in the class or all students of the same gender must receive an invitation. **No deliveries will be accepted in the office for Valentine's Day. They will be returned to the florist.**



BUS



There are two school buses. One travels from Kentwood, La., and the other one from Tylertown. Call Mrs. Carolyn Lee at 601-876-5137 to see if there are any available seats on the bus. The buses are handled by Travel Aide, not Parklane Academy. If your child will be spending the night with a bus rider, you will need to contact the bus driver **IN ADVANCE** to make proper arrangements.

CAFETERIA



Since the kindergarten students eat early, they must have their orders into the cafeteria by 8:15 each morning. The cafeteria is operated by Valley Food Services, and all checks should be made payable to them. Children who have accounts in the cafeteria will need money on the account at all times. If your child is purchasing lunch and does not have enough money, the cafeteria will let him/her eat lunch but not get a snack. You will need to send money the **NEXT DAY** to cover what your child has charged. Children may not charge over \$5.00. Please see the back of this book for a menu/price list. Microwaves are available for use only by students in 5th grade and higher.

CELL PHONE/ELECTRONIC DEVICES



In order to help in avoiding accidents, we ask that you refrain from talking on your cell phone when you are in car pick-up or drop-off lines. Once your child gets to school, his/her cell phone will need to be turned off and left with the homeroom teacher.

Students must have teacher permission to use any electronic devices during school. Do not leave expensive electronic devices unattended. Parklane will not assume responsibility for these items. Cell phones are not allowed in class.

1st Offense --- Phone is confiscated for one day and parent has a choice of \$25.00 fine or student serving two-hour, after school detention or Sat. detention from 8-10 a.m.

2nd Offense --- Phone is confiscated for three days and parent has choice of \$50 fine.

3rd and subsequent offenses--- in-school suspension or \$100 fine. The phone will be taken away and returned at end of semester or 30 days.

The act of videotaping or photographing with electronic devices is strictly prohibited. Any taping, videoing or pictures of Parklane employees or students without prior consent will be dealt with severely - may result in suspension or expulsion. Misconduct, including written or spoken profane language, violent, threatening or abusive conduct toward others, inappropriate social networking (i.e. texting, Facebook) may result in student being suspended or expelled from school.

CONFERENCES

The school policy states that all conferences should be scheduled through the office. The school secretary will set up a time and date. It is usually during the class activity time. Please avoid "mini conferences" at school functions, in the hallways, or during car pick-up and drop-off.



DENIM DAY

Every Friday is denim day. Students do not have to participate, but if they choose to wear blue jeans, they will be charged a fee of \$1.00. Make sure you send this each week. If a child has a persistent problem with this policy, the privilege may be rescinded for them.

DISCIPLINE PROCEDURES

K3 - 6th grade students will receive notes to take home describing any troubling areas of concern, including homework notices. Please sign any discipline note and return to school the next day. If the problem persists, a conference will be called with the teacher and administration.

Corporal punishment will be administered by principals when behavior deems it necessary.

DRESS CODE

SCHOOL COLORS: Scarlet Red, White, Royal Blue, Navy, and Gray

Shoes: Kindergarten students are not allowed to wear boots. Tennis shoes are preferred. **Backless shoes and beach style flip-flops are not allowed in elementary. Boys are required to wear socks. Cleat-type shoes are prohibited.**

Shirts: Elementary students are required to wear Parklane t-shirts, solid t-shirts, or collared polo style shirts in Parklane colors. Parklane t-shirts in nontraditional colors can be worn **ONLY** on Fridays.

Pants/Skirts/Shorts: Must be in khaki color. No sweat pants. Students in 3rd-6th grade must have pants with belt loops and a belt. The length of shorts is not to exceed 4 inches above the back crease of the knee. Skirts and jumpers must reach the top of the kneecap. Leggings worn under skirts, shorts, or jumpers must be solid Parklane colors, and the length must follow the guidelines mentioned above. Leggings are not to be worn alone with Parklane shirts. Garments with holes or patches are not allowed. Parklane wind suits may be worn if purchased from Pioneer Mania. No warm-up type material will be permitted.

Jumpers: Must be khaki, or the Polo style (collared with 3 buttons) in red, navy blue, royal blue, or gray.

Boys' hair should not come below the eyebrows, down over the ears, or down over the shirt collar.

Improper Attire Includes But Is Not Limited To

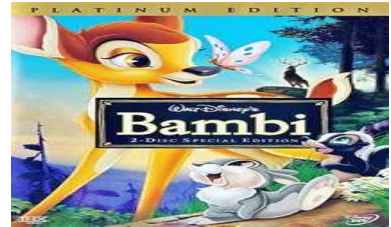
- Hats/caps inside the building
- Unnecessary attire, hairdo, etc. that brings undue attention to an individual or group
- Visible tattoos or piercings

Cold Weather Attire: All outerwear must be in solid Parklane colors. Students may wear sweatshirts, hoodies, sweaters, and vests over a dress-code shirt, but they must be plain or with Parklane logo in Parklane colors. **No other logos across the front will be allowed.**

Please put your child's name in all clothing, lunch boxes and book bags.

DVD TAPES/EDUCATIONAL VIDEOS

Only "G" rated movies will be viewed at school. They should be age appropriate and have some connection to the curriculum that is currently being taught.



CHECKING OUT/EARLY DISMISSAL



When you know in advance that your child will need to be checked out early, please send a written request or call the elementary office. This will help us insure that we can maximize their time at school. Please limit these occasions as much as possible. Prior to dismissal, it is the responsibility of the parent or student to get assignments for the subjects the student will miss. Tests are to be taken prior to leaving school. If tests are not taken prior to dismissal, students will be required to make up the test the following day during recess.

When a student needs to be checked out, parents must go through the office. The office will call the student to be dismissed. For your child's protection, he/she can be dismissed only to you or to the ones listed on the checkout sheet unless we have a written permission slip. A sign-out sheet is kept in the office which lists the child's name, time and reason for dismissal, and the name of the person who picked up the child. Please limit early check-outs as we teach from 8:00 A.M. to 3:00 P.M. It is very disruptive and frustrating to the teacher to be constantly interrupted when trying to teach and finish the day.

ENROLLMENT

New students enrolling at Parklane are required to take an entrance test. This will ensure proper grade placement for those students. Proper documentation from the previous school is also required. In addition, a birth certificate, immunization record (FORM 121), and social security number are required before a student is allowed to start school.

Pre-Registration for the next school year will be sent out in February. Students must have all tuition paid up and have pre-registration fees paid in order to be eligible for any type of try-outs relative to the next school year. (Spring football, cheerleaders, etc.)

EXTRA CLOTHES

Students in Kindergarten must have an extra change of clothes in a plastic bag labeled with their name. We do not help the children in the bathroom. If an accident occurs that they can't handle on their own, you will be contacted.

EXTRA-CURRICULAR ACTIVITIES

In order for students to be eligible to participate in an extra-curricular activity, it is mandatory that they attend school for three (3) periods on the day of the activity.

Students who wish to participate in extra-curricular activities must maintain an overall academic average of 75 each nine weeks' term. The first time a student's average drops below 75, he/she will receive a 20-day probationary period. However, if the average is below 70, the student will no longer be allowed to participate in said activities.

FOLDERS/BINDERS

K3, K4, K5 & 1st: The student's folder or binder will be sent home daily. Please check the folder/binder for calendars, homework, etc. and return it to school the next day. This folder is very important as it is our line of communication to the home. The folder/binder will be used for notes to the teacher and any important items that must be sent to school.

2nd -4th: WEDNESDAY is signed-papers day. We ask that you please sign the first page, initial the other pages, and return all papers the next day. Please attach any questions or concerns you have about any of the papers to the first page.

5th & 6th: Teachers will send papers home on Wednesday only if the student's grade is 75 or below. These papers will need to be signed and returned the next day. **Look for any important information on this day.**

GRADUATION

K-5 Students will wear caps and gowns.

K5-Boys will wear khaki pants, dress shoes, a white shirt, and a tie.

K5-Girls will wear a Sunday dress.

The children will need these items for pictures (usually made in February).

6th Grade Boys will wear khaki slacks, white long sleeved dress shirts, a tie, dark socks and dress shoes. Blue jeans, frayed pants, tennis shoes, hiking boots, Crocs, and Birkenstocks **will not** be permitted. Please see that your son's hair has been trimmed to the guidelines in the handbook. Hair should be cut above the ears, eyebrows, and collar.

6th Grade Girls will wear a white Sunday dress no more than three inches above the knee cap. Backless dresses and spaghetti straps will not be allowed. Shoes cannot be backless, and in order to protect the cover on the gym floor for graduation, they may not have high heels.

HEALTH

1. Your child will not be accepted to school if he/she has any signs of illness such as a temperature of 99 degrees or higher, severe cold, vomiting, diarrhea, impetigo, pink eye, earache, etc. This will help keep other children from getting sick.
2. Should your child become sick, you will be notified to come and get the child immediately. In order to keep your child from getting a secondary infection, please keep your child home for a 24-hour period or until he/she has completely recovered.
3. Our teachers cannot administer medication.
4. If your child requires an EpiPen or Benadryl for allergies, write his/her name on the box or bottle with a Sharpie. All medicines will be kept in the office. Please make the teacher aware if your child is allergic to anything.

5. If your child has a communicable disease (any illness that is contagious such as ringworm, lice, chicken pox, impetigo, pink eye), notify the office immediately. Before the child will be allowed to return to school, he/she must have a statement from a physician or the health department stating that the child is no longer contagious.
6. Your child will be expected to participate in outdoor activities daily unless they have a written request stating why they can't participate. Dress your child accordingly. Label all removable clothing.
7. Pink eye is very contagious. If your child has a red, mucus film in the eye, he/she cannot return to school until the infection is completely clear. The 24-hour rule does not apply.
8. If your child becomes ill at school, you will be contacted to come pick him/her up.

ITEMS LEFT AT HOME

1. If your child leaves his/her lunch or lunch money at home, we will not call you to bring it to him/her. The child will be able to charge that day only. Please send money the next day to cover the amount of the charge.
2. We will not call for homework items that were left at home.

MAKE-UP WORK

Work missed during most one-day absences can be made up the following day. If your child must be absent for a number of days, you should call before 10:00 A.M. and have his/her work sent to the office. Remember that it takes time to gather the work, so please plan accordingly. You may pick up the work in the office after 12:00 noon.



If several days are missed, all work must be made up within one week of the absence. If the work is not made up within one week, a zero will be given for the work missed.

Make-up testing will be in the mornings at 7:15 - 8:00, with each grade having a designated morning for making up tests. Make-up days for each grade are as follows:

Tuesday: 5th & 6th

Wednesday: 3rd & 4th

Thursday: 1st & 2nd

MONEY



Any money that is sent to school must be labeled and placed in a Ziploc bag or envelope. Please put your child's name and the purpose for the money on the bag, in case it is lost. We encourage you to write checks. No loose money should be sent to school. The children will not remember what it is for or even that the money is theirs!

NEWSLETTERS

Grades K3-2nd will have their own weekly newsletter to go out each week. This will let you know what is happening in the classroom. This will also inform you of any items that the children may need. The **P.E.N. (Parklane Elementary Newsletter)** will go out on **Wednesday, which is also signed-paper day**. Please take time to read the P.E.N. Put it somewhere visible throughout the week. It will have very important information that you will need to know.

PEP RALLY



If you attend the pep rally during football season and want to check your child out afterwards, come by the office before the pep rally and check him/her out. Your child will have to sit with you at the pep rally, and you will be responsible for him/her once the pep rally is over. Students must be checked out before the class leaves for the pep rally at 2:15. We ask that you write a note to the teacher letting her know that you will be checking out your child. She will know to leave your child at the office if the class leaves before you arrive to check him/her out. Please, familiarize yourself with your child's daily class schedule, and make arrangements to check him/her out before he/she leaves the room. Several classes have activity or break right before the pep rally, and they do not come back to the classroom before going to the gym. If you do not check your child out before the students leave the classroom, we cannot locate your child during this hectic time. Your cooperation in this will help the office run smoother on Fridays.

PFC

The P.F.C. is in charge of all parties throughout the school year, as well as getting room moms and helping with extra activities. If you would like to join, fill out the form in the back of this book and turn it in to your child's teacher.

PHONE NUMBERS

Business office	601-684-8113
Elementary office	601-684-7842
HS office	601-684-7841
Pioneer Mania	601-684-8153
Valley Food	601-684-8497



PICTURES

In August, everyone will have school day pictures taken for the yearbook, even if you decide not to purchase them. An envelope will be sent home several days in advance. Your child will be asked to wear a polo type shirt in school colors. (red, white, royal blue, navy, or gray)

In December, we will have pictures with Santa (optional). There will be a picture form sent home several days in advance.

In the spring, we have spring pictures taken. You will receive a proof of your child's picture with an order form attached. If you choose to place an order, you may do so at that time.

If your child is graduating from kindergarten, you will have the opportunity to purchase cap and gown pictures as well.

Parklane has the right to use and publish any child's picture in any school-related publications. If you do not wish your child's picture to be used for any reason, please notify the office in writing the first day of school.

PICKUP/DROP OFF/EARLY DROP OFF



K3, K4, & K5 children should be dropped off in the mornings by the Kindergarten building using the right hand lane. Older siblings of kindergarten students will need to unload with the kindergarten student. Therefore, only one stop will be required, and this will help traffic move quicker. Be respectful of those waiting in line behind you by having everything ready and unloading quickly.

1st - 2nd grade students that do not have siblings in kindergarten should be dropped off/picked up in the back, under the second awning.

3rd - 6th grade students should be dropped off/picked up in the front unless they have younger siblings. If they have younger siblings, they will be allowed to be dropped off and picked up in the back. There are three lanes. The first two lanes are for drop-off, and the **third lane is for thru-traffic**. (Older students should be dropped off/picked up where the youngest student is required to go).

K3-2nd students are **NOT** to be dropped off or picked up in the front, except when they are early drop off, tardy, or dismissing early with a parent.

Parents should display the name of the student in the right hand corner of the windshield. This enables the pickup lines to move faster and more efficiently. If parents are habitual about not using the car signs, they may be asked to go back around to the end of the line. If your child is being picked up by someone that does not have a sign, please inform them to have the student's name on a piece of paper and displayed in the passenger side of the front window.

EARLY DROP OFF: This will begin at 6:30 a.m. Students arriving at school between 6:30 a.m. and 7:30 a.m. must be dropped off in the **front** of the elementary building. They will report to the elementary library and be checked in by the teacher on duty. Parents of those students that are in Early Drop Off will be charged \$4.00 for one child and \$3.00 for every child after that.

Any changes in transportation should be handled by written notice to the teacher. **We do not accept changes from the child**. Please notify the office in the event of an emergency or last-minute change. Otherwise, we ask you to let your child know dismissal plans before he/she/ gets to school. Please refrain from using the office to communicate your daily decisions. Written requests are preferred.

PROGRESS REPORTS

Progress Reports will be issued at the half-way point of each 9 weeks' grading period for grades 3 -6.

Report Cards for K4 - 6th will be sent home the week after the end of each 9 weeks of the semester.

Grading scale is as follows:

A+.....100-98	B+....89-87	C+....79-77	Below 70...F
A.....97-94	B.....86-84	C.....76-74	
A-.....93-90	B-.....83-80	C-.....73-70	

SECURITY GATES

Front Gate: Open 6:00 A.M. on school days

24th Street: Opens at 6:00 A.M.; closes at 8:00 A.M.; reopens at 2:20 P.M.; closes at 6:00 P.M. on school days

(Exceptions will be made for scheduled events.)

TARDIES

It is our belief that children can learn responsibility by being at school on time.

We begin school every day at 8:00 A.M. Entering class after 8:00 a.m. is considered tardy. Since the instructions and directions for the day's activities are given beginning at 8:00 a.m., it is very important for our students to arrive on time. Students are allowed 3 tardies per nine weeks. Upon receiving the 4th tardy, the child will be required to miss P.E. or Recess and complete additional work during this time. For each tardy after the fourth tardy, the child will be required to report to detention the next morning at 7:00. Detention will be in the elementary library with Early Care, and a \$5

fee will have to be paid at that time to the staff member that is in charge. If these consequences do not solve the problem, a conference with the parents, teacher, and administration will be requested. **For late arrivals, please do not drive in the back gate and drop children off. For your child's safety, you must drive through the front gate and check him/her in through the office.**

TELEPHONE POLICY:

The office telephones are for school purposes only. Classes are not to be interrupted to call a pupil to the telephone except in a case of an emergency. In case of illness, the office will contact the parents. Generally, children will not be permitted to call parents to bring forgotten articles except in an emergency.

TOILET HABITS

All children must be able to take care of their own bodily functions. When children go to the bathroom, they must clean themselves, flush the toilet, and wash their hands. We also expect them to leave the bathroom clean. Please go over these rules with your child. If there is a major accident, the office will call you at work/home.

VISITS

Parents are asked to contact the office prior to visiting during the school day. Parents may visit with their child for lunch. No outside food is to be brought. We ask that you eat in the cafeteria with your child.

WEATHER

Information on the weather will be issued via text, by cell phone, or through K106. We highly recommend you get set up to receive school text messaging. **Please do not call the school phones as we are doing our best to keep children safe.**



Please read and sign the Handbook Agreement on the following page and turn in to your child's teacher by August 9, 2017. We look forward to a very successful school year!!

2017-2018 AGREEMENT

I have read this Handbook, including the Internet AUP and agree to abide by the regulations set forth in it during my attendance at Parklane Academy. I agree to uphold the Code of Honor.

Student's Signature

Date

Grade

I have read this Handbook and agree to support the policies and regulations of Parklane Academy.

Parent/Legal Guardian's Signature

Date