Parkside Elementary Bartholomew Consolidated School Corp. Columbus, Indiana

Vision Statement

Parkside – learning and working together for everyone's personal best

Parkside Pirates' Code:
We are Kind
We are Safe
We are Truthful
We are Responsible
We are Respectful

Message from the Principal

As the principal of Parkside Elementary, I am very excited about the year ahead of us. I extend a warm welcome to our returning students and families and would like to say "welcome" to our new students and families. Our staff is dedicated to providing students with a well-rounded education through a strong instructional program. We look forward to working with students and partnering with parents during the 2018-19 school year.

Parkside Elementary has the reputation of an outstanding school that has made successful academic achievements in the past. The success of our students is due to teachers, parents, and students working together as a team. Our Positive Behavior Instructional Support System will continue this year at Parkside in order to create clearer understanding of academic, behavioral, and social expectations. These expectations will be taught at the beginning of the school year, shared with parents and reviewed often with students throughout the year. The goal is to help support students in a positive way while creating an environment that is conducive to learning and is safe for everyone.

This calendar is for you to use along with our Parkside Handbook as a guide in learning our schedules, procedures, and policies. We hope you find this a beneficial and useful tool that you can add events to as they arise throughout the year.

We look forward to working with each and every one of you. Please feel free to call if you have questions, concerns or comments.

Sincerely,

Christopher L. Smith

ATTENDANCE PROCEDURES

- If your child is absent, contact the school (812-376-4314) by 8:30. If you cannot telephone, please send a note with a sibling stating the reason for the absence. If neither is possible, send a note with your child on his/her return to school.
- If you wish your child to be excused from school for "highly extenuating circumstances" or for participation in a non-school sponsored state, multi-state or national competition, please obtain a special request form from the school. This request should be submitted and discussed at least two days before the scheduled absence.
- When your child misses ten days of school because of illness, you will be asked to provide a statement from your doctor for further absences to be considered excused.
- Following excused absences, teachers will work with students to ensure missed work is made up. Parents may pick up assignments during the period of a student's extended absence (two or more days). Students do not receive academic credit for any work missed during any unexcused absence, but the work must be done so students will understand and be able to do the next assignments.
- If a student is to be released during school hours, a note should be sent to the teacher explaining the reason/s.
- A BCSC form must be filled out and returned to the office to confirm medical and dental appointments made during the school day.
- Your child is responsible for requesting and completing missed classroom work and homework assignments. If a student is absent one day, he/she will collect his/her assignments upon returning to school. A family member may pick up assignments during a period of a student's extended absence (two or more days). If the assignments are requested before the extended absence, they will be accommodated when possible. Parents can phone the school to request homework.
- ATTEND is a coalition of schools, law enforcement agencies, community organizations and service agencies in Bartholomew County. Their task is to respond to violations of BCSC's attendance policy and the Indiana Compulsory Attendance Law (I.C. 20-8.1-3).

ARRIVAL/DISMISSAL PROCEDURES Car Riders

Arrival

- Arrive on east side of the building no earlier than 7:45, pulling up as far as possible so that your child will exit on the sidewalk. As soon as your vehicle is stopped along the sidewalk, children should exit so that 10-12 cars are unloading children at one time. Please stay in line to depart the drop-off area rather than pulling around a vehicle in front of you. **Children should not be dropped off at any other location.**
- Children who are eating breakfast should go directly to the cafeteria. Those not eating breakfast will wait in the grade level appropriate
 hallway until the bell rings. The 8:00 bell will dismiss children to their classrooms. The 8:10 bell will indicate the beginning of school and
 all students arriving after that time must get a pass from the office.
- Students should practice the Parkside Pirates' Code at all times while waiting and proceeding to your classroom after the bell rings.

Dismissal

- Please display the assigned number tag on the rearview mirror. Numbers will be written down prior to dismissal of the children. Kindergarten students with no older siblings will be dismissed at 2:30. All other car riders will be dismissed at 2:37.
- Numbers and the station to which the children should go will be called from inside the building. Ten vehicles will be loaded at one time. Please wait for the entire line to leave the sidewalk area rather than pulling around vehicles in front of you. If there is no number tag, drivers will be required to go to the office and show ID in order to pick up a child.
- Students should practice the Parkside Pirates' Code at all times while waiting to be picked up.
- No vehicles should park on Parkside Drive to pick up children. Please help us keep all of our children safe and be an example to your own children by following the rules.

ARRIVAL/DISMISSAL PROCEDURES Walkers and Bikers

Arrival

- Arrive on the east side of the building no earlier than 7:45, enter the building to wait in the grade level appropriate hallway until the 8:00 bell rings. Bikers should park bikes at the bike rack near the playground shelterhouse.
- Children who are eating breakfast should go directly to the cafeteria. Those not eating breakfast will wait in the hallway. The 8:00 bell will dismiss children to their classrooms. The 8:10 bell will indicate the beginning of school and all students arriving after that time must get a pass from the office.
- Students should practice the Parkside Pirates' Code at all times while waiting and proceeding to your classroom after the bell rings.

Dismissal

- Students will be escorted to the exterior door by the cafeteria and dismissed AFTER all the buses have cleared. All students should follow the directions of teachers and staff and follow paths to the end of the school property.
- Bikers should get their bikes and walk them to the end of school property whether they are headed east or west.
- Students should practice the Parkside Pirates' Code at all times while traveling to their home.

ARRIVAL/DISMISSAL PROCEDURES Bus Riders

Arrival

- Upon arrival, students eating breakfast will be dismissed to the cafeteria immediately. If a student does not participate in the breakfast program, he/she should remain on the bus until dismissed at 8:00.
- Students should practice the Parkside Pirates' Code at all times while at the bus stop or on the bus.

Dismissal

- Students will be escorted to their bus by school personnel at 2:37. Students should walk quietly and remain on the sidewalk until entering their bus.
- Students should practice the Parkside Pirates' Code when going to their bus and riding the bus to their bus stop.

DISCOURAGING INAPPROPRIATE BEHAVIOR (Promoting Consistency)

Making clear which problem behaviors will be sent to the office and which will be handled by the faculty/staff sends two important messages to students:

- 1. The office is a serious place for serious infractions.
- 2. All faculty/staff in the school take responsibility and have the authority to maintain an environment that is safe and conducive to the growth of all students.

Discipline offenses handled by the Teacher/Staff

Level I and **Level II** behaviors will be handled by teachers/staff. **Level III** behaviors result in an immediate office referral. If **Level II** behaviors become chronic, an office referral can be made.

When intervention attempts have not been successful in reducing/eliminating Level I and Level II behaviors please follow the procedure listed below.

Before referring students to the office for offenses listed in Level I and Level II teacher/staff will:

- 1. Utilize intervention strategies to address/redirect problem behaviors
- 2. Follow individual classroom management plan
- 3. Contact parents before behavior becomes chronic
- 4. Conference with Principal to inform/communicate potential referral
- 5. Complete referral form to accompany student to office

When a referral is made to the office, the principal or designee will:

- Consult with appropriate school personnel
- 2. Issue appropriate consequences and facilitate corrective action designed to help the student improve his/her behavior
- 3. Return teacher copy of office referral form indicating imposed consequences

Behavior Definitions

Level I

Disruptive behavior: Low intensity interference with instruction/activity

Inappropriate Items at school: Chewing gum, playing/trading cards, toys, or any other item not appropriate for the school environment

Inappropriate dress: Not fitting the dress code. Refer to Parkside Student Handbook

Non-directed profanity: profanity or rude language not directed at a person **Unsafe/Rough play**: play that could result in unintentional injury to a student

Play fighting: inappropriate physical contact, not intentionally hurtful and without anger

Level II

Disrespect authority: Failure to respond to an adult request in a confrontational manner

Minor vandalism: Minor damage to and/or destruction of school or personal property that can easily be fixed with minimal cost

Cheating: High stakes or pre-meditated dishonesty in completing assignments or examinations

Level III

Racial Slurs & slander: words used to threaten, harm, or profanity used to hurt another

Theft: Taking item(s) that belong to someone else without permission

Aggressive behavior: Actions involving serious physical contact where injury is intended or highly likely

Directed profanity: profanity or rude language directed at an individual

Vandalism: Substantial damage and/or destruction of school or personal property that can not be easily fixed and/or is more costly to fix

Bullying behavior: Repeated verbal, social or physical acts intended to harm or intimidate an individual

Leaving school grounds: Leaving school property without permission or without parents signing the student out

Threats: Messages in verbal, written or gesture form that indicate intent to harm another individual

Possession of weapon: Includes fireworks, bullets, knife, gun, pepper spray, smoke bombs

Drugs/alcohol: Possession of alcohol, tobacco products or any other drugs

Paraphernalia: Use, consume, have in possession, buy, sell, or give away any paraphernalia without residue.

**Paraphernalia with residue may result in immediate suspension or explusion

DISCOURAGING INAPPROPRIATE BEHAVIOR (Promoting Consistency)

Level I Behaviors

Level I behaviors are minor rule violations that will result in an immediate verbal correction with a possible consequence. Examples include:

Running in the building	Name calling/put downs	Not prepared for class	Coping from another student
Not telling the truth	Disruptive behavior	Inappropriate dress	Not completing assignments
Electronic devices	Non-directed profanity	Uncooperative behavior	Inappropriate items at school
Unsafe/rough play	Play fighting	Not paying attention	Talking during class

Level I Consequences

Students who engage in Level I behaviors will be asked to identify inappropriate behavior and describe or demonstrate the appropriate replacement behavior. Students may receive a mild consequence delivered by the teacher or staff member designed to discourage the inappropriate behavior from occurring in the future. Consequences for Level I behaviors may include, but are not limited to:

Verbal redirection	Time out	Apology/restitution	Call home
Loss of privileges	Recess detention	Student letter to home	

Level II Behaviors

Level II behaviors are more serious in nature. Level II behaviors will result in an immediate verbal redirection, a logical consequence, and a written behavior report signed by and shared with the student's parent. Examples include:

Chronic Level I behavior	Disrespect authority	Failure to do homework	Minor vandalism	Cheating
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Level II Consequences

Students who engage I Level II behaviors will be asked to identify inappropriate behavior and describe or demonstrate the appropriate replacement behavior. The incident will be documented using a behavior report which will be signed by the teacher and parent. Consequences for Level II behaviors may include, but are not limited to:

Verbal correction Apology/restitution Loss of privileges Behavior contract

Recess detention Call home

After-school detention Time out

Level III Behaviors

Serious fighting, harassment, and verbal abuse violate the dignity, well-being and safety of another person. These behaviors will result in an office discipline referral. Level III behaviors may result in suspension but may also be corrected by using a variety of logical consequences. Examples of Level III behaviors include:

Chronic Level II behavior Directed profanity

Threats

Harrassment/stalking

Racial slurs & slander Vandalism Possession of weapon

Theft **Bullying behavior** Striking an adult

Aggressive behavior Leaving school grounds

Drugs/alcohol or paraphernalia

Level III Consequences

Students who engage in Level III behaviors will be referred to the principal for immediate action. After consulting with the parents and appropriate school personnel, the principal will issue appropriate consequences and facilitate corrective action designed to help the student improve his/her school behavior. Examples of consequences include:

Verbal correction Detention Educational classes In-school suspension Apology After school detention Parent meetings Out-of-school suspension

Time out Behavior contract Restitution

Loss of privileges Community Service

Parent escort to school/events

PARKSIDE ELEMENTARY 2018-19

PIRATES' CODE:

WE ARE KIND

WE ARE SAFE

WE ARE TRUTHFUL

WE ARE RESPONSIBLE

WE ARE RESPECTFUL

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 OPEN HOUSE	8 FIRST STUDENT DAY	9	10	11
	Focus Skill: Pirates Code Taught	New families: 5:00 PM Classrooms Open for all families: 5:30-6:30 PM				
12	13	14	15	16	17	18
	Focus Skill: Kind					
19	20	21	22	23	24	25
	Focus Skill: Safe					
26	27	28	29	30	31	
	Focus Skill: Truthful					

REINFORCEMENT/INCENTIVE PLAN

Parkside Pirates' Code: We are Kind We are Safe We are Truthful We are Responsible We are Respectful

Treasure Bucks will be issued based on the Parkside Pirates' Code and will be redeemed on a 9-weeks basis for rewards at the Treasure Bucks Store for grades K-2. Coupons such as "Lunch with the Principal", "Lunch with a Teacher", "Extra recess time" and more will also be available for students to "purchase" at the store.

Grades 3-6 will redeem Treasure Bucks ongoing rewards directly from their teacher and/or save up for "Pirates Palooza" which is an activity time that occurs once each 9-week period. Possible activities may include Dance Party, Artist Corner, Reading Room, Board/Card Games, Sports events, etc.

The treasure bucks have been a huge success with students in recent years and we look forward to providing another successful year of incentives for our children.

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION PARKSIDE ELEMENTARY OFFICE REFERRAL

Student's name	Date	Staff Witnes	s/reporter
PositionTeacher's	Signature	Principal Sig	nature
		Level III Behaviors	
Chronic Level II behaviors Description: Threats to harm in any way Harrassment/stalking	Vandalism	TheftBullying behavior a weapon	_Aggressive behaviorDirected profanityLeaving school grounds _Striking an adultDrugs/alcohol or paraphernalia
	L	evel III Consequences	
Verbal correctionLoss of privileges What/whenIn-school suspension No. of days Out-of-school suspension No. of days		Community service Parent meeting After-school Day(s)	Parent escort to school/events Restitution
Comments:			
After discussing this behavior report	with your child, please si	gn and return this report to	o the classroom teacher the following school day.
Parent Signature		Date	

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Labor Day	4	5	6	7	8
	NO SCHOOL					
	Focus Skill: Responsible					
9	10	11	12	13	14	15
	Focus Skill: Respectful					
16	17	18	19	20	21	22
	Focus Skill: No put downs					
23	24	25	26	27	28	29
	Focus Skill: Active Listening					
30						

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 PTO Walk-a-thon	6
	Focus Skill: Personal Best				End of 1st nine 9-weeks	
7	8	9	10	11	12	13
	Fall Break	Fall Break	Fall Break	Fall Break	Fall Break	
	No School	No School	No School	No School	No School	
14	Begin 2 nd 9 weeks	16	17	18	19	20
	Focus Skill: Review Pirates Code					
21	22	23	24	25	26	27
	Focus Skill: Flexibility					
28	29	30	31			
			Halloween			
	Focus Skill: Perseverance					

We Are:	Playground	Cafeteria (Lunch & Breakfast)
Kind	-Use language free from profanity, insults and offensive content -Share playground equipment -Take turns, include others and act in a way that shows concern for others -Treat others the way you want to be treated	- Use appropriate language - Anyone is allowed to sit by you
Safe	-Use playground equipment safely -Walk in and around playground equipment -Follow rules for the "rock" -Follow Freedom Field safety rules	 Stay seated on your pockets until dismissed Keep hands, feet, and other objects to your self
Truthful	-Follow established rules for games -Practice "important telling" rather than tattling -You are in charge of you	- Take only food you have paid for - Practice "important telling" rather than tattling
Responsible	-Get adult permission to leave playground -Follow adult directions -Check before you leave the playground for personal items	- Raise hand if you need help - Keep area clean - Go directly to classroom after breakfast
Respectful	-Keep hand, feet and other objects to self -Listen for directions to line up immediately -Leave playground in a quiet, single file line in alphabetical order -Take care of playground equipment	-Follow adult directions -Touch and eat only your food -Use voice level 1 or 2

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
	Focus Skill: Effort					
11	12	13	14	15	16	17
Veterans Day						
	Focus Skill: Organization					
18	19	20	21	22 Thanksgiving Day	23	24
			Thanksgiving Break	Thanksgiving Break	Thanksgiving Break	
	Focus Skill: Common Sense		No School	No School	No School	
25	26	27	28	29	30	
	Focus Skill: Review Pirates Code					

	Library	Chromebook Usage	Restrooms	Hallways
We are:				
Kind	-Help other students find books -Wait patiently and quietly to be checked out -Recommend good books to others	 -Use appropriate manners and language when sending messages. -Shut down your device at the end of the day before charging. -Keep cabinets neat and organized. 	- Wait your turn quietly	- Enter new area quietly
Safe	-Walk in the library -Take one step at a time on stairs	-Hold device with both hands when walking.-Keep lids closed when walking with device.	- Wash hands with soap and water before leaving the bathroom	 Keep hands and feet to self Stay on right side of hallway
Truthful	-Give accurate information about books that are missing or damaged	-Apps and extensions should only be loaded with teacher approval. -Keep your passwords private.	- Immediately return to classroom	- Follow procedures even when walking alone
Responsible	-Use shelf markers -Bring books back on time -After checking out books, use your time to read	-View only teacher approved sites with your deviceKeep food and drink away from the deviceKeep keyboard free of objects and lid closed when not in use.	 Put paper towels in trash Flush toilet Report any problems in the restroom Turn off water when finished 	- Stay directly behind the person in front of you
Respectful	-Use quiet voices -Wait your turn when requesting assistance -Listen to directions -Push in your chairs and straighten cushions before leaving the library	-Use device as a learning tool. -Use only the device assigned to you.	-Respect privacy of others -Walk quietly to the restroom -Take care of property	- Move quietly in a straight line

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
	Focus Skill: Sense of Humor					
9	10	11	12	13	14	15
	Focus Skill: Problem Solving					
16	17	18	19	20	21	22
					End 1st Semester	
	Focus Skill: Kind				End 2 nd 9-weeks	
23	24	25 Christmas	26	27	28	29
	Christmas Break	Christmas Break	Christmas Break	Christmas Break	Christmas Break	
	No School	No School	No School	No School	No School	
30	31					
	Christmas Break					
	No School					

Arrival/Dismissal Rules Matrix

	Arrival/Dismissal Walkers	Arrival/Dismissal Bus Riders	Arrival/Dismissal Car Riders
We Are:			
Kind	Use language free from profanity, insults and offensive content.	 Use language free from profanity, insults and offensive content. 	Use language free from profanity, insults and offensive content.
Safe	Walk on appropriate trail Cross street with crossing guard where present Keep hands & feet to self	 Keep hands & feet to self Enter/leave bus only when it has completely stopped Remain seated Be on time Walk quietly to and from the bus 	 Use drop off/pick up area only (East side circle drive) In a.m., walk straight to class when bell rings In p.m., sit appropriately in assigned area Leave aisle way in hall Stand safely behind cone
Truthful	- Practice "important telling" rather than tattling	Practice "important telling" rather than tattlingTell driver your name when askedYou are in charge of you	- Practice "important telling" rather than tattling
Responsible	 Arrive no earlier than 7:45 a.m. Enter & exit from correct door to designated area Use quiet voices Bring a note for alternative plans 	 Use quiet voices Take care of school assignments, books & materials Check space before you leave, keep track of personal belongings Bring a note for alternative plans If not eating breakfast, remain on bus until dismissed 	 Arrive no earlier than 7:45 a.m. Enter & exit from correct door to designated area All food, candy, treats, toys stay in backpack Bring a note for alternative plans Walk quietly to car
Respectful	 Follow directions of crossing guards Respect personal space Use quiet voices Be on time and ready to learn 	 Follow directions of the bus drivers Respect personal space Keep food & drink in backpack Put trash in trash can 	 Follow directions of crossing guards Respect personal space Be on time and ready to learn At dismissal, use shoulder length voice while waiting for names to be called, the practice silence while names are being called

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day	2	3	4	5
		Christmas Break	Christmas Break	Christmas Break	Christmas Break	
		No School	No School	No School	No School	
6	7	8	9	10	11	12
	CLASSES RESUME					
	Begin 2 nd Semester Begin 3 rd 9-weeks					
	Focus Skill: Review Pirates Code					
13	14 WIDA (ELL Tests) Begin	15	16	17	18	19
	Focus Skill: Friendship					
20	21 MLK Day	22	23	24	25	26
	NO SCHOOL					
	Focus Skill: Curiosity					
27	28	29	30	31		
	GREAT KINDNESS	GREAT KINDNESS	GREAT KINDNESS	GREAT KINDNESS		
	CHALLENGE WEEK	CHALLENGE WEEK	CHALLENGE WEEK	CHALLENGE WEEK		
	Focus Skill: Kindness					

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					GREAT KINDNESS	
					CHALLENGE WEEK	
3	4	5	6	7	8	9
	Focus Skill: Cooperation					
10	11	12	13	14	15	16
	Focus Skill: Personal Best					
17	18 President's Day	19	20	21	22	23
					WIDA (ELL Tests) End	
	Focus Skill: Initiative					
24	25	26	27	28		
	Focus Skill: Problem Solving					

March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
					WIDA (ELL Tests) End	_
3	4	5	6	7	8	9
					End of 3 rd 9 weeks	
	Focus Skill: Pride					
10	11	12	13	14	15	16
	Snow Make Up Day #1	Snow Make Up Day #2	Snow Make Up Day #3	Snow Make Up Day #4	Snow Make Up Day #5	
	OR Spring Break	OR Spring Break	OR Spring Break	OR Spring Break	OR Spring Break	
17	18	19	20	21	22	23
	Spring Break	Spring Break	Spring Break	Spring Break	Spring Break	
	No School	No School	No School	No School	No School	
24	25 Begin 4 th 9-weeks	26	27	28	29	30
	Focus Skill: Review Pirates Code					
31						

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	Focus Skill: Courage					
7	8	9	10	11	PTO Spring Festival/Book Fair	13
	Focus Skill: Integrity					
14	15	16	17	18		20
					Good Friday	
	Focus Skill: Personal Best				NO SCHOOL	
21	22 ILEARN Testing Begins	23	24	25	26	27
Faster Sundav	Focus Skill: Active Listening					
28	29	30				
	Focus Skill: Patience					

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
	Focus Skill: Cooperation					
12	13	14	15	16	17 ILEARN Testing Ends	18
Mother's Day						
	Focus Skill: Effort					
19	20	21	22	23	24	25
	Focus Skill: Perseverance					
26	27 Memorial Day	28	29	30 Last Student Day	31 Last Teacher Day	June 1
	No School			End 4 th 9-weeks	•	
	Focus Skill: Review Pirates Code			End 2 nd Semester	Graduation: CSA New Tech	Graduation: East and North HS

NOTES

PARKSIDE PIRATES' CODE: WE ARE KIND, SAFE, TRUTHFUL, RESPONSIBLE AND RESPECTFUL