

Parkview School Pre-K – 12
Parent and Student Handbook 2018-2019

Parkview School – Vision and Mission

School Vision: Parkview School is a shared community of parents, staff, and students that envision an alternative learning environment that promotes academic achievement and personal and social responsibility while empowering students to meet the challenges of the 21st century.

School Mission: Parkview is a WASC accredited, state compliant independent-study school that helps students achieve their highest potential by offering a K-12 enrichment alternative to classroom-based instruction. Our goal is to establish a partnership with parents in the education of their own child(ren), enabling them to successfully provide academic instruction to their child(ren) in the home setting with academic and elective classes on campus. We seek to meet the unique needs of a variety of students. All with different learning styles, allowing them to move at their own pace, yet challenging them to complete assignments based on state and district standards, while encouraging them to achieve excellence in the pursuit of their studies.

California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, as you are aware, due to state budget cutbacks, schools can no longer afford to fund many of these activities. Voluntary donations by parents may offset the costs of these programs. Parents are not required to make donations and all students may participate in extracurricular activities regardless of whether their parents make a donation.

PROGRAM OVERVIEW

Parkview School is a program designed for students who desire an alternative to traditional classroom instruction. Instructional strategies may include independent study, online learning, concurrent classes, and workshops.

In this program, students, parents, and teachers team together according to a written agreement under the general supervision of a certified teacher. While students follow the state and district-adopted curriculum and meet the district graduation requirements, the program allows for flexibility to meet their individual needs, interests, and styles of learning.

Because of the unique nature of the partnership between parent, teacher and student that is core to Parkview, each family meets with their teacher as required to ensure maximum student success. Time and day will be stated on the enrollment agreement. This may entail weekly, bi-weekly, or monthly meetings (based on individual needs) with a Parkview teacher. Parents must be able to provide transportation to the mutually agreed upon location indicated on the enrollment agreement. Families, who become aware of special or extenuating circumstances that will prohibit them from keeping their appointment, need to contact their teacher and make alternative arrangements. Students are expected to arrive on time for their appointments, or notify their teacher at least two hours in advance of a delay.

Continued enrollment in Parkview School is based on compliance with all policies set forth in the enrollment agreement and includes the mutual agreement between the parent, student and teacher that Parkview is an appropriate placement for the student.

Missing assignments or appointments may ultimately result in being referred back to your school of residence.

GENERAL INFORMATION

Student Attendance

At Parkview there are 10 academic/attendance months during the school year. Student work is collected for each academic/attendance month (not calendar month), and must be the work done by the student during that particular month. Student work must be turned in on or before the last day of the attendance month. The quantity and quality of student work will be verified by a certificated teacher who will then issue attendance credit for that month. Two or more incomplete assignments may result in dismissal from the program.

Curriculum

Curriculum is based on the California Standards.

Textbooks

Quality district adopted textbooks and materials are available to each student to support a complete and comprehensive instructional program for all grades. Both consumable and non-consumable materials are checked out to each student and parent enrolled at Parkview. At the end of the school year, or when students leave Parkview they are responsible for returning the materials to the school in good condition.

Evaluation

For students in grades Pre-K-5 a grade report is issued three times a year, middle school receives a grade report quarterly, and high school students receive grades at each semester.

Standardized state testing is given to students in grades 3rd – 8th and 11th. A proctored midterm and final is given to high school students in all core academic areas, K-12 students participate in common benchmark assessments.

Grades for High School

50% from Independent Study assignments

15% from Midterm/Final

25% Portfolio/project/notebook/labs/ interactive instruction

10% Oral Presentations/Interview/Participation/Discussion Board

Theatre & Leadership 70% assigned work 30% participation

Conferences

Regular monthly conferences with teachers are required for all Parkview students. Day and time of monthly conferences are determined at the time of enrollment and noted on the master agreement. At conferences, parents can discuss student's progress and clarify any questions they may have. Additional conferences are held as needed. Two missed monthly conferences will trigger re-evaluation of enrollment in program and may result in being referred back to the school of residence.

Academic Integrity

Parkview School expects a full commitment to academic integrity from each student. Your signature on the Master Agreement is your commitment to the academic integrity as a student at Parkview School.

Academic Integrity means:

- o The work on each assignment will be your own.
- o You will not practice plagiarism in any form.
- o You will not allow others to copy your work.
- o You will not misuse content from the Internet or other resources.

Parkview Plagiarism Policy

All assignments turned in are expected to be your work and of your work production only. Completed assignments should be the result of your exclusive efforts and research. Using the ideas, thoughts, work, wording or efforts to another without giving credit to the source is plagiarism and is not acceptable. Plagiarism also includes allowing someone else to copy your work, reuse your thoughts and ideas or reword your efforts and submitting it as their own.

Consequences for Plagiarism- 1st Offense – Conference with Principal and no credit for work
2nd Offense – Conference with Principal and dropped from course
3rd Offense – Conference with Principal and possible referral to school of residence

Pre-K-12th PROGRAM HIGHLIGHTS

Concurrent classes

For most grade levels a maximum of two classes can be taken at the student's school of residence. All students must still enroll in four courses at Parkview School, separate from Physical Education. All dress code and attendance policies apply to Parkview students while attending courses on other campuses. Please fill out a concurrent enrollment request form to facilitate this process.

Onsite support classes

Classes at Parkview are scheduled throughout the year for both parents and students. Please refer to the monthly calendar or our website for dates and times of workshops. All classes require a sign up in the office.

Field Trips

Parent Organized Field trips are available for various interests and grade levels. All field trips are optional. Field trips are a wonderful opportunity for direct, hands-on educational experiences and socialization. Please note: Field trips are not school-sponsored activities. All field trips require a sign up in the office and parents provide transportation.

Classroom Observations

Must be scheduled through the office and shall not exceed 20 minutes on duration.

Chromebook Lab

Parkview has a computer lab available to all students for educational purposes (I.E. research, word processing, presentations, discussion boards etc.) To be given network and Internet access through the district, all students are required to sign the Student Network/Internet Acceptable Use Agreement. Students who do not sign the agreement will not be given access to the Internet. Students are not permitted to use school computers for email, chat, or personal use of the Internet

HIGH SCHOOL PROGRAM HIGHLIGHTS

Community Service

The PYLUD'S board approved Community Service program is designed to encourage student participation in worthwhile social service activities as part of their high school curriculum. This requirement states that all independent study students need to complete 60 hours of community service by the time they graduate. Once 60 hours are completed the student will earn five elective credits toward graduation.

Parents should assist students in selecting appropriate non-profit organizations or agencies for community service. It is hoped that the activity will be beneficial to the community and meaningful for the student. Verification of completion must be submitted to the student's teacher.

It is the parent's responsibility to provide any necessary transportation. Some community service opportunities may be available on campus, through community service organizations, and clubs. Please refer to your community service handbook.

Electives

In addition to our selection of electives, Parkview has a variety of ways for students to acquire elective credit to meet high school graduation requirements.

- o ROP
- o Concurrent Enrollment at district schools or Community College Courses

High School PE

High school students are required to complete 20 credits of PE. PE credit can be obtained in the following ways:

Students participating in PE activities outside of a comprehensive high school must keep a log of activity and complete written assignments. This log sheet must will be shared during meetings.

Students may concurrently enroll in PE at their school of residence.

Oncampus Requirements

- o Chemistry and Biology Labs
- o Leadership
- o Beginning and Advanced Theatre

Interactive Instruction

Background: The University of California system devised a policy for non-traditional classrooms. For an independent study course approval by the U.C., there must be one hour of interactive instructive per week for each U.C. approved course that a student is enrolled in. We meet that requirement through our Parkview Discussion/ Instruction Boards, email, phone calls, workshops, classes, and tutoring. How to leave a comment on a Parkview Discussion Board:

- 1) Log on to the Parkview website at www.parkviewpylusd.org and click on “Links” in the menu bar.
- 2) Select the Discussion Board link
- 3) Click on “Comments”
- 4) Write your comment in complete and correct sentences.
- 5) You will be prompted to sign in to your “Google” account.
- 6) Sign in and type in the “word Verification” code.
- 7) Submit your comment
- 8) A Parkview teacher will approve your comment and it will be posted for others to read.

Every student has a Google email account. Your email is your six-digit student number followed by pylusd.org.

When you post your first comment, Google will prompt you to create a “Display Name”. Your Display name is what others will see next to your comment. It is recommended to use your first name followed by your Student Identification number so that your teacher can properly credit your submitted comments.

Concurrent Classes

Concurrent Enrollment forms are available in the office. These forms must be completed and signed by the Parkview principal and your supervising teacher to enroll in the following types of classes:

- o ROP- See ROP schedule
- o Classes at our comprehensive high schools- Students are able to take a maximum of 2 classes at one of the PYLUSD comprehensive high schools.
- o Community College Courses – The required forms are obtained from the community colleges.
- Dual Credit: 1) Students seeking dual credit for college courses must get approval from the site administrator or designee prior to starting the course.

• High School Graduation Requirements

Parkview High School is WASC accredited. Our graduates earn a 210-credit high school diploma, which will prepare them for further educational opportunities.

Parkview Graduation Ceremony

Each June, Parkview holds a formal graduation ceremony for its graduating seniors. Caps and gowns can be purchased or borrowed through the office in early spring. A diploma will be issued to all seniors who meet the graduation requirements.

Awards and Honors

- o National Honor Society is for students in grades 10-12. Induction criteria is available on the school website.
- o National Junior Honor Society is available for students in 6th-9th grade. Induction criteria is available on the school website.
- o PLUM Award – for one student in 5th, 8th, and 12th grade who demonstrate a high level of leadership, academic effort, and citizenship.
- o Presidential Award – presented to 8th and 12th grade scholastic achievers.

SCHOOL AND DISTRICT POLICIES

Dress Code

All students coming on campus for workshops, meetings, etc. must be appropriately dressed. Clothing must be neat, clean, in good repair and provide proper body covering. Shoes must be worn while on campus. Parkview T-shirts, polo shirts and sweatshirts are available for purchase. (Optional) Please remember that Parkview is a voluntary program. We are trying to develop and encourage a level of excellence and self-discipline, which will prepare students for success.

Bullying

Bullying is prohibited. Bullying is any look, word, sign, or act that hurts a person's body, feelings, or things. Any student who feels that he/she is being bullied should report it immediately to a school staff member. Students who engage in any form of bullying are subject to disciplinary actions.

Campus Safety

Dropping off/Picking up students – Please park and supervise children to and from class or workshop. For safety reasons students should not be in parking lot unattended.

Students will wait in the lower patio area after workshops/classes if not picked up immediately after class.

Patio Safety

- Do not run
- Do not sit, jump or climb on fences, walls, or rails.
- If a ball is thrown out of patio area please have an adult retrieve it.
- Return all PE equipment to original location.

Restrooms

- When in class students need to notify adult in charge when they need to use the restroom.
- Students should use the buddy system, returning to class

promptly.

o Emergency Drills

- If fire alarm goes off students should quietly exit through the front door of building in a single file line.
- Follow adult in charge to evacuation area as indicated on the evacuation map.
- Adult in charge will take attendance and report injuries if necessary.
- Fire drills and duck and cover drills are practiced on a regular basis.

EMERGENCY PROCEDURES

In spite of the very best efforts at prevention, emergencies do occur. Emergency procedures have been developed to cover a number of emergencies, or unusual situations, which can occur on a school campus. Such procedures should be followed carefully, and drills must be managed in a serious, disciplined manner. However, when an emergency occurs, any staff member may be expected to use his own initiative, good judgment, and common sense in addition to prescribed procedures. Each class is equipped with an emergency backpack and each teacher is issued the Schoolwide Emergency Response Plan at the start of each school year.

o FIRE – In the event of a fire on campus, or a practice drill, an alarm will sound with a series of ten one-second rings with a five second pause repeated for at least one minute. The fire alarm box in buildings will flash. The all clear alarm will sound which consists of a long uninterrupted bell for 15 seconds when it is safe to return to class.

o CIVIL DEFENSE AND DISASTER (Duck and Cover) – In the event of a civil defense or disaster alert an alarm will sound with a fast warble tone of a one-minute duration. Oral instructions will be given. Take the following action:

- Drop and cover procedures – students should get under desks/tables.
- Turn off gas and electricity
- Re-Check Roll.
- Maintain order and discipline

- Await further instructions or follow evacuation order as signaled by fire evacuation alarm.
 - Take Independent action if the emergency or disaster requires such.
 - A single long 15 second uninterrupted bell will indicate the “all clear”
 - o EARTHQUAKE (Duck and Cover) – Take action as indicated for “civil defense and disaster”.
 - o BOMB THREAT – Procedures are available in the administrative offices.
 - o POWER OUTAGE – Keep students in classroom and await further instructions. DO NOT DISMISS!
 - o CAMPUS INTRUDER (Lock Down) – In the event that someone should be on campus with intent to do harm to students/staff, a lockdown will be announced. The alarm will sound with a euro siren (very distinct) for a one-minute duration.
 - When indoors: Move students to the center of the room, away from windows and take cover. Lock door and wait for further instructions, or all clear signal.
 - When outdoors Move quickly to nearest entrance to building, or other protection. If safe, move indoors. Wait for all clear signal.
- In the aftermath of recent school shootings, law enforcement officials have also established new protocols for schools to follow if there is an active threat on campus. This “best practice” was developed from information learned from studying previous shootings. The practice is referred to as Deny Access, Evade, and Engage (D.E.E). This is an “active response” protocol made available to staff if there is an immediate threat on a school campus. Teachers and staff are provided three response options, which allow them to evaluate the current situation and then make a decision regarding the appropriate response. The following procedures should be followed. The new protocol will be to “Deny Access” when a threat is outside a classroom, “Evade” when the threat is away from the current location, and as a last resort, “Engage” to slow down the threat.
- o TOXIC MATERIAL LEAK – Take available items of clothing from students and stuff in vents and under doors. Wait for further instructions.

ACCIDENT/ILLNESS (STUDENTS)

It is the policy of the school to render first aid only. Conditions requiring further care are the responsibility of the parent. School personnel are not to change dressings for injuries occurring either at home or school.

In case of serious accident or illness, the office is to be notified immediately. If appropriate in your judgment, dial 9-911 to request help. Do not leave the injured student unattended. In case of serious injury, apply appropriate first aid as needed until help arrives. In cases of fractures or suspected fractures, head, neck, back, or internal injuries the patient is not to be moved and adequate first aid must be given before transporting the student from the site of injury. All suspected fractures should be treated as fractures.

Any school personnel, who are supervising or present when a student is injured must file an accident report in the office no later than the end of the day of the accident.

At no time is an ill or injured student to be sent home unless a parent, guardian, or a person designated on the emergency card is available for consultation with an administrator.

It is not permissible for any school personnel to give any form of internal medication to students. This is not first aid and can be legally interpreted as practicing medicine without a license.

• **Classroom Clean-up**

All instructors including parent lead workshops are responsible for leaving classroom in a clean and organized state so that it will be ready for the next instructor. Please make sure the following areas are checked after all classes/workshops.

Return all supplies to original location.

Pick up any trash on floor etc.

Wipe desks if necessary.

Return tables, desks, bookshelves to original location.

Unplug and return any AV or electronic equipment to original location.

• **Work Permits and Child Labor Laws**

Generally, work permits are required for any student under 18 who wishes to work in a paid job. They are issued at the Parkview Office. The student must have an offer of employment before beginning the process. The office staff will provide an application for a work permit, which is filled in by the employer, the student, and the parent. When the completed application is returned to the school office, a work permit is issued to the student. The student then gives the permit to the employer. A work permit must be renewed at the beginning of summer and the beginning of each school year.

• **Sexual Harassment Policy**

“Sexual Harassment”: any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a part of the academic environment.
2. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the students; or
3. Such conduct has the purpose or effect of unreasonable interference with a student’s academic performance or creates an intimidating, hostile or offensive learning environment as part of school related activities.

To report a violation of Parkview’s sexual harassment policy, students notify their instructor or Principal.

Parkview Panthers Set the P.A.C.E.

Schoolwide Learner Outcomes (SLOs)

Parkview Panthers are...

Partners in Education who:

- team with parents and teachers in order to reach their full potential and emerge college and career ready.
- achieve success through a personalized learning program that includes an array of enrichment and leadership opportunities.

Academic Achievers who:

- think critically, self-evaluate and self-reflect as lifelong learners.
- utilize technology to maximize collaboration, communication and creativity.
- Compliant with state and district standards.

Community Members who:

- demonstrate and promote respect, service and integrity.
- expand learning beyond the classroom through real-world experiences and problem solving applications.

Effective Communicators who:

- access, research, organize, analyze, evaluate and deliver information.
- read, write, speak, and listen critically using standard English conventions.