

WELCOME TO EMERY PARK ... HOME OF THE VIKINGS!!



EMERY PARK SCHOOL EXPECTATIONS:

I will remember to be:

- ***Respectful***
- ***Responsible***
- ***Safe***
- ***Focused and Committed to Learning***

MAINTAINING A SAFE CAMPUS

Emery Park School has a closed campus policy. No visitors, including parents, should come on campus without registering in the main office. All visitors must be ready to present picture ID for verification.

During school hours, visitors must use the Commonwealth entrance/exit. Before school, students can use playground entrances on Meridian and Orange Grove, and the Commonwealth entrance. After school, students can use entrances/exits on Commonwealth and Meridian. Kindergarten pickup should be on Orange Grove.

PARENT INVOLVEMENT AND VOLUNTEERS

All parents should participate in school functions and attend parent meetings, such as the PTA, SSC, and ELAC. Parent involvement is a requirement to your child's success at school.

Beginning with the 2013-2014 school year, Board Policy and Administrative Regulation 1240 have been revised to reflect that all volunteers, regardless of activity, will be fingerprinted and cleared through the Department of Justice, prior to participating in school events.

The rationale for this change to policy is to insure that the District utilizes the most accurate measures to screen for individuals that should not interact with our students. The District is committed to providing a safe and secure environment for all students.

We welcome volunteers!! If you would like to volunteer, please contact our Home School and Volunteer Coordinator at 626-943-3340.

CELL PHONE

All cell phones must be registered in the office. The school is NOT responsible if the cell phone is lost or stolen. NO cell phone should be used during school hours. Emergency phone calls to parents during school hours must be made using the office phone only. Parents should call the office to contact students. NO incoming calls to students on their cell phones should be made during school hours. Cell phone can only be used after school hours outside of campus. If confiscated, parent must come to pick up cell phone. Continual offender

might have cell phone confiscated for the remainder of the school year.

ATTENDANCE

Daily school attendance is the law.

Parents should call the office at 626-943-3340 before 9:00 a.m. when a student is absent or send a note with the student when he/she returns.

School starts at 8:00 a.m. All students should be in line and ready for class at 7:58 a.m. Students who are late for more than 30 minutes must go to the office for a tardy slip before reporting to class. All un-cleared absences will be considered truant. All doctor and dental appointments should be made after school hours.

Notification to the office should be made at least one week in advance if a student is going to be absent for 5 or more days for any reasons. Students who are absent for 5 or more days should be placed on independent study and the district will assign homework

HOMEWORK

Consult your child's teacher on his/her homework policy.

Homework for student who is absent more than one day can be requested via a phone call to the main office before 10:30 a.m. Parent can pick up homework after school

DRESS CODE - Uniforms are mandatory!

- White, navy or royal blue shirt/blouses with sleeves and collar
- Navy blue/khaki/pants/skirt/shorts/skort or jumper (NO jeans)
- Sweaters and sweatshirts must match our school colors (royal blue or white) or be navy blue or black
- Heavy jackets/coats must adhere to District guidelines (see student handbook)

Students who are out of uniform will receive consequences as follows, such as, parent contact and community service.

SKATEBOARD/SCOOTER/BICYCLE

All skateboards/scooters/bicycles must be registered in the office. Registration forms can be obtained in the main office. The school is NOT responsible if the item is lost or stolen. All skateboards and scooters must be stored in the storage bin by the auditorium. No use of skateboard, scooter or bicycle on campus or sidewalks in front/side of campus at any time. If confiscated, parent must come to pick it up. Continual offender might have skateboard/scooter/bicycle confiscated for the remainder of the school year.

AGENDAS

All students in grade 3 and up use an agenda to record homework, etc. Some teachers use the agenda as a communication tool with parents. All parents should check student's agenda daily. Parents should consult individual teacher as to his/her policy on use of the agenda.

CAFETERIA USE

Cafeteria is for student use ONLY. No parent should be in the cafeteria during mealtime. Students who are eligible can apply for free/reduced lunch at the cafeteria. Students who are not on free lunch must pay for his/her meals.

RESTROOM USE

NO adult should use the student restrooms. ALL adult visitors should consult with the main office for restroom use.

PROGRESS REPORT/REPORT CARD

Grades 6-8: Parents will receive a progress report every six weeks. Please, check grades online on a regular basis. If you do not know your logon and password information, please contact the office.

Grades K-5: Progress reports are optional. Parents should consult individual teachers.

All students receive report cards three times during the school year. Refer to monthly calendar for dates of report cards going home.

BIRTHDAY PARTY

Even though we would like to celebrate every student's birthday, birthdays are not celebrated in the classroom with cupcakes, balloons in order to protect instructional time.

CLASSROOM SUPPLIES

Consult your child's teacher for individual classroom supplies. Your child's teacher or the front office can supply you with a school donation list.

TEXTBOOK CARE

Textbooks are on loan to students. They are expected to be covered and well cared for. Students with damaged or lost textbook will be fined. Report card will be withheld if fine is not paid.

PARENT CONFERENCE

Parent/teacher conference can be requested at anytime in the main office. Teachers may not be able to see a parent without an appointment.

INTERNET USE

All students using the Internet at school must sign a user agreement. Signed form should be returned to the child's teacher

What Every Parent Should Know!



Emery Park School

**2821 W. Commonwealth Ave.
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626-943-3340**

