

PARKDALE ELEMENTARY SCHOOL

Jessica Lyons, Principal
Matthew Librock, Assistant Principal

Parkdale Elementary is a Kindergarten through 4th grade school.

Contact Information

Parkdale Office	716.687.2352
Attendance Office	716.687.2353
Health Office	716.687.2355
District Registrar	716.687.2313

Main Office FAX	716.687.2350
Health Office FAX	716.687.2363

School Hours

Grades K – 4 9:00 am – 3:25 pm

Student Registration

Contact the Registrar's Office at 687-2313 to request registration forms. Registration forms must be returned by the parent, along with birth certificate, two proofs-of-residence and the most recent physical and immunization records.

Information regarding annual Kindergarten Information Night and registration will be posted on the website in January.

Grade-Level Supply Lists

K – 4 Supply Lists can be accessed under Parkdale Elementary Informational Links and Site Shortcuts

Attendance

- Please call the Attendance Clerk at 687-2353 each day of your child's absence.
- New York State mandates that every absence requires a written note within 48 hours of a child's return to school. The note must include:
 - Child's first *and* last name
 - Teacher and grade level
 - Reason for absence
 - Date(s) of absence
 - Parent/Guardian signature

Arrival & Dismissal Times

8:30 a.m.	Earliest that students are allowed to be dropped at school
9:00 a.m.	Students arriving after this time are considered tardy
3:15 p.m.	Walkers and students being picked-up are dismissed
3:25 p.m.	Bus riders dismissed

Six-Day Cycle & School Closings

- Parkdale Elementary follows a six-day cycle (A – F Days). The letter days can be found on the Parkdale website calendar link of the Parkdale website.
- If school is closed due to inclement weather or an emergency, information will be sent out via School Messenger, updated on the district website, local radio and television stations by 7:00 am.
- How are letter days affected when school is closed?

If school is closed on an “A” Day (and if we are closed only one day), the day we come back will be a “A” Day.

Transportation & Dismissal

- Students will be dismissed according to information submitted annually on the Student Transportation & Dismissal Form. After transportation is established in August and as per district policy, changes will not be made unless they are due to a change in childcare - or - residence.
- Bus passes are issued for childcare purposes only.

Notes to Change a Daily Dismissal & Early Dismissal Notes

- All requests for a change to student dismissal must be received in writing prior to 2:30 pm.
- All notes regarding dismissal must include:
 - Student’s first and last name
 - Teacher and grade level
 - First and last name of person authorized to pick-up your child
 - Parent/Guardian signature
- Phone calls and e-mails will not be accepted. This includes requests for a student to:
 - Stay after-school for an activity or club
 - Be picked-up
 - Be released as a walker

After-School Activities & Clubs

- Parents are responsible to send a written note to school each day that their child will stay after school for any activity or club, in order to advise us of the change in their child’s dismissal.

Office staff will not be able to accept notes for multiple meeting dates or contact parents if written notes are not received. If no note is received, your child will be dismissed/bused to their regular destination.

Parkdale Handbook & Code of Conduct

- The Parkdale Handbook and Code of Conduct can be found under Site Shortcuts on the Parkdale homepage.