

Pierremont Elementary School

Family Handbook

2019-2020



**1215 Dauphine Lane
Manchester, Missouri 63011
(314) 415-6600**

**School Hours: 7:35am-2:30pm
Building Opens to Students at 7:20am**

www.parkwayschools.net/pierremont



@PierrePanthers



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Facebook**

**www.facebook.com/Pierremont
www.facebook.com/PierremontPTO**



Kindness - Respect - Honesty - Perseverance - Responsibility

Dear Families,

Welcome to Pierremont, a school with a strong history of high expectations, traditions, and student-centered learning. At Pierremont, we remain focused on the Parkway School District Mission and are grounded by our five core values: Kindness, Respect, Honesty, Perseverance, and Responsibility. With our dedicated, experienced staff, we are a positive and caring school community focused on challenging students to grow and learn in their character and academics.

Here's a little bit about us as leaders: I have worked for more than 26 years as an elementary teacher and as an administrator, with seven years as a Parkway administrator. Mrs. Lackey has served 25 years in education, nine as an elementary and middle school teacher and eleven in curriculum and instruction before becoming Pierremont's assistant principal in 2014. Together, we will continue to make Pierremont a place where students, staff, and families love to be – a place where they feel valued, cared for, and successful.

We look forward to an exciting year. Please stop by or reach out at any time. We are here to serve and partner with you in the very important work of educating your children. Have a wonderful 2019-2020 school year!



Gina Piccinni, Ed.D.
Principal

Kiara Lackey, M.Ed.
Assistant Principal

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PARKWAY SCHOOL DISTRICT

MISSION: The mission of the Parkway School District is to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world.

VISION: We succeed when each student and each graduate:

- transfers prior learning to new demands, in and out of school
- is fully prepared for future educational challenges
- is a creative, thoughtful and effective problem solver
- is increasingly a self-directed, skilled and persistent learner
- is a literate and critical consumer of information and ideas
- speaks articulately and listens effectively
- acts out of a strong sense of personal, social and civic responsibility
- seeks to understand the views, values and cultures of others
- works skillfully with others to achieve common goals
- pursues a personal direction based on individual talents and interests

LEARNING PRINCIPLES: The conditions for optimal learning are observable in our classrooms and confirmed by educational research. As a learning institution, we want to ensure each student is successful in these areas:

- understands the purpose and outcomes of learning as well as the standards required for success
- transfers learning to new situations beyond the classroom and school
- makes meaning of content within helpful conceptual frameworks and multiple contexts
- uses feedback to improve products, performances, key skills and transfer of learning
- self-assesses and self-adjusts individual learning through reflection against rigorous goals
- constructs new knowledge by building on prior knowledge and activating earlier ideas
- tests ideas, takes intellectual risks and learns from mistakes in pursuit of understanding
- experiences learning challenges that match individual abilities, needs and interests
- realizes that the capacity to learn is not fixed; ability and understanding can always improve

COMMITMENTS: To accomplish our mission, we will implement the following action plan:

- value the uniqueness of students and believe in their ability to learn and succeed
- engage students in meaningful learning through a guaranteed, viable district curriculum that is rigorous and relevant
- ensure students experience respectful learning environments that are safe, welcoming and well-designed
- support the health, well-being, integrity and character development of students
- maintain a culture of accountability in which all departments, schools and programs collect and report relevant data on their progress toward Mission-driven goals
- develop and support strong professional communities that utilize data, knowledge, experience and research to improve practice and accomplish goals
- build positive relationships among students, families, staff and the broader community
- responsibly and efficiently allocate resources including finances, facilities, personnel and time
- cultivate the creativity and diversity of talents within all students
- recruit, employ, develop and retain an exceptional staff dedicated to representing Parkway's diverse community

Parkway School District Personnel

Parkway Board of Education

Jeff Todd, President

Sam Sciortino, Ph.D., Vice President

Kristy Klein Davis, Director

Pam Hill, Director

Deborah Hopper, Director

Kevin Seltzer, Director

Matthew Schindler, Director

Regular meetings of the board of education are held monthly at Central Middle School as designated in the board meeting calendar and are open to the public. In addition, all meetings are streamed live on Parkway's website. Meeting dates are posted and begin at 7:00 p.m. unless otherwise specified.

Parkway Administration

Superintendent

Deputy Superintendent

Assistant Superintendent of Teaching, Learning & Accountability

Assistant Superintendent of Student Services

Dr. Keith Marty

Dr. Chelsea Watson

Dr. Kevin Beckner

Dr. Greg Mathison

District Policies and Notices

The following policies and notices are explained in their entirety on our district website at

<https://www.boarddocs.com/mo/pkysd/Board.nsf/Public>

- Asbestos
- Bullying Policy
- Civility Policy
- Nondiscrimination
- Notification of Rights under the Protection of Pupil Right Amendment
- Parents Have Rights Regarding Student Records
- Participation in Statewide Assessment
- Student Attendance
- Service and Rights for Students with Disabilities
- Student Discipline Policy
- Video Monitoring on School Property

PIERREMONT STAFF MEMBERS

Principal

Dr. Gina Piccinni

Assistant Principal

Mrs. Kiara Lackey

Kindergarten

Mrs. Katie Boyher

Mrs. Jessica Schwartzman

Mrs. Anne Thomas

First Grade

Mrs. Lindsey Griffith

Mrs. Meghan Higgs

Mrs. Ali Reeder

Mr. Christopher Salt

Second Grade

Mrs. Rachel Myers

Mrs. Lauren Roth

Mrs. Lacey Savage

Third Grade

Mrs. Emily Arseneau

Miss Jessica Ballew

Mrs. Maggie Brady

Miss Lana Moyes

Fourth Grade

Mrs. Renee Dettmer

Mrs. Angie Guccione

Miss Monica Mantler

Mrs. Whitney Walton

Fifth Grade

Mrs. Megan Clemenson

Mrs. Sarah Griggs

Mrs. Courtney Sweetin

Mosaics Academy

Mrs. Rebecca Ellison

Dr. Mollie Glazer

Mrs. Laurie Leary

Mr. Eric Wonsidler

Health & Physical Education

Mrs. Mitzi Skiba

Mrs. Allison Wallace

Fine Arts

Mrs. Cailin Forrest-Music

Mrs. Lauren Schaefer-Art

Mrs. Nikki Kovaluk-Strings

English Learner Specialist

Michelle Burkot

Gifted Specialist

Mrs. Sandra King

Instructional Coach

Mrs. Mandy Kelly

Library Media Specialist

Mrs. Hollie Hanneke

Reading Specialist

Mrs. Susan Ghory

School Counselors

Ms. Karen Fluchel

Mrs. Chelsea Seeger

School Nurse

Mrs. Katherine Park

Social Emotional Behavioral Specialist

Mrs. Lara Oberman

Social Worker

Mrs. Angie Deckert

Special Education Team

Mrs. Amy Manscuk, Area Coordinator

Mrs. Alysia Polec, Resource

Mrs. Erin Hulsey, Resource

Mrs. Mary Kier, Resource

Ms. Julie Buschmann, SLP

Mrs. Michelle Cavato, SLP

Mrs. Christine Rausch, OT

Mr. Clay Brigance, School Psychologist

Mr. Zeke Allison, Paraprofessional

Mrs. Pat Davenport, Paraprofessional

Mrs. Robin Peal, Paraprofessional

Technology Specialist

Mrs. Nancy McGrath

Adventure Club

Mrs. Linda Jones

Cafeteria/Food Service

Mrs. Amy Alley

Mrs. Stacey Ulz

Secretaries

Mrs. Ginny Hardy, Principal’s Secretary

Mrs. Kerry Kelly, Staff Secretary

Mrs. Jo Smeehuyzen, Registrar Liason

Custodians

Mr. Jeff LaCava, Head Custodian

Mr. Kevin Bateman, Day Custodian

Mr. Nuriya Jusic, Night Custodian

School Resource Officer (SRO)

Mr. Greg Jansen, St. Louis County Police

Pierremont PTO Executive Board

Jessica Bruner, President

Sarah Rohan, Vice President

Christina Knott, Treasurer

Pierremont Fun Facts

| | |
|--------------------------------|------------------------|
| School Mascot..... | “Midnight” the Panther |
| School Colors..... | Blue & Gold |
| School Opened..... | 1967 |
| Missouri Gold Star School..... | 1996 |

WHO TO CALL

| | | |
|--|--|------------------------------|
| Absences | 24-hour Attendance Line | 314-415-6626 |
| Adventure Club | Linda Jones | 314-415-6620 |
| Bus Concerns | Kiara Lackey | 314-415-6603 |
| E-Hour Classes | Kerry Kelly | 314-415-6606 |
| Health Concerns/Immunizations | Katherine Park, MSN, RN, NCSN | 314-415-6610 |
| Moving to a New School | Jo Ann Smeehuyzen | 314-415-6604 |
| PTO Leadership | Jessica Bruner, President Sarah Rohan, Vice President | 314-583-1194 314-221-7072 |
| PTO School Liaison | Kerry Kelly | 314-415-6606 |
| Safety Concerns | Gina Piccinni/Kiara Lackey | 314-415-6600 |
| School Counselors | Karen Fluchel (gr. K, 2, 3, 4) Chelsea Seeger (gr. 1 and 5) | 314-415-6608 314-415-4608 |
| Scouting | Chad Goede, Boy Scouts Jessica Bruner, Girl Scouts | 314-750-5771 636-299-8832 |
| Use of Premise | Kerry Kelly | 314-415-6606 |
| VICC (Voluntary Inter-District Choice Corporation) | Parent Line | 314-721-8657 |

SCHOOL HOURS

School hours and arrival/dismissal times are below. We welcome students into our school **no earlier than 7:20 a.m.** each day. Prior to that time, supervision is unavailable. ***Please do not drop off students prior to this time.*** Thank you for helping keep students safe!

Arrival 7:20-7:35 a.m.
School begins promptly at 7:35 a.m.
School ends at 2:25 p.m.
Dismissal 2:25-2:35 p.m.

ARRIVAL AND DISMISSAL

Prompt arrival is an important first step to a positive, successful day at school. We expect all students to be in their classrooms and ready to begin instruction when the bell rings at 7:35 a.m. Those who arrive after 7:35 a.m. *must* be accompanied by a parent/guardian to sign in at the office so attendance can be properly reported. Student dismissal procedures begin at 2:25 p.m. (Adventure Club, Walkers & Day Care Van Riders, Car Riders, and Bus Riders). Car riders only are dismissed through Door 9 in the rear of the building. All others are dismissed through Door 2 in the front.

Early Dismissal in Emergency Situations

It may become necessary to dismiss early due to inclement weather conditions or other emergency situations, such as a power outage or water main break, etc. In this case, our rapid notification system will be activated and parents will be notified on all selected phones/devices. We ask families to complete the emergency portion of the ***Daily Transportation Plan***, since an unexpected early dismissal can change arrangements and care for young children. Please have a plan in place in the event of an unexpected early arrival home (go to a neighbor, a key in the backpack, etc.). Please note: When school is closed early, after school activities (including Adventure Club) are also cancelled.

ATTENDANCE

Absence Phone Line- 314-415-6626

Attendance is the first step to achieving success at school. Missouri law places the responsibility on parents and guardians to see their children attend school. Please make all efforts to ensure your child attends school with as few tardies and absences as possible. If your child will be absent from school, you are asked to call the attendance line with the reason for the absence. Each day, our school secretary will compare the “will be absent list” to the classroom attendance forms. If no call has been received by 7:50 a.m., the secretary will contact the home, places of employment, and/or emergency numbers.

Overall student attendance is reported to families via e-mail, telephone calls, conferences, written notices, and/or progress reports. If a child is absent for five days or more, the family could receive written notification from the school. After the tenth absence, a second letter may be sent, at which point a district social worker could be assigned to support the family.

In the event that a student is absent from school for ten (10) consecutive days, he/she will be dropped from attendance rosters unless school officials have been notified and the anticipated return to school has been recorded.

Late Arrival

Students who arrive after 7:35 a.m. must be signed in at the front office by a parent/guardian so proper attendance can be recorded. In the interest of children’s safety, ***never*** drop them off at the curb after school has begun and the doors are locked. *Please note that Door 9 (in the rear of the building where car riders enter) closes at 7:30 a.m. to allow timely arrival in classrooms.

Signing Students In and Out

State law requires schools to keep attendance by the hour. If it becomes necessary to pick up your child from school during the day, **come directly to the office to sign out your child**, and he/she will be paged. The following guidelines are in place to ensure the safety and security of all students:

- All children need to be signed in and out by the adult responsible for them.
- Teachers may only release a child when authorized by the office. Please assist the teacher by sending written notification.
- Students can only be released to those listed as emergency contacts in Infinite Campus unless there is a note from the parent.
- You may be asked to show identification when picking up a student.

**In order to fully comply with any Court orders or parenting plans related to agreements for school pick-up, the District requests a copy of the current order or plan to be shared with the school. If parents have agreed to deviate from a Court order, the District may be able to accommodate the agreed-upon request, so long as a copy of the agreement is provided to the District in writing. However, if a Court order specifically bars an individual from picking up a child, the District cannot deviate from such an order. If you have any questions related to the procedures for picking up your child from school, please contact the principal directly.*

CAFETERIA

The Pierremont cafeteria is serviced by a kitchen located at North High School. Students may select the regular school lunch as described on the menu, a salad, or a heated sandwich. Our cafeteria offers well-balanced, tree-nut/peanut free meals at a reasonable charge. Students must have lunch unless we have a note from a parent indicating otherwise. Only children who purchase lunch or have tree-nut/peanut allergies may sit at the table designated as “nut free.” If you have questions, please call our Cafeteria Supervisor, Amy Alley, at 314-415-6622.

Student Lunch Account

Students utilize their Parkway PIN if they choose to purchase meals. Students new to Parkway will be assigned a PIN the first week of school. Special envelopes are available for payment into children’s lunch accounts (on top of the drop box outside the cafeteria doors and near the front office) but any envelope will work provided parents include all necessary information. We encourage payment by check made out to “Parkway Food Service.”

Parkway School District Food Services utilizes a program called **MySchoolBucks™** that also allows parents to make lunch payments using Visa, MasterCard, and Discover, bank debit cards, or electronic checks. The MySchoolBucks™ system also offers the ability to view account balances and information for your child(ren), as well as an option to sign up for automated low balance alerts, automated replenishments when the account balance falls below a selected amount, and much more. To register your child(ren)s account(s), visit mySchoolBucks.com or follow instructions posted on the Parkway School District’s Food Services website.

Charging and Seconds

A student may charge a lunch using their issued pin number when funds are not available. Prompt payment of these charges is appreciated. After three charges, children will receive a cheese sandwich, fruit and a drink for lunch. Please communicate with your child whether they are permitted to purchase breakfast, snacks or seconds at lunch. Parents who do not want their children to charge or purchase seconds must have a letter stating so on file in the cafeteria.

Free and Reduced Lunch

A new application for free or reduced lunch must be completed each school year and approved by Parkway Food Services. Applications for free and reduced priced meals are confidential information and are located in the school office. Please allow 10 business days for application processing. Until approved, children new to the program are charged for all meals; the Free and Reduced Lunch Program does not retroactively pay for meals purchased prior to approval. Last year’s applications continue through mid-September. Please contact Amy Alley at 314-415-6622 with any questions.

Breakfast and Lunch

Breakfast and lunch are served daily. Current prices and lunch times by grade level are as follows:

2019-2020 Breakfast/Lunch Prices

| | |
|------------------------------|--------|
| Elementary Student Breakfast | \$2.35 |
| Extra Breakfast Entrée | \$1.50 |
| Elementary Student Lunch | \$3.25 |
| Adult Lunch | \$3.35 |
| Extra Lunch Entrée | \$2.00 |
| Milk/Juice (any type/flavor) | \$.50 |

2019-2020 Lunch Times

| | |
|-----------------------|-------------|
| Kindergarten | 10:40-11:00 |
| 1 st grade | 11:00-11:20 |
| 2 nd grade | 11:20-11:40 |
| 3 rd grade | 12:00-12:20 |
| 4 th grade | 11:40-12:00 |
| 5 th grade | 12:20-12:40 |

TRANSPORTATION

Students are transported to and from school in a variety of ways. To avoid any confusion, please complete a *Pierremont Daily Transportation Plan* form for **each** of your children. Below are some specific notes regarding the ways our students come and go. We appreciate your support and cooperation in helping these processes run smoothly and safely for our students. **In the event of any change from a child's typical daily dismissal plan, please notify the front office directly, not the classroom teacher.**

Bus Riders

In order to keep all students safe, please review bus safety procedures with your child such as staying in his/her seat, using the appropriate volume when talking (Panther volume 1 or 2), and keeping cell phones/devices turned off and put away. All students on Pierremont buses are expected to show our character traits of Kindness, Respect, Honesty, Perseverance and Responsibility. To provide the safest and most suitable conditions possible, a specific bus stop has been assigned for each student. To keep students safe, we request that children use their assigned bus stop. To access your bus route information, please go to <https://www.parkwayschools.net/Page/5261> **Note: It is highly recommended that all students planning to be bus riders, including kindergartners, ride the bus the first day of school. This helps the driver become acquainted with them and their bus stop and is an important first step to a predictable routine for children.**

Bus Expectations

Parkway buses and bus stops are considered extensions of our school where we expect our students to exhibit the same positive traits they do at school. Any misbehavior is subject to the same processes and consequences which may occur at school. We appreciate parent support in encouraging a positive experience for all students riding our buses and offer the following guidelines:

At the Bus Stop:

- Students should arrive at the bus stop five minutes before the bus is scheduled to arrive. A ten minute lead time may be needed during the first two weeks of school.
- Children should **never** step into the street or attempt to retrieve an object that falls under a bus. Alerting the bus driver to what is missing and where it fell is the appropriate course of action.
- Students should respect each other. The bus stop is not a place for rough play, bad language, or name calling.

On the Bus:

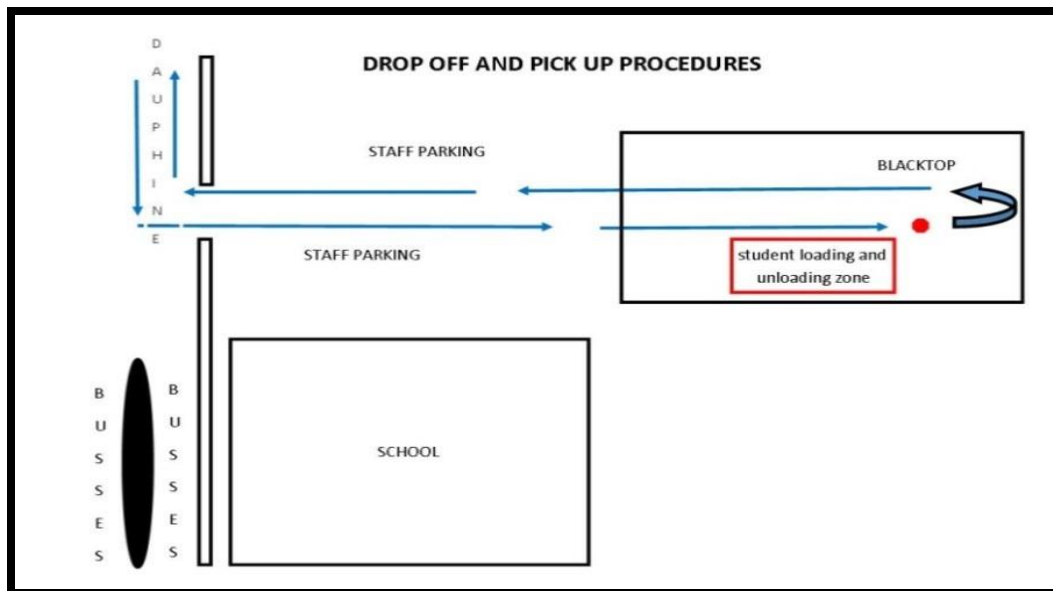
- The bus driver is in charge and has the same authority as a teacher or administrator while children are on the bus.
- Students must remain seated while on the bus.
- Friendly conversation is permitted but should remain at a level 1 (whisper) or 2 (partner voice level).
- Students should display kindness at all times, not using profanity or bringing harm of any kind to others.
- Students must keep their hands and personal items inside the bus.
- Item(s) may not be thrown out the window nor can a student yell out the window.
- Food and beverages are not allowed on the bus.

Voluntary Student Transfer Information

Prior to the first day of school, the Voluntary Transfer Student Transportation Office will mail a transportation card to the home of students who are St. Louis city residents. It will indicate their bus stop, pick-up and drop-off times, and bus route number. If you do not receive a card, contact the VICC office directly at 314-721-8657 or call Rocky Talavedra at 314-415-7060.

Car Riders

Car riders access the building from the northwest corner of the school via Door 9. Cars enter the carpool line by taking an immediate left near our entrance and driving along the west side of our building. (Cars are NOT permitted in the front circle during arrival and dismissal times.) Cars continue along the drive before loading/unloading in the rear and circling around to exit beside the carpool entrance lane. Please review and follow our TOP TEN TIPS, procedures designed to help our carpool system run efficiently, but more importantly to keep all children safe.



1. DO NOT allow children to exit or enter the vehicle while still in the driveway. Nothing is more frightening than having a child unaccounted for because they have slipped in or out, unseen by the adults on duty.
2. Pull all the way forward to the loading/unloading zone as directed by our staff members. Stopping at the beginning of the sidewalk stops the flow of traffic, compromises the procedure, and is a huge safety issue for the children.
3. Please remain in your vehicles. Teachers will assist children in and out of cars if help is needed.
4. The car line is a **NO PHONE ZONE**! Help keep our kids safe!

5. Whenever possible, children should exit their cars on the **building/passenger side of the car, so as not to cross traffic**. If they must exit the car on the driver's side, they should cross in FRONT of their vehicle, not behind it.
6. If you must park and enter the building, please proceed all the way *through* the loading/unloading zone, proceed to the front of the building to park in a "visitor" space, and enter at Door 1. DO NOT cut around cars in the driveway or those in the loading/unloading zone.
7. Please be timely – it helps students feel confident and ready to start their day! ***If car riders arrive after 7:30 a.m. and/or supervising staff members have re-entered the building to start the day, Door 9 will be locked. Please continue around to Door 1 near the front office and walk students inside to sign in.*** Students will then proceed to their classrooms independently or with the help of a staff member.
8. In the afternoon, cars may enter the loading/unloading zone after 2:20 p.m. to accommodate our final PE classes.
9. For both student safety and efficiency, your *Panther Pick-up* card must be visible at dismissal. The cards fit nicely on a child-sized hanger on your rearview mirror or on the back of the passenger side sun visor. While the "regular" staff members will quickly learn families and cars, we appreciate the added measure of security if there is ever a substitute helping with car pick up.
10. In the event of heavy rain or extreme cold, we follow the procedures outlined above but dismiss students from the library through Door 9. Thank you for your patience with the additional time on these days.

Bike Riders

Occasionally, we have a bike rider or two. In that case, we ask students to walk their bikes once arriving at Auber and Dauphine to cross traffic lanes safely. There is a bike rack available near the cafeteria. ***Safety helmets and bike locks are required.*** (The school cannot assume responsibility for stolen or damaged bikes.) It is recommended that riders be no younger than third grade unless accompanied by an older sibling. In addition, the office must have on file a note from the parent which grants permission to ride a bike to and from school.

Day Care Van Riders

These vehicles join our buses in the front of the school and students are dismissed along with bus riders by their classroom teachers.

Walkers

Students who are walking to school are greeted each day by a staff member at the corners of Dauphine and Auber beginning at 7:20 a.m. At dismissal, students are escorted to the same location by a staff member. Please meet your child there if you desire to walk him/her the rest of the way home.

Communicating a Transportation/Dismissal Change

If you need to change your child's dismissal plan on any given day, please contact the office via the **main phone line at 314-415-6600** or send written notification to school with your child. Email notification is acceptable **only if** you include the office staff as part of your email group (jsmehuyzen@parkwayschools.net, vhardy1@parkwayschools.net, and kkelly@parkwayschools.net). This is imperative, as teachers are not always able to check email and phone messages during the day *or* may be absent from school. If the change in dismissal requires your child to ride a different bus (e.g., to a friend's or babysitter's house) **or** to ride their regular bus but get off at a different stop, please include all necessary bus numbers in your communication. The office will issue a bus pass for your child. Whenever possible, please notify the office via email or phone **no later than 2:00 p.m.** to allow sufficient time to notify the teacher and your child. ***Without prior notification from a parent/guardian, all students will follow their normal dismissal routine.***

In Case No One is Home

Does your child know what to do if no one is at home? It is critical that you have a plan in place. Please discuss with your child what to do in the event this happens (e.g., go to a neighbor, call an adult, use a spare key in the backpack, etc.).

ADVENTURE CLUB

Adventure Club provides after school care from 2:30-6:00 p.m. If interested in enrollment, contact Parkway-Rockwood Community Ed at 636-891-6675 or Linda Jones at 314-415-6623 regarding cost, registration, available placement, and other details.

BIRTHDAYS

Student birthdays are recognized each day as part of our morning announcements. Students are then invited to the front office to choose a birthday pencil. In order to respect instructional time and to follow Parkway's Food Allergen Policy, edible treats, drinks, balloons, or flowers are not permitted. Parents may send in a small token to share with classmates if they wish (stickers, bookmarks, etc.). Thank you for understanding our need to keep ALL students safe and focused on their learning. In addition, party invitations can only be distributed at school if all students in the class are being invited. We appreciate your cooperation in understanding our need to help all students feel included. Regarding the use of electronic invitations in particular, ***please note that teachers and other staff members are not permitted to share families' contact information with other families.*** See below about obtaining a Buzz Book.

BUZZ BOOK

The PTO offers a Buzz Book containing contact information for the Pierremont families who have given permission to be included in this publication. Buzz Book order forms are made available at the beginning of each school year and are collected at Curriculum Night to allow timely publication of the book. ***Again, please note that teachers and office staff members are not permitted to share families' contact information with other families.***

CELL PHONES

In order to minimize distractions and ensure safety, students are only permitted to use cell phones at school for educational purposes and under direct teacher supervision. If parents prefer that their child carries a cell phone for emergencies, it must remain in the child's backpack and turned off at all times during the school day. ***In addition, to ensure the safety and security of all children, cell phones must remain off and put away while on the bus.***

CLASS PARTIES

PTO room parents plan two parties per year for our students. During the 2019-2020 school year, we will celebrate Halloween and Valentine's Day. Parties consist of activities, games, and/or crafts. In keeping with Parkway's Food Allergen Policy, parties do not include outside food or drinks. If you prefer your child ***not*** participate in the class parties, please send a note to the classroom teacher.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

Our office staff is not permitted to call children to the phone during instructional time but are happy to get a message to students or even ask them to return a call home during the next transition time in their day. Family emergencies are an obvious exception, and our administrators and counselors are happy to partner with you in these cases. In keeping with our cell phone policy, parents should not rely on text communication with their children during school hours or while on the bus. We appreciate your support in this matter.

DRESSING FOR SCHOOL

School-appropriate clothing at the elementary level should encourage active play and healthy interaction between children and adults and should ***not*** detract from the positive learning environment. Words or graphics that are offensive are not permitted, and hats should not be worn inside the school. Dressing in layers is recommended during seasonal changes. For safety reasons, students ***must*** wear tennis shoes for P.E. class, and they are also recommended for active play during two daily recesses.

HEALTH OFFICE SERVICES

A full-time school nurse manages our school's health office. The following health services are provided as needed:

- Emergency first aid
- Physical and mental health assessments and referrals for care
- Skilled nursing services for students with complex health care needs
- Mandated screenings, e.g. vision and hearing
- Monitoring student compliance with state immunization laws
- Developing and implementing individualized health plans for students.

Medication at School

Three things are necessary for your child to receive medication at school.

1. The medicine is in the original labeled container. (No Ziploc bags please.)
2. There is written permission from the parent.
3. There is a doctor's order for prescription medications. Over the counter medications (Tylenol, Advil, cough syrup, cough drops, etc.) *may* require a doctor's written order via note or fax. Please contact our school nurse at 314-415-6610 for more information.

Parkway Food Allergen Policy

Parkway School District is committed to creating an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure, and outline responses to allergic reactions. At Pierremont, we have a peanut-free table available in the cafeteria for those with peanut or tree nut allergies. Those who purchase a school lunch may also sit here. **We also ask that families of children in classrooms where food allergies are present avoid sending personal snacks with nuts.** Additional information will be provided to those families. If you have questions, please contact our school nurse at 314-415-6610.

Recommendations for Illness, Injury and Seasonal Allergies

Parents often have questions about health-related concerns at school. Please see below for additional information:

- Students will be sent home and should remain at home if they have a fever of 100 degrees or higher. They may return to school once they are fever free for 24 hours without the help of medication and feel well enough for a full day of school. If your child has been vomiting or experiencing diarrhea, he/she should be kept home until symptoms have resolved and he/she is able to keep down food and liquids.
- If a child has been injured, he/she may return to school once pain and discomfort have subsided and symptoms can be managed. If a child's injury will limit his/her physical activity at school, whether at PE or recess, parents are asked to communicate directly with the school nurse. A doctor's order may also be required.
- Regarding seasonal outdoor allergies, we think it is important for children to have time to run and play outside. We are happy to assist with basic symptom management, such as reminding children to face hands and faces after coming in from outside. If your child must stay inside to avoid severe allergy symptoms, we ask that parents provide a note from the doctor specifying the length of time for restrictions.

LATE START WEDNESDAYS

The *last* Wednesday of the month from August through April, all Parkway elementary schools have a two hour delayed start allowing teachers to work in Collaborative Learning Teams as part of a Professional Learning Community. On these days, our school start time (as well as all bus stop and arrival times) is moved back exactly two hours. Lunch times, however, remain the same.

LOST AND FOUND

A large container for lost items is located in the lobby of Door 2 near the cafeteria. Smaller personal items such as jewelry or eyeglasses are kept in the main office. Any unclaimed items are donated to charitable organizations **at the end of each month** by our PTO after first being posted in a Lost and Found photo gallery on our Facebook page. Items clearly labeled with students' names will be returned to them rather than being donated.

PARENT INFORMATION

The district provides helpful information on its website including calendars, menus, news, etc. Please access it at: <http://www.parkwayschools.net> or the Pierremont website: <https://www.parkwayschools.net/pierremont>

Parent Teacher Organization

The Pierremont Parent Teacher Organization (PTO) is made up of the parents of all the students at our school and all teachers. The PTO is a great way to get involved, meet other Pierremont community members, and volunteer your time. The organization has many programs where your personal expertise can help our students and the school. Please contact a PTO executive board member (listed in the front of the handbook) for more information.

Parent Access to Infinite Campus

Infinite Campus is a web-based student information system. Parents/guardians have secure access to basic student information, attendance, progress reports, and immunization records via the internet. Parents new to Parkway should email ic-parenthelp@parkwayschools.net to acquire their Infinite Campus activation code.

Progress Reports and Parent Conferences

Student progress reports are completed at the end of each trimester (November, February, and May) and are sent to parents electronically. We are eager to partner with our families to support our students and invite all to participate in parent/teacher conference nights offered twice a year.

PERSONAL ITEMS/VALUABLES

Personal items like toys, electronic devices, and other valuables are often distractions to learning and should not be brought to school. Occasionally, teachers may encourage bringing an item for a specific instructional purpose, but arrangements will be made ahead of time with the appropriate staff member. Students should not bring personal items to recess, and students are responsible for keeping the items in their backpack when not in use. ***The school cannot be responsible for any damages or loss of personal items during the school day.*** Please remember that weapons - including toy weapons and knives of any kind - are strictly prohibited at school.

PHOTOGRAPHING STUDENTS

When taking pictures at special events and parties, please remember that some parents have **NOT** offered consent for photographs of their children. Please check with your child's teacher before taking any photos and **ALWAYS avoid publishing photos of children other than your own on Facebook or other social media.** Publication of any sort could jeopardize a student's safety.

RECESS

Our daily schedule includes two recesses per day. On the occasion that parents join their children for a special lunch, we do ask that children attend recess on their own with their classmates. This is an important time for students to learn how to socialize with their peers, and classroom teachers who are supervisors during this time need to devote their full attention to student safety and wellbeing.

SCHOOL COMMUNICATIONS

Classroom Communications

Teachers and staff members communicate with families in a variety of ways: phone calls, emails, blogs, social media, smartphone apps, etc. You will learn more about your child's particular teacher and grade level methods at Curriculum Night.

Parkway Connect

We frequently use Parkway's digital communication system to send messages, alerts, reminders, and corrections via phone, email, or text message.

Pierremont Paw Print

All families will receive weekly e-mailed updates and information through the Pierremont Paw Print. The Paw Print will contain links, news, dates, etc.

Social Media Outlets

Timely information and photos are often shared via Pierremont's Twitter feed and Facebook page. Please "follow" and "like" us to stay connected and feel a part of the broader school community. In addition, monthly PTO meetings are streamed on Facebook Live.

Backpack Mail

Backpack mail might include notes, PTO communications, and opportunities from non-for-profit organizations*. While some items are sent home as paper copies to all students, some items are sent one-per-family and go home with the "youngest or only" child.

Flyers

Pierremont will make notices/flyers available as a service to the community in the file hanging near the front office. To be considered for this display, the distributor must first seek approval (in the form of a letter) from the Parkway Communications Department. In addition, parents can request digital distribution using Peachjar.

**Due to the numerous requests for public flyer distribution, only those from non-for profit organizations and approved by Parkway Communications Department may be distributed through "backpack mail." These organizations must have their flyers approved first by Parkway, and then submitted for approval to the Pierremont administration no later than one week prior to requested distribution date. If approved, organizations must provide printed copies in sets of 25 for the number of classrooms to receive notices.*

SCHOOL PICTURES

Individual school pictures are taken in the fall and group photos of clubs and organizations (strings, scouts, etc.) are taken in the spring. Yearbooks are available for purchase annually. ***Please Note: Parents who deny the right for their child to be photographed or videotaped in the Infinite Campus FERPA section are also denying the right to be included in school pictures/yearbook.***

SCHOOL SAFETY

The safety and security of all students and staff members is of utmost importance to the Parkway School District. To that end, there are several schoolwide practices and procedures in place which require the cooperation of our entire school community. We ask that families respect and adhere to all practices.

Building Security

All exterior doors are secured during school hours. Visitors must enter through Door 1 near the front office and ring the doorbell for admittance. You will be greeted by office staff then invited to the office to check in using our *Visitor Management System*. **Please do not attempt to enter through other doors and never ask students to open exterior doors for you.**

Intruder Drills

In keeping with district policy, Pierremont participates in intruder drills as a way to prepare students and staff for unforeseen emergencies. Based on the *4E* training with St. Louis County Police Department, all district staff members are trained to *Educate, Evade, Escape, and Engage*. During an intruder drill, elementary students are given opportunities to practice *evading* and *escaping* under the guidance of their classroom teachers. (Only middle and high school students practice *engaging*.) These drills are handled sensitively and presented in a child-friendly, reassuring format.

Items Forgotten at Home

If they choose to, parents are welcome to bring forgotten items to the front office during school hours. A staff member will deliver them to the classroom for you.

Visiting During School Hours

All visitors must buzz in through Door 1, check in with the office staff using our *Visitor Management System*, and wear a sticker for the duration of the visit. The *Visitor Management System* requires a scan of your driver's license or other picture ID on your initial visit.

In order to minimize lost instructional time and to uphold the privacy of students, parents are not permitted to visit classrooms without prior arrangements being made with teachers. If you choose to have lunch with your child(ren) on occasion, we ask that you allow them to attend recess on their own. This is an important time for social interaction and learning, and teachers need to give their undivided attention to properly supervising the students.

Volunteer Background Checks

Each year, volunteers (including parents) must submit and pass a background check through Parkway Human Resources. While the results of the background check will not be shared with the Pierremont staff, parents who do not have a completed background check on file will not be permitted to chaperone groups of students on field trips or volunteer in any capacity. Please visit the Human Resources webpage at <https://www.parkwayschools.net/domain/783> to register to volunteer at school events.

Who does *not* need a background check?

Parents who are visiting a classroom once and will not be alone with children (e.g., reading a story to the class in the presence of a teacher, attending a school party, etc.) do not need a background check. If you have additional questions, please contact Jo Ann Smeehuyzen in the office at 314-415-6604.

CHARACTER EDUCATION

A strong character education program is essential to achieving the Parkway Mission: to ensure all students are capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world. The following information provides an overview of some of the core teachings of character education at Pierremont.

Core Values/Character Traits

- **Kindness:** being nice to others without expecting anything in return
- **Respect:** valuing people and their property and treating them in a caring, considerate way
- **Honesty:** being truthful with your words and actions
- **Perseverance:** trying your best and never giving up
- **Responsibility:** taking charge of your learning, your actions, and your words

Schoolwide Expectations

To support and encourage a positive learning environment and in keeping with our character traits, several agreed upon expectations are taught, modeled, and reinforced every day. These common expectations for shared areas of our building are known as *The Panther Way*, i.e., the way we do things around here. They include the *Panther Volume Levels* (5, 4, 3, 2, 1, and 0) and other related guidelines. A full explanation of our building-wide expectations for the following contexts can be found under Character Education in the Parent section of our school website at:

<https://mo01931486.schoolwires.net/domain/1504>

- The Panther Way in our Classrooms
- The Panther Way in the Hallways
- The Panther Way in the Cafeteria
- The Panther Way on the Bus
- The Panther Way in the Bathrooms
- The Panther Way at Recess
- The Panther Way on Field Trips or at Events

STUDENT BEHAVIOR

We believe that children learn best in a positive and caring community. In addition to the Parkway Discipline Policy, high standards of behavior are expected for the safety and well-being of all Pierremont students. Students are given every opportunity to learn and use good behavior. Our schoolwide plan provides the structure and environment in which our children will meet the high academic standards of the Parkway School District. Our plan is based on research and makes use of effective, proactive measures, instructional strategies, positive feedback, restorative practices and logical consequences. Please read and become familiar with the [Parkway Policy JK, Student Discipline](#).

Schoolwide Behavior Plan

A positive schoolwide behavior plan is built upon a foundation of proactive communication between families and staff members. We use a variety of methods to respond to student misbehavior.

- Nonverbal Cue (eye contact, gesture, etc.)
- Verbal Reminder/Warning
- Private Conversation
- Classroom Consequences (e.g., loss of privileges, time out, think sheet, etc.)
- Parent Communication (*if the behavior itself or the need for teacher response is repeated/ongoing*)
- School Team Support (*counselors, special educators, administrators*)
- Office Consequences and Parent Communication

**Any behavior that puts students or staff members in danger will result in immediate administrator response.*

CARE TEAM/PROBLEM SOLVING

All Parkway schools utilize a Care Team/Problem Solving model for addressing concerns of any type that arise at school about a student. A Care Team is a group of professional staff representing a variety of disciplines. These may include general education teachers, school counselors, administrators, health professionals, special educators, social workers, school psychologists, etc.

To the extent warranted, the “problem solving” process involves problem identification (i.e., definition and analysis), the development and implementation of interventions, evaluation of their effectiveness, and, as needed, referral (e.g., for assistance, additional assessment, or services).

This process is based on systematic data collection and analysis, documentation, consideration of all relevant and available information, and hypotheses development/testing. Care Teams rely on existing educational information and staff input, but also collect additional data through the intervention process and, when necessary, individual student assessment. Informed parent consent generally will be obtained before any student is individually assessed or observed by a member of the school staff UNLESS the assessment is part of the District’s screening activities (i.e., something done with a particular group of students) or the normal instructional process (i.e., reading assessments).

Care Teams also encourage parents to provide any and all relevant information, including from outside professionals or agencies, about their children. Questions about Care Teams and the “problem solving” process should be directed to guidance counselors or school administrators.

ELEMENTARY SPECIAL EDUCATION PROGRAM DESCRIPTION

In conjunction with the Parkway School District, the Special School District (SSD) of St. Louis County provides special education staff, services, and programs for Parkway students with disabilities. A student qualifies for special education and related services when it is determined through evaluation that there is an educational disability which “adversely affects educational performance” and requires special education services.

All decisions regarding a student’s Free Appropriate Public Education (FAPE) and Individualized Education Program (IEP) are to be made by the student’s IEP Team, which includes the student’s parent(s)/guardian(s) and, as appropriate, the student. Emphasis is on keeping the student in the “least restrictive environment” (LRE) and supporting the student in Parkway’s general education curriculum. The amounts of special education and related services, service delivery models, settings in which the services are delivered, curriculum modifications, necessary adaptations, and all other instructional decisions related to the student’s disability are to be made by the IEP Team. Certain procedural safeguards, which include the right to appeal diagnostic and IEP decisions, are available to students with disabilities and their parents.

Special Education Services

Special education services can be provided in a number of ways. These include:

Consultative Services: Special education staff members work with general educators to monitor student performance and to adapt and/or modify classroom instruction, curriculum, materials, and tests in order to address student needs.

Direct Special Education Services In A Special Education Setting: Special education staff provide direct instruction and/or other services in a special education classroom or other settings outside of the general education programs. This model is frequently used for either:

- Learning Strategies: Instruction follows specific curricula to teach studying, writing, note taking, outlining, test preparation, test taking, and other skills designed to meet a student’s individual goals.
- Individualized Instruction: These IEP determined areas of instruction and support could include:
- Learning Support: Support is provided in content areas through remediation, review, and opportunities to apply "Learning Strategies" skills to daily classroom assignments.

- Alternative (e.g., Alt. Math, Alt. Eng.): Direct instruction in content areas (e.g., math, reading, writing, English, science) is tailored specifically to student needs.
- Individualized Instruction: A “curriculum” which is individualized for a student by the IEP team (for example, to address IEP goal(s)/objectives), does not relate to a traditional content area, and is based on materials and/or activities adapted by the special education teacher or on an established curriculum is provided. This does NOT mean 1-to-1 instruction.
- Community Access: Special education supervised community experiences may be a component of some specialized programs.
- Collaborative Instruction: Special education services are provided through collaborative planning and teaching involving a Parkway general education teacher and a special education teacher. Collaborative instruction is not offered in all content areas, grades, or classrooms. Availability will vary according to building needs and resources, as well as on student needs identified through the IEP process.

NOTE: Students may attend general education classes but work on content area requirements, objectives, and competencies that are significantly reduced and/or altered. The student’s record (i.e., report card, education record) will document such modifications. The following notation will appear on Parkway transcripts: “* = Modified Curriculum.”

Related Services: Related services are to be provided to a student with a disability when such services “are required to assist a child with a disability to benefit from special education.” Related services include, but are not limited to: social work, counseling, speech-language services, occupational therapy (OT), physical therapy (PT), and adaptive physical education (APE). The types and minutes/week of related services and the settings in which they are provided are determined by a student’s IEP Team based on need.

Levels of Special Education Services

A student’s level of service is determined by the total amount of time (calculated as a percentage [%] of their total instructional week) he/she is removed from general education settings/activities and from students without disabilities for their special education and related services. Regardless of their level of service, some students with certain disability related needs may require specialized special education programs, services, and/or expertise, which may be located only at certain elementary schools. The levels of service offered in Parkway schools are:

- Outside regular classrooms less than 21% (0% to 20.9%) of the school day.
- Outside regular classrooms at least 21 % but no more than 60 % (21% - 60%) of the school day
- Outside regular classrooms more than 60 % (60.1% or more) of the school day.

Questions and requests for assistance should be directed to Parkway's Special Services Department at the Administrative Center (@ 314-415-5002, Gina Piccinni, Principal, or Amy Manczuk, SSD Area Coordinator.