

# **Pierremont Elementary School**

## **Family Handbook**

### **2017-2018**



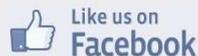
1215 Dauphine Lane  
Manchester, Missouri 63011  
(314) 415-6600

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

[www.parkwayschools.net/pierremont](http://www.parkwayschools.net/pierremont)



@PierrePanthers



[www.facebook.com/Pierremont](http://www.facebook.com/Pierremont)  
[www.facebook.com/PierremontPTO](http://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 and determined to achieve the district mission for all students. With our dedicated, experienced staff, we strive to live out our five core values each and every day: kindness, respect, honesty, perseverance, and responsibility. Our school is one of eighteen elementary schools in the Parkway School District, and our students go on to attend Parkway West Middle and High Schools. We look forward to watching your child(ren) learn and grow over the next several years!

Here's a little bit about us as leaders: I bring over twenty-five years of experience in Parkway, with eighteen years of teaching P.E. and six years as Highcroft Ridge's assistant principal before coming to Pierremont in 2014. Mrs. Lackey has also served Parkway students for over twenty years, nine as a classroom teacher then eleven in the realm of professional development, curriculum and instruction. We joined forces at Pierremont in 2014 as a new administrative team, inheriting an incredible staff and over four hundred children. We bring different strengths but the same core values and strive to make Pierremont a place where students love to be – a place where they feel valued, cared for, and comfortable taking risks in their learning.

We look forward to another great year of learning and growing!



Joseph D. Hawkinson, Ed.S.  
Principal

Kiara E. Lackey, M.A.  
Assistant Principal

## TABLE OF CONTENTS

Parkway School District _____	3
Mission and Vision _____	3
Parkway School District Personnel _____	4
District Policies and Notices _____	4
Pierremont Staff Mambers _____	5
PTO Executive Board _____	6
Pierremont Fun Facts _____	6
Who to Call _____	7
School Hours _____	8
Arrival and Dismissal _____	8
Early Dismissal in Emergency Situations _____	8
Attendance _____	8
Late Arrival _____	8
Signing Students In and Out _____	8
Cafeteria _____	9
Student Lunch Account _____	9
Charging and Seconds _____	10
Free and Reduced Lunch _____	10
Breakfast and Lunch _____	10
Transportation _____	11
Bus Riders _____	11
Bus Expectations _____	11
Voluntary Student Transfer Information _____	11
Car Riders _____	12
Bike Riders _____	13
Day Care Van Riders _____	13
Walkers _____	13
Communicating a Transportation/Dismissal Change _____	13
In Case No One Is Home _____	13
Adventure Club _____	13
Birthdays _____	13
Buzz Book _____	14
Cell Phones _____	14
Class Parties _____	14
Dress Code _____	14
Health Room Services _____	14
Medication at School _____	15
Parkway Allergen Policy _____	15
Exclusion from School for Illness _____	15
Late Start Wednesdays _____	15
Lost and Found _____	15
Parent Information _____	15
Parent Teacher Organization (PTO) _____	16
Parent Access to Infinite Campus _____	16
Progress Reports and Parent Conferences _____	16
Personal Items/Vauables _____	16
Photographong Students _____	16
Recess _____	16
Reducing Classroom Disruptions _____	16
Items Forgotten at Home _____	16
Contacting Your Child During School Hours _____	17
School Communications _____	17
Classroom Communications _____	17
Parkway Connect _____	17
Principal's Weekly Emails _____	17
Principal's Newsletters _____	17
Backpack Mail _____	17
Flyers _____	17
School Picturess _____	18
School Values/Character Traits _____	18
Schoolwide Expectations _____	18
Visitors and Volunteers _____	18
Student Security Related to Visitors _____	18
Volunteer Background Checks _____	18
Parkway's Philosophy of Education and Discipline _____	19
Care Team/Problem Solving _____	19
Elementary Special Education Program Description _____	20



## 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**

Beth Feldman, President  
Kim Appelbaum, Vice President  
Deborah Hopper, Director  
Kristy Klein Davis, Director  
Sam Sciortino, Ph.D., Director  
Sudhir Rathod, Director  
Jeff Todd, 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. Gina Piccini

## **DISTRICT POLICIES AND NOTICES**

The following policies and notices are explained in their entirety on our district website at <https://www.parkwayschools.net/Page/5286>.

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

## **PIERREMONT STAFF MEMBERS**

Principal	Mr. Joseph Hawkinson
Assistant Principal	Mrs. Kiara Lackey
Kindergarten	Mrs. Katie Boyher Mrs. Jessica Schwartzman Mrs. Anne Thomas
First Grade	Mrs. Lindsey Griffith Mrs. Sarah Griggs Mrs. Meghan Higgs Mrs. Ali Reeder
Second Grade	Mrs. Debbie Larsen Mrs. Rachel Myers Mrs. Lauren Roth Mrs. Lacey Savage
Third Grade	Miss Lana Moyes Mrs. Nancy Norath Dr. Dan Tripp
Fourth Grade	Mrs. Renee Dettmer Mrs. Angie Guccione Mr. Christopher Salt
Fifth Grade	Mrs. Megan Clemenson Mrs. Ellen Schanzmeyer Mrs. Courtney Sweetin
Mosaics Academy	Mrs. Shelly Braungardt Mrs. Rebecca Ellison Mrs. Mollie Glazer Mr. Eric Wonsidler
Health & Physical Education	Mrs. Mitzi Skiba Mrs. Allison Wallace
Art	Mrs. Julie Jenkins
Music	Mrs. Cailin Forrest
Strings	Mrs. Nikki Kovaluk
Gifted Specialist	Mrs. Sandra King
Library Media Specialist	Mrs. Hollie Hanneke
Reading Specialists	Mrs. Susan Ghory Mrs. Jill Nash
School Counselors	Ms. Karen Fluchel Mrs. Chelsea Seeger

School Nurse	Ms. Marilyn Perry
Technology Specialist	Mrs. Nancy McGrath
English Language Learners	Mrs. Linda Howard
Social Worker	Mrs. Angie Deckert
Special Education Team	Mrs. Amy Manscuk, Area Coordinator Miss Alysia Eckhoff, Resource Mrs. Erin Hulse, Resource Mrs. Mary Kier, Resource Ms. Julie Buschmann, SLP Mrs. Michelle Cavato, SLP Mrs. Christine Rausch, OT Mrs. Barb Newby, PT Mrs. Theresa Busby, Social Worker Mr. Clay Brigance, School Psychologist Mrs. Pat Davenport, Paraprofessional Mrs. Robin Peal, Paraprofessional
Instructional Coach	Mrs. Mandy Kelly
Math Facilitator	Mrs. Carlie Duncan
Teaching Assistants	Miss Kirstin Miles Miss Tara Sluik Mrs. Bev Spector
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 Ann Smeehuyzen, Registrar Liaison
Custodians	Mr. Jeff LaCava, Head Custodian Mr. Wayne Gibbs, Day Custodian Mr. Ibrahim Serdarevic, Night Custodian
School Resource Officer (SRO)	Mr. Greg Jansen, St. Louis County Police

**Pierremont PTO Executive Board:**

Carey Moore, President  
Kelly Emerson, Vice President  
Sara Goede, Secretary  
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 (2:30-6:00pm)	Linda Jones, Facilitator	314-415-6620
Bus Concerns	Kiara Lackey	314-415-6603
E-Hour Classes	Kerry Kelly	314-415-6606
Health Concerns/Immunizations	Marilyn Perry, M.S., R.N.	314-415-6610
Moving to a New School	Jo Ann Smeehuyzen	314-415-6604
PTO President	Carey Moore	314-583-1194
PTO School Liaison	Kerry Kelly	314-415-6606
Safety Concerns	Joe Hawkinson/Kiara Lackey	314-415-6600
School Counselors	Karen Fluchel (gr. K, 1, 2, 4) Chelsea Seeger (gr. 3 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 and safety cannot be guaranteed. *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 the comfort and success of a child's day. 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 where they will obtain a tardy slip for admittance to class. 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. *\*In the event of severe weather, dismissal may be delayed.*

### Early Dismissal in Emergency Situations

It may become necessary for all Parkway schools or for Pierremont alone to have an early dismissal due to inclement weather conditions or other emergency situations (e.g., water main break, etc.). In this case, our rapid notification system will be activated and parents will be notified on all selected phones/devices. Please adhere to your child's ***Pierremont Emergency Dismissal Plan***. When school is closed early, after school activities are also closed. Traffic may prevent buses from arriving on time or they may arrive early. Please have a plan in place in the event of an unexpected arrival home (go to a neighbor, a key in the backpack, etc.).

## ATTENDANCE

### Absence Phone Line

**314-415-6626**

Parents are asked to call the absence phone line if their children will be absent. 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.

Attendance is the first step of achieving success at school. Please make all efforts to ensure your child attends school with as few tardies and absences as possible. **Parkway School District no longer distinguishes between "excused" and "unexcused" absences at the elementary or middle school level.**

Missouri law places the responsibility on parents and guardians to see their children attend school. Parent(s)/ guardian(s) need to call and provide the school office with the reason for each student absence on the day of the absence.

Student absences will be communicated with families via conferences, telephone calls, e-mails, letters, notices, or progress reports. If a child is absent five days or more, the family could receive a written notification from the school. After the tenth absence, a second letter may be sent, at which point a district social worker may be assigned to support the family.

Students whose parent(s)/guardian(s) inform the school that the student will not be returning to school shall be dropped from daily attendance rosters. The same is true of students who are absent for ten (10) days or more and school officials have inquired of parent(s)/guardian(s) as to the student's status but cannot determine whether the student will return to school.

When the principal has information that a student is going to be absent from school for ten (10) or more days but will be returning to school, the student shall be reassigned in the district's student information system until the student returns. We will work to keep the student in the same class, but the district will not guarantee the student can be kept in the same class upon his/her return.

### **Late Arrival**

Students who arrive after 7:35 a.m. must be signed in at the front office by a parent/guardian. In the interest of your child'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**

We believe that daily attendance is the initial step in achieving academic success. 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 out by the adult responsible for them.
- Teachers may only release a child when authorized by the office.
- Please assist the teacher by sending a note that morning.
- Students can only be released to people listed on the Pupil Information Form unless there is a note from the parent.
- You may be asked to show identification when picking up a student.
- If your child is returning to school during school hours, please return via the main office.

## **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." 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 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 optional 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 every school year and approved by 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. Questions? Please contact Amy Alley at 314-415-6622.

### **Breakfast and Lunch**

Breakfast and lunch are both served daily. Details are included below. Lunch time is a great time to visit your child on special occasions, so times by grade level are listed in the chart below:

#### 2017-2018 Lunch and Beverage Costs

Elementary Student Breakfast	\$2.35
Adult Breakfast	\$2.60
Elementary Student Lunch	\$3.10
Adult Lunch	\$3.35
Extra Entrée	\$2.00
Milk/Juice (any type/flavor)	\$ .50

#### 2017-2018 Lunch Times

Kindergarten	10:40-11:00
1 <sup>st</sup> grade	11:00-11:20
3 <sup>rd</sup> grade	11:20-11:40
2 <sup>nd</sup> grade	11:40-12:00
4 <sup>th</sup> grade	12:00-12:20
5 <sup>th</sup> 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 Elementary 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.

### **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, and not using cell phones. 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 each child utilize 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.

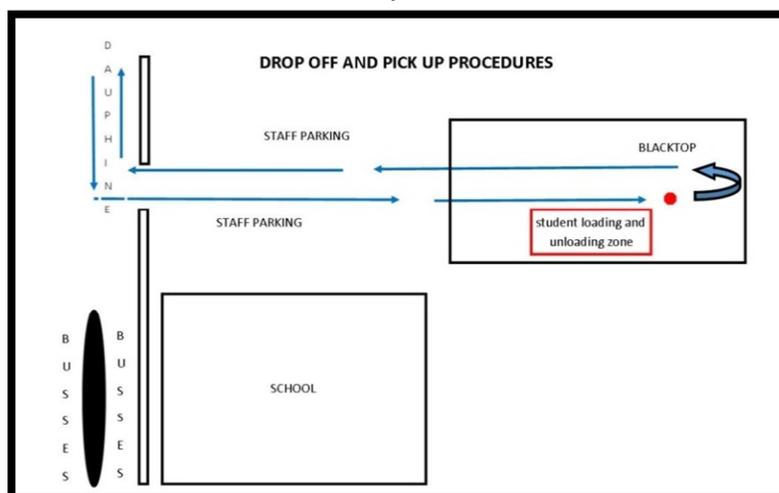
### **Voluntary Student Transfer Information**

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 314-415-7060.

## Car Riders

Car riders access the building from the rear 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 the following TOP TEN TIPS and 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.**
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 procedure outlined above but dismiss from the library through Door 9 with the help of walkie-talkies. 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 and join the walkers 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/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 not be here. 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 allergy 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 are only permitted at school if all students in the class are being invited. Thank you for understanding our need to help all students feel included

### **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. ***Please note that teachers and other staff members are not permitted to share families' contact information with other families.*** Buzz Book order forms are made available at the beginning of each school year and are collected at Open House/Curriculum Night to allow timely publication of the book.

### **CELL PHONES**

Because we protect the learning time of your child, students are only permitted to use cell phones in class for educational purposes at the teacher's discretion. If parents prefer their child carry a cell phone for emergencies, **it must remain in the backpack and turned off at all times during the school day** unless otherwise directed by an adult. **Cell phones are never permitted in bathrooms.** In addition, cell phones must remain off while on the bus unless there is an emergency.

### **CLASS PARTIES**

PTO room parents plan seasonal parties for our children: Halloween, Winter, and Valentine's Day. Parties consist of activities, games, and/or crafts; however, per Parkway's updated food allergen policy, parties will no longer include outside food or drinks. If you prefer your child **not** participate in the class parties, please send a note to the classroom teacher.

### **DRESS CODE**

School clothing should be appropriate, functional, comfortable, and reflective of a child-centered, positive attitude. Halter tops and short shorts are not considered appropriate for school. Words or graphics that are offensive or detract from the learning environment are not permitted. Hats/caps and coats are not to 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. They are also recommended for active play at recess.

### **HEALTH ROOM SERVICES**

A professional school nurse staffs our school health room. 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, i.e. vision and hearing
- Monitoring students' compliance with state immunization laws
- Develop and implement individualized health plans for students.

### **Medication at School**

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

1. The medicine in the original labeled container. (No Ziploc bags please.)
2. Written permission from the parent.
3. A doctor's order. (The prescription label is the doctor's order.) All over the counter medicine (Tylenol, Advil, cough syrup, cough drops, etc.) also require a doctor's written order via note or fax.

### **Parkway 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 with children with allergies avoid sending snacks with nuts.** Questions? Contact our school nurse, Marilyn Perry at 314-415-6610.

### **Exclusion from School for Illness**

Fevers are a sign of infection. Students should stay 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 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 subsided for approximately 12 hours and he/she is able to keep down food and liquids.

### **LATE START WEDNESDAYS**

The first Wednesday of the month from September 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. Late Start Wednesdays for the 2017-2018 school year are on September 6, October 4, November 1, December 6, January 10, February 7, March 7, and April 4. *\*There are no late starts in August and May.*

### **LOST AND FOUND**

A large container for lost items is located in the lobby of Door 2 near the cafeteria. Smaller 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** after first being posted in a Lost and Found photo gallery on our Facebook page the week or so prior. 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, and immunization records via the internet. Parents new to Parkway should email [ic-parenthelp@parkwayschools.net](mailto: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 should not be brought to school. Occasionally, an item may be brought to school for a specific purpose, but arrangements should be previously made with the appropriate staff member. We do ask that students refrain from bringing items to the playground, 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 **no weapons, toy weapons, or scout knives** are to be brought to school at any time.

## **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.** *Publications of any sort could jeopardize a student's safety.*

## **RECESS**

A twenty minutes recess follows lunch for each grade level and is supervised by classroom teachers. Even if you have joined your child for lunch, please consider allowing him/her to attend recess on their own. This is an important time for students to learn how to socialize with their peers, and teachers need to devote their full attention to student safety and wellbeing.

## **REDUCING CLASSROOM DISRUPTIONS**

We ask that all parents and family members adhere to the guidelines set forth in the *Visitors and Volunteers* section and refrain from visiting classrooms or other areas unannounced.

### **Items Forgotten at Home**

If they choose to, parents are welcome to bring the occasional forgotten lunch, homework, or instrument to the front office during school hours. After that, please allow us to take it from there

and deliver items directly to the classroom. Students are accustomed to seeing faces of staff members, and it's easier for us to sneak in without teachers or students missing a beat.

### **Contacting Your Child During School Hours**

We are not permitted to call children to the phone during instructional time but are happy to get a message to them or even ask them to return a call home during the next transition time in their day. We appreciate your support in this matter. Family emergencies are an obvious exception, and our administrators and counselors are happy to partner with you in these cases.

## **SCHOOL COMMUNICATIONS**

### **Classroom Communications**

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

### **Parkway Connect**

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

### **Principal's Weekly Emails**

All families will receive weekly reminders from the principal most Fridays. These will include information on timely topics, upcoming dates and helpful hints. These emails often include important attachments regarding schoolwide events.

### **Principal's Newsletters**

An electronic, mobile-friendly newsletter is shared at the beginning of each month. Please look for news and events via an email from Pierremont Elementary School.

### **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, one-per-family items are sent with the "youngest or only" child, and much is distributed through email.

### **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 less 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, Read, Right & Run, scouts, etc.) are taken in the spring.

## SCHOOL 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/170>

- 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

## VISITORS AND VOLUNTEERS

In order to optimize the learning of all students and minimize distraction during instructional time, we promote lunch time visits as the best way to spend time with your child during his or her school day. Visits for any other purpose *must* be arranged ahead of time with the classroom teacher. In addition, teachers have been asked to notify the office of expected visitors.

### Student Security Related to Visitors

To ensure the safety and wellbeing of all students, all visitors must sign IN and OUT at the front office. Upon arriving, please ring the doorbell at Door 1. You will be greeted by office personnel and invited in to the office to record your name and reason for your visit. **Please do not ask students to open exterior doors**, and please do not go to classrooms during school hours without an appointment. We also require visitors to wear a sticker/nametag for the duration of their visit.

### Volunteer Background Checks

Each year, volunteers (including parents) must submit and pass a background check through Parkway Human Resources. Please allow enough time prior to volunteering for the background

check to be processed. This is essential in ensuring the safety of our students. 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 attend field trips or volunteer in any capacity. Please visit the Human Resources webpage at <https://www.parkwayschools.net/domain/44> and select “Volunteer Opportunities: to initiate volunteering 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 presence of a teacher, attending a school party, etc.) do not need a background check. More questions? Please call Jo Ann Smeehuyzen in the office at 314-415-6604.

## **PARKWAY’S PHILOSOPHY OF EDUCATION AND DISCIPLINE**

The board of education believes that each student is unique and has the potential for making positive contributions to society. In accordance with this belief and in alignment with Parkway’s Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Parkway students will develop competencies in self-awareness, self-management, and responsibility. These skills equip and empower students to display respect and, when necessary, appropriately advocate for their own rights and the rights of others through their actions.

In working toward achieving these goals, it is essential that Parkway maintain a positive learning environment for all students. The board of education has created this discipline code to address the consequences for students whose conduct is prejudicial to the good order and discipline in the schools or impairs the morale or good conduct of other students. In addition to the consequences set forth below, which are not exhaustive, staff, students and parents may engage as appropriate in additional methods of addressing the conduct, including a respectful and equitable process of problem-solving, repairing relationships, offering restitution (righting wrongs), and implementing a personalized plan of support for behavioral improvement. The goal of this policy is for students to develop strong character that will transfer to the world outside of school.

Please remember that **no weapons, toy weapons, or scout knives are to be brought to school at any time.**

## **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 psychologist, 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 setting 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 [i.e., Class-Within-A-Class (CWC)]: 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, Joe Hawkinson, Principal, or Amy Manczuk, SSD Area Coordinator.