

Pierremont Elementary School Family Handbook



**1215 Dauphine Lane
Manchester, Missouri 63011
314.415.6600**

www.parkwayschools.net/pierre

Nondiscrimination Statement: The Parkway School District does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs or activities. If anyone with a disability needs accommodations to attend or participate in a school or District activity, please contact the staff member responsible for that event at least four (4) business days in advance. Questions, concerns or requests for information/ assistance can also be directed to the designated District coordinator for each applicable federal law.

TABLE OF CONTENTS (Find the item in the Table of Contents, hold down the control key + click on the item using the left mouse button to hyperlink to the information.)

GENERAL INFORMATION	1
School Hours:.....	1
Security:	1
Arrival:	1
Dismissal:.....	1
Attendance and Absences:	1
Reporting Absences:	2
Tardiness:.....	2
Student Check-In/Sign-Out:.....	2
Homework Policy for Absent Students:.....	2
Food Services:	3
Free and Reduced Priced Meals:.....	3
Breakfast/Lunch Procedures:	3
Lunch and Recess Time:	3
Visitor Policy/Classroom Interruptions:	4
Visiting After School:	4
Lost and Found:	4
Student Discipline:	4
School Rules:	5
Playground Safety:.....	5
Voter Registration Information:.....	5
Withdrawal/Transfers:.....	5
Kindergarten Registration:	6
YMCA School-age Child Care Program:	6
School Pictures/Yearbook:.....	6
Birthdays:	6
Food Treats in the Classroom:	6
STUDENT HEALTH SERVICES:.....	6
Immunizations:.....	7
Medication Administration to Pupils:	7
Emergency Numbers:.....	7
Should My Child Stay Home Due to Illness:.....	7

OPERATIONAL PROCEDURES.....	7
Parents – Prepare for School Closings!.....	7
Emergency School Closings:	8
Alert Now Telephone Broadcast:.....	8
STUDENT SAFETY AND SECURITY	9
Emergency Contact Information:.....	9
School Security:	9
Pierremont School Resource Officer (SRO).....	9
Safety Drills:	10
Communication About Safety Issues:	10
Request for Class Placement:.....	10
SPECIAL CURRICULUM.....	10
Art:	10
Computer:.....	10
ESOL (English for Speakers of Other Languages).....	11
Library Services:	11
MOSAICS:.....	11
MOSAICS Academy:	11
Music:.....	11
Instrumental.....	11
Vocal:	12
Physical Education:.....	12
Reading Team:	12
ADDITIONAL SERVICES	12
OASIS Intergenerational Tutoring:	12
TRANSPORTATION	12
Bus Service:	12
Behavior at the Bus Stop:.....	13
Student Conduct on the Bus:.....	13
Transporting by Car:	13
Dropping Off/Picking Up Students:.....	14
Skates, Skateboards, Scooters:.....	14
CO-CURRICULAR ACTIVITIES	14
Student Leadership Council (SLC):.....	14

Safety Patrol:	14
Toys and Valuables:	14
COMPLEMENTARY ACTIVITIES:	15
Equations Team (Enrichment):	15
Family Science Night:	15
Panther Chorale:	15
President’s Student Service Award:	15
President’s Education Awards Program:	16
Spelling Bee:	16
Geography Bee (Geo-Bee):	16
Chess Club:	16
Read, Right and Run:	16
DISTRICT INFORMATION	17
Board of Education:	17
Care Team/”Problem Solving”:	17
Parent Advisory Council for Children with Disabilities (PACCD):	17
Services and Rights for Students with Disabilities:	17
SPECIAL EDUCATION	18
ASBESTOS NOTIFICATION:	18
PUBLICATIONS – PRINT & ELECTRONIC	19



HIGHER EXPECTATIONS. BRIGHTER FUTURES.

Pierremont Elementary School

Kathleen Cain, Principal
Fran Nieburg, Certified Administrative Assistant

Parkway School District's Vision and Mission Statements:

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

Vision: We succeed when all our students and graduates are:

- able to transfer their prior learning to new demands, in and out of school
- fully prepared for their next educational challenges
- creative, thoughtful and effective problem solvers
- increasingly self-directed, skilled and persistent as learners
- literate and critical consumers of information and ideas
- articulate speakers and effective listeners
- acting out of a strong sense of personal, social and civic responsibility
- always seeking to understand the views, values and cultures of others
- working skillfully with others to achieve common goals
- pursuing a personal direction based on an understanding of their talents and interests

Dear Parents,

Welcome to Pierremont Elementary School! The Pierremont staff is looking forward to an exciting, educationally productive year with your child. Outside of your home, school exerts the most influence on the development of your child. We want to respond to the responsibility we have by providing an excellent educational opportunity for every student. Our staff is professional, dedicated, and nurturing; and we use our skills to contribute to the well-being and educational growth of all students within our building.

We want to make sure that we communicate with you during the year and seek your support in all that we do. You are very important team players during the educational process. This handbook has been prepared to anticipate your need for philosophy, procedure and programs at Pierremont. It explains our most common regulations and activities during the year. We hope you will read it and use it as a needed reference in the year as well as other sites on our web page.

An exciting year awaits us, and we look forward with anticipation to interacting with your family.

Sincerely,

Kathleen A. Cain

Mrs. Kathleen A. Cain
Principal

Fran Nieburg

Mrs. Fran Nieburg
Certified Administrative Assistant

GENERAL INFORMATION

School Hours:

We ask that students arrive at school **NO EARLIER THAN 7:15 a.m.** Supervision is not available until then. Students are **to wait outside** until the first bell sounds at 7:15 a.m. The second bell denoting the start of school rings at 7:35 a.m.

Office Hours: 7:00 a.m. to 3:30 p.m.

Regular School Hours: 7:35 a.m. to 2:30 p.m.

Security:

Pierremont locks both front entrances and the cafeteria entrance at 7:45 a.m. To enter by the office you must ring the door bell. You can communicate verbally with the office once you have pressed the bell.

Arrival:

When students arrive at school after the 7:35 a.m. bell, they are to report to the office lobby for a tardy slip before proceeding to class. The state requires accurate attendance reporting. Should the student fail to report to the office, then the classroom teacher will record their time of arrival.

Dismissal:

At the end of the school day, 2:25 p.m., final announcements will be made over the intercom. Immediately following announcements walkers, bike riders (must have a note from the parent on file in the office giving permission for your child to ride his/her bicycle to and from school) and after school childcare (YMCA's Y-Club, KincerCare van) students are dismissed. Grade levels are then dismissed to get on buses. We ask that students be picked up by 2:30 p.m. as supervision is not available after school.

If your child is not following their normal dismissal routine, please send a note to your child's teacher. If your child will be riding a different bus (to a friend's house or babysitter) than normal or riding their regular bus but getting off at a different stop, please send a note to the child's teacher who will then send the note to the office for a bus pass. The note should include the teacher's name, your child's first and last names, destination (where your child is going), the bus number of both students and parent signature. This procedure will greatly assist the completion of the plans you have made for your child, as well as providing for his/her safety. **Without a note from the parent, the student will follow their normal dismissal routine.**

Attendance and Absences:

Regular attendance and punctuality are essential if students are to benefit from the educational opportunities the school offers. It also helps develop dependability and responsibility and contributes to academic achievement. Parents, guardians and those with legal custody or control of a student are responsible for that child's regular attendance at school.

Students are considered a chronic truant if they are absent without valid cause 10 percent or more of the previous 180 regular attendance days. Valid causes for absence include illness, observance of a religious holiday, a death in the immediate family, family emergency, and situations beyond the student's control.

Vacation and business trips during the school year are discouraged. Any vacation lasting 10 or more days will result in the student being withdrawn. The student can be reinstated upon their return without completing enrollment paperwork. Even the most conscientious efforts of students and teachers are no substitute for daily attendance. If, however, the family believes that taking their student out of school is necessary, the principal must be notified in writing five days prior to the absence.

Reporting Absences:

To report an absence, please call the 24-hour attendance line at **314.415.6626** and provide the instructed information.

Call the attendance line by 7:40 a.m. every day that your child will be absent from school. When the school has not heard from you regarding your child's absence, a Dial Safe volunteer will call all available numbers until you are reached. When the Dial Safe volunteer calls, your child is marked with an unexcused absence.

Tardiness:

Students are expected to be in their classrooms and ready to begin instruction when the second bell rings at 7:35 a.m. Punctuality is an important part of a child's development. Parents will be notified if their student has excessive tardiness by the school's social worker intern. If you know your child will be late to school, please call the absence line or send a note with your child on the day preceding late arrival. Please make sure the school knows the specific reason for your child's absence. Stating they will be late will be marked as an unexcused absence.

Student Check-In/Sign-Out:

A student who arrives late at school (after the 7:35 a.m. bell) must obtain a pass from the school office before going to their classroom. If it is necessary to take your child out of school early for any reason, a parent or designee needs to inform the school and appear in the office to sign out their child. **Taking your child out early after a vocal music performance is an unexcused absence.**

A parent may be asked to show identification (Driver's license) when signing out a child. This is crucial to ensure the safety and security of your child. A teacher will not release a child to you from the classroom without prior notification from the school office.

Homework Policy for Absent Students:

A student who has been ill will be given ample time to make up missed assignments when they return to school. Since most illnesses are of short duration, we ask parents **NOT** to request makeup work until after the third day of illness. The first few days at home require rest and concentration on getting well. If the absence entails an extended time at home, please notify the teacher early in the day when you will be available to pickup makeup work.

When a student is taken out of school for a reason other than sickness, any makeup work will be given to him/her UPON their return to school.

Food Services:

Nutritionally balanced hot meals are provided daily. The Parkway School District Food Services Department uses a computerized Point of Sale (POS) system for the purchase of school meals. Each student is assigned a Personal Identification Number (PIN). The PIN is used to access your child's account when purchasing meals. Students should memorize their PIN number because they will need to enter it in a PIN pad at the cashier's station when making a meal purchase. Any amount of money may be deposited into your child's POS account. You may pre-pay weekly, monthly or yearly. Write your child(ren)'s PIN number, name and amount of money to be credited to the account on the front of the envelope. If you have more than one child attending, you may write one check and designate the amount to be credited to each child's account. However, if you have a child in another school, a separate envelope should be sent to that school. Make checks payable to Parkway Food Services. Your child can place the envelope in the deposit box located in both lobby entrances (office and cafeteria). All deposits will be collected daily after breakfast and credited by lunch time.

If you have a home computer, it is possible to check point of sale system balances by accessing Parkway's Webpage, go to Programs/Dept. Click on "Food Service" and "Check POS Balances".

Internet Deposits are now available for your convenience. Further information is located on the Food Service Webpage.

Free and Reduced Priced Meals:

Free and reduced priced meals are available to students whose family size and income meet state guidelines. Applications are mailed home with the first newsletter in August and are available on line through Parkway's web site (parkwayschools.net).

If your child is receiving free meals, you will not need to send money. However, the student will still be required to enter his/her PIN number when receiving meals.

Breakfast/Lunch Procedures:

Menus are published monthly on the web page. Breakfast and lunch prices are posted on Parkway's Food Service web site as well as the current month's menu. We strongly recommend that you pay in advance, preferably by check made Payable to Parkway School District. For those wishing to have a drink with their lunches brought from home, milk and/or juice may be purchased separately.

Kindergarten beverage prices are to be paid by trimester.

Students who find it necessary to purchase a lunch and have no money in their account will have a meal charged against their account. **Students are limited to three (3) full or partially unpaid charges.** An alternative lunch is then provided until charges have been paid.

Parents who do not wish to have their child charge meals **MUST** send a letter to school stating their request to be kept on file in the school office.

Lunch and Recess Time:

These are published in our August newsletter. The newsletter can be found on our Webpage at parkwayschools.net.

Visitor Policy/Classroom Interruptions:

Parents are welcome and encouraged to visit school. To minimize interruptions in the instructional day, it is requested that prior contact be made with the classroom teacher when a visit is desired. This is a courtesy to the class and will help the visitor better fulfill the purpose of their visit. Visits are discouraged during the first and last three weeks of school and during testing sessions. A visit does not infer a conference. Should a conference be desired, an appointment should be made for a different time. While a visitor is in a classroom, the teacher's first priority is the children in the class. Preschool age children may not accompany you when you visit the class. Whenever you visit the school, please remember to sign in at the office and wear a visitor's badge.

Classroom interruptions are kept to a minimum to protect the learning environment. It is the student's responsibility to check at the office for forgotten lunches, instruments or homework. Students will not be called from class to answer phone calls or to pick up forgotten items. Messages will be delivered in emergency situations only. Likewise, messages for teachers will be taken during school hours and the teacher will return the call at his/her earliest opportunity. All after school activities should be made prior to arrival at school.

Children who are not regularly enrolled in school are not permitted to visit or join classes during school hours except by principal's special permission.

Visiting After School:

Parents and students are asked to respect teachers' after school planning time by not visiting classrooms after school is dismissed, except by previous arrangement with the teacher. Parents should consult with the classroom teacher to determine how a student may retrieve homework assignments, textbooks, or personal items from the classroom.

Lost and Found:

Clothing (coats, jackets, sweatshirts, gloves, hats, lunch boxes, etc.) marked with a child's name are easily returned to their owner. Other items can be reclaimed from the Lost and Found station that is located in the east hallway by the staff lounge. Eyeglasses, keys, jewelry, money or other valuables are kept in the office and can be reclaimed there following appropriate identification. For health, safety, and storage reasons unclaimed items from the Lost and Found are donated to charity on a monthly basis. Therefore, please check with your child **frequently** about any lost or misplaced items. Items left on the school bus will be in the buses' lost and found box.

Student Discipline:

The District policy governing our student discipline is printed in its entirety for your information and review on the district's web site at parkwayschools.net under the Board of Education quick link. This is the officially adopted policy for student discipline for Parkway School District. In accordance with this policy, it is our belief that children are entitled to learn without interruptions or harassment by other students and that they should not contribute to less than the best education by their own actions. The approach we use to manage and motivate students is consistent with optimum student growth – academically, socially, and psychologically. We intend to:

- Provide a positive, orderly learning environment
- Enhance opportunities for learning by increasing time on task
- Help students recognize their personal power in decision-making
- Empower students to help others work through productive problem-solving

Pierremont's management of student behavior begins with the Code of Conduct. This code sets down, in general statements, how students and adults should interact. The code's foundational character traits are **respect** and **responsibility** and each code statement speaks to those traits with regard to both the learning and social environments. The specific management of student problems generally lies with the classroom or specialty teachers who know the children better than other staff members. Typically, teachers will speak privately with an individual student to help him/her understand the problem and then enlists the child's help to work toward a solution. If a problem cannot be solved at the classroom level and is ongoing, then parents will be called or invited for a conference. Severe behavior infractions will be transferred to an administrator. Be assured that we want to help solve problems so that the student's sense of self worth remains intact. Pierremont's Code of Conduct is printed below for your information.

School Rules:

The following are specific expectations designed in conjunction with the Code with regard to appropriate behavior in common areas, hallways, restrooms, etc.

1. Walk quietly and appropriately in and around the school.
2. Keep hands, feet, objects to yourself.
3. Use your words to solve problems.
4. Follow directions.

Playground Safety:

Playgrounds are supervised by Pierremont certified staff and playground monitors. Students are asked to cooperate by following these rules:

1. Follow directions of playground supervisors.
2. Stay in assigned areas. If balls leave the assigned area, ask permission to get them.
3. Keep rocks, sticks, and wood chips on the ground.
4. Eat food in the cafeteria, not outside.
5. Use equipment properly.
6. Do not play tackle sports.
7. Do not fight or wrestle.

Voter Registration Information:

Citizens may register to vote at Pierremont Elementary School during school hours. Any new resident of the state may register immediately upon establishing residency. People moving from one place in Missouri to another, must change their old address to the correct new one. Anyone 18 years of age may register. To be eligible to vote a person must present a valid Missouri driver's license or other form of personal identification at the time of registration. A person must be registered to vote 30 days preceding any election. Anyone moving from one part of the county to another must fill out a transfer of address form. It is now necessary for each member of the family to sign the form. If a person is registered in another county or another state he must also fill out a "cancellation card" to cancel his former registration.

Withdrawal/Transfers:

Parents who plan to move from the community or transfer their child to another Parkway school should notify the school registrar at 314.415.6600 as soon as plans are definite. This allows for the school to prepare transfer information, check to see that all books and materials have been returned to school, and notify the teachers of the student's departure. When changing school districts, a parent must sign a release of records form before information can be mailed to the new school.

Kindergarten Registration:

To enter kindergarten in August, children must be five years old before August 1st. Parkway School District offers only a free full-day program. At kindergarten registration, parents will sign their child up for a basic screening to be held sometime prior to the commencement of the coming school year. Notification of kindergarten registration is announced in the local newspaper, district publications and the school's newsletter.

YMCA School-age Child Care Program:

School-age Child Care (SACC – formerly Kid's Network or Latch Key) is an after school program held in Pierremont's cafeteria that provides a safe and well supervised environment for our students. Registration is required through the YMCA. Drop off service is not permitted. This program runs Monday through Friday and begins at dismissal time 2:45 p.m. until 6:00 p.m.

In the event that school closes early for any unscheduled reason, the YMCA Child Care Program after school will be **canceled** as well. The school will follow the instructions you provided on the Emergency Dismissal form and YMCA's Early Dismissal form.

School Pictures/Yearbook:

Individual pictures of all students are taken in the fall. The student's individual picture, pictures of events and pictures of various groups are used in the yearbook. Pictures are also taken in the spring. Parents have the option of purchasing these pictures and the yearbook.

Birthdays:

Birthday "treats" are permitted for children in all grades. When treats are planned, they should always include one treat per person in the student's homeroom only. Please notify the classroom teacher, prior to your child's special day, if you child will be bringing treats.

Food Treats in the Classroom:

1. Due to regulations and recommendations of the Saint Louis County Health Department all food brought into the classroom to be shared with other students (birthday treats, parties, etc.) must be commercially prepared and, if possible, individually wrapped. Homemade treats will not be allowed to be distributed in the classroom.
2. Please check with your child's teacher to make sure there are no children in the classroom with food allergies.

If you have any questions do not hesitate to call the school nurse at 314.415.6610.

STUDENT HEALTH SERVICES:

If your child has a health concern, please notify the teacher and the school nurse. This includes chronic asthma, food allergies, bee sting allergies, etc. Should your child be taking daily medications at home, please notify the school nurse so any side effects can be easily recognized and treated. Please complete the Health Information form at enrollment and update yearly to keep us informed of any health concerns.

Immunizations:

Under Missouri public school law it is unlawful for any student to start school if he/she has not been fully immunized according to the regulations set up by the Department of Health. If you have not already done so, please address any letter that you may have received during the summer months. For any questions or assistance please contact the school nurse.

Medication Administration to Pupils:

Under district policy, no medication can be administered at school unless we have received both a doctor's order and parental or guardian permission. This includes Tylenol, cold medication, or any other over-the-counter (OTC) medication. The medication is to be brought in by the parent or guardian along with documentation from both the doctor and the parent. We feel this is a very good policy to keep your child safe and healthy. Please contact the school nurse for appropriate forms.

Emergency Numbers:

Current working telephone numbers where you can be contacted in the event your child becomes ill or injured at school are crucial. Please remember to send changes throughout the year as soon as possible, notifying both the child's teacher and the school office. The parent is always the first contact attempted in an emergency, but it is also important to have backup numbers for grandparents, babysitters, relatives or friends in the event that the parents cannot be reached.

Should My Child Stay Home Due to Illness:

A child should **not** attend school when exhibiting one or more of the following symptoms:

- Running a temperature (100 degrees or higher). Children should have a temperature of less than 100 degrees without medication (including Tylenol, etc.) for 24 hours before returning to school.
- Has vomited or has had diarrhea during the last 12 hours.
- Has nasal congestion or coughing which prevents the child and his/her classmates from concentrating on school work.
- Has an undiagnosed rash.
- Eye or eyes appear red with yellow or green crust.

OPERATIONAL PROCEDURES

Parents – Prepare for School Closings!

While school can sometimes be closed due to inclement weather, you never know when a school may have to close on short notice due to unforeseen emergencies.

Parents, please ensure you have a plan in place outlining each family member's responsibility during an emergency school closing, and be sure to review this plan each year with your child. It is important to know who will be responsible for your child at home if a parent cannot be there, or where your child should go if school is closed.

If it is necessary to close school once classes begin, students will be dismissed based on information provided on the Emergency Dismissal Plans. Please be certain that the school office has current names

and telephone numbers of your family's emergency contacts. It is suggested that you discuss these emergency arrangements with your child.

Emergency School Closings:

When hazardous weather conditions develop during the school day, schools are dismissed in the usual order – high schools, middle schools and then elementary schools. Radio, television stations, Twitter and Facebook will carry announcements about Parkway school closings. When school is closed for the day, all after-school and evening activities are automatically canceled. **This includes the YMCA after-school child care program.**

Although schools may be dismissed early, children may not arrive home early. Traffic tie-ups may prevent the buses from getting through their routes on time. Everything possible, however, will be done to ensure the safety of students. We recommend that each family develop its own emergency plan to follow in case children arrive home ahead of schedule or arrive home very late. It is important that children know exactly what to do when normal schedules are disrupted and that they are dressed warmly to guard against over-exposure. Children may not be dismissed to walk home or go with friends in case of early dismissal unless we have written permission from the parent/guardian.

Do not call the school for closing information as this jams the phone lines and they are needed for emergency communications. Call 314.415.SNOW (7669) for up-to-date information on Parkway School and District closings.

Parents will be notified of school closings through an Alert Now phone message (see below). School closing information will also be posted on the Parkway Web site at www.parkwayschools.net and through the following local media outlets:

<u>Radio</u>	<u>Television</u>	<u>Internet</u>
KMOX 1120 AM	Fox2 News (Channel 2) KMOV (Channel 4) KSDK (Channel 5)	www.parkwayschools.net Facebook Twitter

Alert Now Telephone Broadcast:

Parkway will again use the AlertNow service to notify parents by phone and email about school and district school cancellations, news and activities. For the system to be effective, it is important to include accurate phone numbers and email addresses on your child's Census Verification form and to notify Pierremont's registrar during the year if changes occur.

New text messaging option: Parents now have the option to receive text messages to their cell phones in emergency situations only. To get text messages, you must "opt-in" online at <http://www.alertnowsms.com>. The PIN number for Parkway School District is the six-digit number 096095. Questions or comments can be emailed to Alertnow@parkwayschools.net.

IMPORTANT REMINDERS ABOUT RECEIVING ALERTNOW CALLS:

- Caller ID will display the school's main telephone number for general school announcements. General messages will go to the student's home phone, as well as another parent's home phone if provided on the New Student Information Questionnaire.
- For district or emergency-type messages, caller ID will display 314.415.8500, which can be called back to hear a recording that describes the message.
- Emergency calls will be directed to parent's cell and work phone numbers in addition to the home and other parent phone numbers. Text messages will also be sent to parents who opt-in for this service (see above information on how to do this).
- Be sure to say "hello" when answering – this activates the AlertNow message.

- Messages in progress that stop or intelligible can be restarted from the beginning by pressing 1 at any time.

STUDENT SAFETY AND SECURITY

With the arrival of a new school year, there are many new situations children may face. Educating the children about general safety rules can greatly add to their physical and mental well-being. Parents are the most important resource in the educational process which should begin at home.

On occasion children may see something that they consider odd or suspicious during the school day. Instruct your child to immediately inform school authorities of any criminal or suspicious activity they may have witnessed. Informing your local police department or school principal about each incident can prove helpful in dealing with these situations and may help resolve a potential problem. If you or your children see any suspicious activity while it is occurring dial 9-1-1.

It is important to have a plan in place for your children to follow if they get home from school and no adult is there. You should have a list of emergency numbers available for them. These telephone numbers should include people they know and can call either for advice or during emergencies. You should have a well-defined list of what your children can and cannot do while they are home alone.

Support the school's efforts to enforce safety rules. As parents you should:

- Familiarize yourselves with school policies.
- Instruct your children not to leave school with anyone unless they check with the office first. Inform the school in writing if you are making any changes in your children's schedules, e.g., taking them out of school early, or having someone else pick them up.
- Develop a secret password with the children to be used in emergencies.

Emergency Contact Information:

It is important that three (3) emergency contacts are provided on the student's pupil information form in case the parent cannot be reached if the student becomes ill or there is a school emergency. It is the parent's responsibility to be certain the school has current information of emergency contacts.

School Security:

The safety and security of children is a primary concern of the school's staff. To make our school as safe and secure as it can be, certain measures have been designed to provide for building security. All exterior doors will be locked during regular school hours. Visitors to the school should enter the school through the main door (marked "1") and go directly to the school office to sign in and receive a visitor's badge. While visiting, please do not feel offended if a staff member stops and asks who you are or why you are in the school. They are looking out for the safety of all students and staff.

Pierremont School Resource Officer (SRO)

Our SRO, Quita Pullen, is a St. Louis County Police Officer. She serves the following Parkway elementary schools: Pierremont, Carman Trails, Sorrento Springs and Oak Brook.

Safety Drills:

We have developed an emergency plan to help ensure the safety of children in the event of a fire or other disaster, such as tornado, building evacuation or intruder lock-down. This plan is rehearsed by the staff and students at various times during the year. We have designated an emergency evacuation site where students will be moved until the school can be safely occupied.

Students will not be released from school at the normal dismissal time if a tornado warning (not a watch) is in effect. Students will remain at school under this condition until such time we receive an all clear and students can be dismissed safely.

Communication About Safety Issues:

We do not have the resources to communicate with parents every rumor, threat or disciplinary action that is taken by the school or district. Be assured, however, that the school will always take all appropriate steps to keep students safe, and parents will always be informed when a threat turns out to be legitimate or other situation presents a danger to students.

In the event of a **true emergency**, our Alert Now message system will be activated. Parents are to adhere to their child's dismissal plan. Children will not be allowed to leave the school with a parent. Teachers are instructed not to release a student to their parent unless notified by the school office.

Request for Class Placement:

Many professional hours of planning and preparation are spent in the spring to ensure the most appropriate class placement for each child. To change even one student can upset the balance that was very carefully created by teachers and administrators. Therefore, requests for a child's placement with a specific teacher are not invited. The principal, however, is available to discuss a student's individual learning styles and needs.

SPECIAL CURRICULUM

Art:

The elementary visual arts program helps students develop their creative abilities as well as increase their understanding of the basics of art production. The curriculum is concept and process based. Lessons are created to increase knowledge and skill in understanding the elements of art and the principles of design. Art appreciation, criticism and aesthetics are introduced and studied through viewing art from various cultures and historical periods. Elementary art students benefit from their successes and accomplishments with increased self-esteem and self-confidence. Pierremont's major art shows are on the districts web page and appear on our calendar.

Computer:

Computer activities for educational purposes reinforce and enrich the classroom curriculum. Students are taught to become independent computer users. These skills are then applied to individual and group projects. Third graders learn keyboarding, which is utilized throughout their Pierremont careers. Each classroom is equipped with computer pods for daily student use. Children may only access the website through Parkway's homepage and in the presence of a Parkway Staff member.

ESOL (English for Speakers of Other Languages)

The ESOL program offers intensive instruction to students whose first language is not English and who have limited English proficiency. Students learn to understand, speak, read and write English and are helped to adjust to a new culture. This intensive instruction in a supportive and non-threatening environment helps students learn English quickly and allows ESOL (English Speakers of Other Languages) students to make necessary academic and social adjustments. Current federal guidelines require that English Language Learners receive academic support. The ESOL program is designed in such a way that ESOL students receive help with learning English immediately upon arrival in Parkway.

Library Services:

The library media center offers a wide range of services and materials to students, staff, and parents. Books, magazines, and a limited number of curriculum related videos are available. Students have the opportunity to use the library media center at least once a week for checkout. They also receive instruction in using the library media resources and participate in learning activities integrated with their grade level curriculum. Several resources are now available online through the library media center, including multimedia encyclopedias and magazine databases. A small parent collection is available and circulated from the library media center. Parent volunteers are welcome to assist in many of the routine duties to better serve students, school and the community. Our library media center is always available to students and staff during school hours.

MOSAICS:

MOSAICS is a program designed to Maximize Outstanding Achievement through Instruction, Curriculum and Support. Depending on student interest and needs, it provides enrichment, differentiation, acceleration, and gifted services. In addition to offering whole class and small group activities at the primary level, the MOSAICS teacher is responsible for servicing all formally identified gifted students in a state-funded "pull-out" program and serving as a resource for classroom teachers as they differentiate curriculum to meet the needs of each child.

MOSAICS Academy:

The MOSAICS Academy is one component of Parkway's gifted program. Designed to meet the needs of highly and exceptionally gifted students, this program serves grades K-5. Students attend five (5) full days a week participating in an academically rigorous setting. The academy is located within the Pierremont Elementary School building and currently consists of five classrooms. For additional information contact Dr. Denise Pupillo at 314.415.7052.

Music:

Instrumental

The Suzuki method of teaching young children to play string instruments is one of the most successful approaches of our time. Briefly, Dr. Suzuki believed that children have the same innate ability to learn music as they have to learn their native language. The students develop listening and playing skills on the violin in third grade. Students may continue in fourth grade on violin or may begin viola, cello, or bass. Note reading begins at this level. Fifth grade orchestra encompasses further development of playing techniques and note reading.

Classes, at all levels, meet for 60 minutes a week. Public performances are scheduled for both Suzuki and string orchestra students.

Vocal:

Vocal music at Pierremont is K-5 and taught via Carl Orff's approach. Children, sign, say, move and play their way through the Parkway Music Curriculum. Students perform in formal and informal settings year round. Vocal music is offered in 30 minute time blocks for kindergartners and 50 minute time blocks for first through fifth grade students.

Physical Education:

In physical education and health classes students will experience the joy of movement while learning skill development, fitness and how their body moves. Various games and sporting activities will be played to help with sportsmanship, team play and working with others. Health concepts are integrated into physical education as well as some lessons devoted primarily to health.

Reading Team:

The Reading Team is comprised of Reading Intervention Specialists and a Literacy Coach. Reading intervention specialists provide a reading and writing intervention, in small groups and individually, for students in grades K-5. They also provide Reading Recovery, an accelerative one-to-one first grade intervention. The primary role of the Literacy Coach is to help classroom teachers in grades K-5 implement the district-wide Balanced Literacy Curriculum, and to support teachers' professional development. Teaching assistants and Title 1 teachers may also be available to provide additional support to students.

ADDITIONAL SERVICES

OASIS Intergenerational Tutoring:

Parkway trains volunteers who share their vast array of experience and time as tutors. Each adult is assigned to a student who is visited once a week for the entire school year. The tutor becomes both mentor and friend as they read and write together, improving both learning experiences and self-esteem. Pierremont averages between nine and twelve tutors annually. Many have been members of the Pierremont community for years.

TRANSPORTATION

Bus Service:

Free bus service is provided to all students who live in the Parkway School District. The district has its own fleet of buses. Voluntary Transfer Students (VST) are transported through a contracted bus service. All questions related to bus service should, however, be directed to the school principal at 314.415.6600, Parkway's Director of Transportation at 314.415.8401, or the Voluntary Interdistrict Choice Corporation (VICC) at 314.721.8657.

The Parkway Transportation Department will inform students of their bus runs in August. The computer cards the students receive include the bus number, bus stop location, pick-up time, whether or not the student is eligible to ride the bus, and rules for walkers and riders. Make sure your child learns his/her bus number and gets on the bus at the assigned bus stop each morning. It is recommended that all students, including kindergartners ride the bus the first day of school as this helps the driver become acquainted with them and their bus stop.

Behavior at the Bus Stop:

The District expects that students will conduct themselves appropriately while at the bus stop. The school seeks parent support in implementing the following rules to help ensure the safety of all students at the bus stop:

- Students should arrive at the bus stop no more than five minutes before the bus is scheduled to arrive. A ten minute lead time may be needed during the first two weeks of school.
- Students should respect their neighbor's property. This is done by waiting on the sidewalk or parkway. Climbing on trees or running through bushes is not permitted.
- Students should be instructed not to play catch or throw snowballs or other objects while waiting for the bus.
- Books or bags don't hold places. Students should stand in line patiently and board without pushing or shoving.
- 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.

Student Conduct on the Bus:

The district and the bus company work cooperatively to help ensure that students are safe when riding the bus. The same general rules of conduct enforced at school are also in effect while students are on the bus. Students and parents should be familiar with the following rules:

- The bus driver is in charge and has the same authority as the teacher while children are on the bus.
- Students must remain seated while on the bus.
- Normal conversation is permitted, but students must refrain from loud talking or yelling. Profanity is not allowed.
- Students must keep their hands and personal items inside the bus. Windows must be no lower than the line marking their opening.
- No items may be thrown out the window, nor should any student yell out the window.
- Food and beverages are not allowed on the bus.
- Do not litter the bus.
- Students may not threaten or inflict injury on the bus driver or other students.
- Students may not bring weapons or any objects that could be considered weapons on the bus.

Consequences of misconduct on the bus or at the bus stop:

Students who disobey the rules of conduct for behavior at the bus stop or bus ridership are subject to disciplinary action, which may include suspension from the bus or from school. Transportation must then be provided by the parent. Other consequences of misbehavior may include a conference between the student and his/her principal or teacher; a conference between the principal, student and parent; payment for damages intentionally caused; and any other disciplinary action that the principal deems appropriate and in conformance with District policy.

Transporting by Car:

Students are to exit the vehicle from the passenger side at one of the crosswalks in front of the building. Pierremont has as many as 13 buses arriving and departing from the school at any one time.

Dropping Off/Picking Up Students:

- **Do not stop in the circle** (it is painted and marked at a no parking zone). Pull up as far as you can along the median (after the first crosswalk) before stopping.
- **Do not stop in the crosswalks.** This is breaking the State Law.
- **Do not park in the driveway.** Others cannot get around your vehicle
- Always use a **parking space** when exiting your vehicle
- **Do not park by the marquee** to wait for your child to walk in front of oncoming and outgoing traffic. You must follow the established route for picking up your child.

Your consideration of others and cooperation is exceedingly important in keeping the students safe when entering/exiting the building and assisting parents who are on their way to work in the morning.

Skates, Skateboards, Scooters:

No roller skates, roller blades, skateboards or scooters should be brought to school or used on the school grounds.

Bicycles:

Students are to walk their bikes once they arrive on school property. Bikes are to be perpendicular to the bike rack to allow space for other bikes. The bike rack is located outside the cafeteria doors. All bikes must be locked. The school does not assume responsibility for stolen or damaged bikes. **It is recommended that students use bike helmets and that riders be no younger than third grade.**

CO-CURRICULAR ACTIVITIES

Student Leadership Council (SLC):

Student Leadership Council is led by six school-elected fifth grade students with the help of faculty advisors. Two representatives from each third, fourth, and fifth grade classroom work together once a month to generate and implement spirit day ideas, service projects, and school-wide events. As representatives, they share their class's ideas and dispense information back to their class after meetings. Selected representatives share information and serve as the voice for K, 1, and 2. Through SLC, students become aware of the student government process, develop leadership and responsibility skills, and learn to work cooperatively in a caring community.

Safety Patrol:

The Safety Patrol is composed of fifth grade students who assist in the safe and orderly dismissal of the students at the end of each day. Responsible, dependable fifth graders are chosen for a portion of the school year as bus and crosswalk patrollers. After their selection in August, these students attend an orientation/training session in the afternoon of the first day of school. This is one of several ways Pierremont students practice leadership skills during the elementary years.

Toys and Valuables:

Toys, radios, electronic devices and other valuable items should not be brought to school. The school will not be responsible for any damages or loss of personal items during the school day.

COMPLEMENTARY ACTIVITIES:

Equations Team (Enrichment):

Equations is a fast-paced, open-ended, highly competitive game. It challenges players to apply their math skills in order to create and write as many equations as possible for a certain value. At the third grade level, the students must be able to write equations using addition, subtraction, multiplication and division with the digits 0 through 9. At the fourth and fifth grade level, the students must be able to use radicals, exponents and negative numbers. The team will compete in regional tournaments as well as district tournaments.

Family Science Night:

Each February Pierremont holds a school-wide Science Night. This is a fun evening for students and parents alike that features many hands-on activities. Teachers, students, parent volunteers, outstanding presenters, special guests and several businesses work together to ensure the success of Science Night.

Junior Achievement Biz Town:
(Donald O. Schnuck Enterprise Village 5th grade Academic Program)

Junior Achievement Enterprise Village introduces fifth grade students to the free enterprise system through classroom instruction and active participation in a simulated community. Students complete four weeks of classroom instruction prior to visiting Enterprise Village. Every student learns economic concepts related to banking, business, citizenship, competition, opportunity costs, quality and ethics.

Panther Chorale:

Fifth grade students can sign up for special chorus, a.k.a., Panther Chorale. Mrs. Forrest schedules rehearsals for the year. Public performances occur occasionally during the year. Panther Chorale students are required to wear special attire which consists of black pants or skirt, dark shoes, a white shirt or blouse and dark socks or stockings. Rehearsal attendance is mandatory.

President's Student Service Award:

The President's Student Service Award originated in 1992 and was designated to recognize students who participate in voluntary, unpaid community service. All types of service that strengthens the community qualifies.

At times we have recommended a student for this award. Students are eligible for a silver award for at least 50 hours of service within a 12-month period or a gold award for at least 100 hours of service within a 12-month period. Student recipients receive a lapel pin and a certificate from the President of the United States. We honor a service award at the same time as the President's Education Awards.

President's Education Awards Program:

The President's Education Awards Program, established by the U.S. Department of Education, recognizes and honors outstanding educational achievement. Awards are presented to students graduating from elementary school who meet the following criteria:

- Students should have an overall grade point average of 3.5 on a 4.0 scale.
- The Standardized Achievement Test (SAT) scores should all at or above the 85th percentile in math and reading.
- Extraordinary Effort Awards are optional and given at the teacher/principal's discretion to a limited number of students who do not meet all the academic criteria.

Student recipients are awarded a lapel pin and a certificate from the President of the United States if they are recognized at the academic level (gold) or the extraordinary effort level (silver).

Spelling Bee:

Each year Pierremont School competes in the St. Louis Post-Dispatch Spelling Bee, sponsored and hosted at Maryville University. After a school champion is determined, the winner competes in the semi-final bee at Maryville University. The St. Louis Post-Dispatch Spelling Bee is associated with the Scripps National Spelling Bee, which is held in Washington, D.C. The top finalists at the sponsorship-level then move on to the Scripps National Spelling Bee competition.

Geography Bee (Geo-Bee):

The Pierremont School Geography Bee is held each year for grades four and five. Students are given a written qualifying test that determines the top 30 students in the school. These students are invited to compete in the school-level oral competition, where one student is determined the Pierremont Elementary Geography Bee Champion. The Champion is then given a written test to determine the top 100 students who will compete at the state-level competition. These students are then invited to compete in the state competition, which is held in Jefferson City, Missouri. The national level competition is held each May in Washington, D.C.

Chess Club:

Chess Club is for students in grades 1-5 who like to play chess in an informal setting. Students come after school to challenge each other and learn about the game. This class is for beginners, average, and advanced players.

Read, Right and Run:

The Read, Right & Run Marathon® was launched in 2001 and quickly gained national recognition as the country's only fully integrated marathon for children. The Read, Right & Run Marathon's goal is to develop reading proficient, physically fit and community minded children by challenging them to READ 26 books, RIGHT the community with 26 good deeds, and RUN 26.2 miles over a six-month period. It is a standards-based, sustainable enrichment program that endorses and supports existing school curriculum.

All of that hard work culminates each year when the K-5 students run their final 1.2 miles and the middle schoolers run a 5K (3.1 miles) at our Family Day in Forest Park in April.

Look for information regarding sign up in September. This year, Ms. Furlong, Mrs. Griffith, Mr. Salt and Mrs. Cartmill will support Pierremont students in after school meetings.

DISTRICT INFORMATION

Board of Education:

The Parkway Board of Education conducts scheduled meetings August through June. Monthly meetings will be held at various Parkway schools. The meetings begin at 7:30 pm and are held on Wednesday evenings. The public is welcome.

Care Team/"Problem Solving":

All Parkway schools utilize a Care Team and "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, guidance and counseling, administration, school health/nursing, special education, speech/language pathology, school social work, and school psychology.

Care Team encourages 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.

Parent Advisory Council for Children with Disabilities (PACCD):

If your child receives special education services, has been diagnosed with a Section 504 disability, or is suspected of having a disability (i.e., being referred/evaluated), Parkway welcomes your involvement in a volunteer parent organization committed to securing quality education for students with special needs. Parents have opportunities to become involved with the PACCD at both the school and district levels.

Each school has one or more parent representatives who select and advise a district-level steering committee. The steering committee meets with Parkway and Special School District (SSD) administrators and act in an advisory capacity regarding programs and services for students with disabilities. The organization also provides support and information to parents and sponsors general meetings for anyone interested in attending.

If you have questions, want assistance or information, and/or would like to be a PACCD representative for your child's school, please contact the school's PACCD representative (to be announced), special education Administrative Team member, Marty Woytus @ 314.989.8229, or Parkway's Special Services paccd@pkwy.k12.mo.us The PACCD Web site is www.pkwy.k12.mo.us/paccd.

Services and Rights for Students with Disabilities:

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when eligible, the Individuals with Disabilities Education Improvement Act (IDEA-2004). Students with disabilities are protected from discrimination and guaranteed a "free appropriate public education" (FAPE), which is

defined by their Individualized Education Program (IEP) or, for Section 504, Individualized Accommodation Plan (IAP).

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendment of, and file complaints concerning personally identifiable information maintained on their child. Parents/guardians (or majority age students), are to be provided with their procedural safeguards and written notification regarding the identification, evaluation, and or placement of students with disabilities.

Children under Parkway's jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment, specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

SPECIAL EDUCATION

The SSD offers special education and related services (e.g. physical and occupational therapy, speech and/or language services, social work services, counseling) for students. These include evaluation, screening and special education services for students with educational disabilities attending non-public schools. For students with and without diagnosed educational disabilities, the district offers Homebound Instruction (for home or hospital-bound students) and applied technology/vocational programming.

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the Administrative Center @ 314/415.8071 or the school's "special education administrative team" (Administrator, Mrs. Kathy Cain and SSD Area Coordinator, Mr. Marty Woytus).

ASBESTOS NOTIFICATION:

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan. A copy of the Management Plan is available for review in the school office or at the Environmental Services Department located at 363 North Woods Mill Road, Chesterfield, Missouri. The management Plan identifies the types and locations of asbestos in the building, and identifies inspections, sampling data, and response actions taken by the District.

Questions regarding asbestos or the Management Plan can be directed to the Principal, Kathy Cain, at 314/415-6601, or to Juliette Travous, Industrial Hygienist for Parkway School district, at 314/415-8294.

www.pkwy.k12.mo.us/departments/dispolicy/disciplinepolicy.cfm

PUBLICATIONS – PRINT & ELECTRONIC

Alert Now Notification System – The district and schools can use this system for contacting parents by phone, e-mail notifications, simple surveys, attendance calling.

Back2School News – Published annually in August and mailed to all Parkway student households. This carries important back-to-school information for parents, including the discipline policy and legal notices as required by law. Also available on the Parkway Web site at <http://www.pkwy.k12.mo.us/backtoSchool/documents/BacktoSchool0910.pdf>

Board Report – Posted on the Parkway Web site, a summary is written after each board meeting and an e-mail is sent to key administrators and volunteer leaders with the link. The e-mail highlights any new policies reviewed and approved by the board. <http://www.pkwy.k12.mo.us/boe/meetingSummaries.cfm>

Community School Brochure – Published three times per year and mailed to every resident of the district, it contains a catalogue of classes and registration information for the upcoming session of community school. It is also posed on the Web site.

FaceBook – Parkway has a Facebook page where fans can sign up and comment/like/dislike.

Parkway eNews – Parkway eNews is a monthly electronic newsletter sent to parents and anyone else who subscribes via the Parkway Web site. Anyone can subscribe to district and school electronic newsletters at <http://www.pkwy.k12.mo.us/eNews/subscribe/index.cfm>

Parkway Today – This district newsletter is published three times a year (November, March and June). It is mailed to all Parkway residents, businesses and student homes.

Parkway Web site – www.pkwy.k12.mo.us

This Is Parkway – Produced every year, this is the general information and marketing print brochure for the district. It is distributed to families requesting information about Parkway, and to realtors, chamber of commerce offices, etc. Copies are provided to all schools for new and visiting families. There is a companion tri-fold brochure with key “quick facts” which distributed at meetings, recruiting events and other gatherings of parents and community members.

This is Parkway Digital – A digital, interactive version of *This Is Parkway* can be found online at [ww.This-is-Parkway.com](http://www.This-is-Parkway.com)

Twitter – Users can sign up to receive Parkway “tweets”, which are generally headlines of our news stories with a Parkway logo. <http://twitter.com/search?q=parkwayschools>