

# Piedmont Elementary School



Student Handbook  
2017 - 2018

*From The Principal*

Dear Piedmont Students and Families,

Welcome to the 2017 – 2018 school year. As the principal of Piedmont Elementary School, I am excited to start the new school year. I hope that you spent June playing and making memories that will last a lifetime.

The 2017 – 2018 school year is titled the “Year of Relationships.” The mission of Piedmont Elementary is to work together to empower students to reach their goals by building valuable relationships and providing a real world education. Building relationships is a critical component to success in school and life. We will focus on building the following relationships: student to student, student to teacher (all school staff), teacher to teacher (all school staff), parent to teacher, and school to families/community. Open, honest, and regular communication is a key component to building relationships.

We have many forms of communication and encourage you to be involved in as many as possible. All teachers use Class Dojo to provide daily feedback to students and parents. This is a great way to communicate with your child’s teacher! Weekly class newsletters are posted on Class Dojo, as well. New, this year, to Piedmont Elementary is Schoology. I encourage you to review your child’s academic progress using Schoology once a week.

Please feel free to contact me at any time during the school year. My door is always open.

Looking forward to a wonderful year and new relationships,

*Mrs. Young*

**Important Information**

School Phone Number	304-348-1910
School Fax Number	304-348-1911

Kanawha County Schools Website  
<http://kcs.kana.k12.wv.us>

School Website  
<http://piedmont.kana.k12.wv.us>

## **Mission Statement**

The mission of Piedmont Elementary is to work together to empower students to reach their goals by building valuable relationships and providing a real world education.

## **Vision and Goals of the School**

Relationships and a real world education will help us reach our goals!

- To provide a learning environment that is safe, orderly, free of bullying, nurturing, healthy, clean, and designed to provide a personalized education.
- To foster an environment where teachers feel comfortable trying new strategies and collaborating with colleagues to improve teaching and learning.
- To create meaningful parent and community relationships to support student needs.

### **School Mascot**

Piedmont Panthers

### **School Colors**

Royal Blue and Silver

### **Master Schedule**

7:10	Doors Open/Buses Arrive
7:10 – 7:35	Breakfast in Cafeteria
7:40	Roll Call – Tardy Bell
7:50	Morning Announcements
7:55	Instruction Begins - <i>Please don't disrupt instruction by arriving LATE! This affects everyone.</i>
2:10	Dismissal
2:13-15	All Buses Depart
3:00	Dismissal Teachers

### **Teacher Planning Times**

The following times are designated visitation times for parents during the school day and are by appointment. The teachers use this time to meet with parents, as well as, plan instructional activities. After school appointments are available, as well.

<b>Grade</b>	<b>Time</b>
Kindergarten	1:20 p.m. – 2:00 p.m.
1 <sup>st</sup> Grade	12:40 p.m. – 1:20 p.m.
2 <sup>nd</sup> Grade	10:00 a.m. – 10:40 a.m.
3 <sup>rd</sup> Grade	9:20 a.m. – 10:00 a.m.
4 <sup>th</sup> Grade	8:40 a.m. – 9:20 a.m.
5 <sup>th</sup> Grade	8:00 a.m. – 8:40 a.m.

### **Student Folders**

Students in some grade levels will use student folders. These folders will come home on a daily basis and provide parents with a wealth of information. Please make sure you review the folder each evening.

### **Student Planners**

Students in some grade levels may use planners. These planners are intended to promote good study habits, help students develop organizational skills, and encourage responsibility. Parents are asked to review the planners each evening as a means of communication between home and school.

### **Partners in Education**

Piedmont Elementary is a partner in education with Husson's Pizza in Kanawha City. Once a month is Piedmont Night at Husson's Pizza. We receive 25% of total sales. Your support is encouraged and appreciated!

### **Attendance Policy**

It is the policy of the Kanawha County Board of Education and the West Virginia Department of Education that school attendance by students is mandatory. The Kanawha County Board of Education believes that regular school attendance is vital to student's academic performance. Students must attend school regularly and be on time to class in order to realize maximum instructional benefits. Regular school attendance and punctuality develop self-discipline and responsibility. It is the responsibility of parents to assure that students attend school daily.

All excuses must be sent to school in writing and are due the day the student returns to school.

### **Delay of School/Early Dismissal**

Due to inclement weather or other unexpected event, school may be delayed. If school has been delayed for any reason, do not send your child to school at the normal time since there will be no staff available for supervision. If we have a 1-hour delay, school will begin 1 hour later at 8:40 a.m. and students may not enter the building until 8:10 a.m. If we have a 2-hour delay, school will begin 2 hours later at 9:40 a.m. and students may not enter the building until 9:10 a.m. All bus schedules will be adjusted accordingly. The school is not responsible for students arriving earlier than these indicated times.

School is sometimes dismissed early for similar reasons. If school is unexpectedly dismissed early, a Parent Link Message will be made to alert you. Make sure your child knows what to do if school is unexpectedly dismissed early. There will not be time for students to call home. There are approximately 320 students in the school and two telephone lines. Please plan ahead to help alleviate anxiety for you and your child.

For information about school delays and early dismissals, please check the following sites:

- All Local TV and radio stations
- Sign up for text alert at <http://wvde.state.wv.us/closings/subscribe/county>
- Follow @WVSnowDay on Twitter
- <http://kcs.kana.k12.wv.us> or the KCS App

### **Student Arrival At School**

Students are to report to the cafeteria to eat breakfast or to the gym. Students will be permitted to go to their classroom at 7:30 a.m.

**Students will not be admitted to the building before 7:10 a.m. Do not drop off students before 7:10 a.m.**

Students who arrive after 7:40 a.m. must report to the social worker located by the main office to receive a tardy slip. **A parent/guardian must sign in a student who arrives late in the office.** Tardy students cannot sign themselves in.

### **Beginning of School Forms**

Starting the 2017-18 school year, many beginning of the year forms will be completed online. The website for the forms is <https://kcs.kana.k12.wv.us/Page/firstdaypackets>. A letter explaining the procedure in more detail will be sent home on the first day of school.

## **Change of Plans/Parent Notes**

Please be sure to send a **note** to school if your child has a change from their normal routine. Teachers will follow your normal routine unless they have written instructions to do otherwise. This is particularly important if your child divides their time between several households or participates in after school extracurricular activities or Day Care.

For an **emergency** change in plans, please call the school **before 1:15 p.m.** However, please do not make a habit of calling the school to give alternate instruction to the secretarial staff. The staff cannot be responsible for delivering student messages after 1:15 p.m. as that is the most hectic part of the school day.

## **Student Dress/Appearance**

Students are expected to dress and groom in an acceptable manner protecting everyone's right to an equal educational opportunity. Please see the Kanawha County School's Student Dress Code for additional information.

1. Clothing may not be worn which is imprinted with slogans or advertisements containing obscenities, profanity, offensive information or promotes the use of alcohol or drugs.
2. Underwear should be covered.
3. Clothing should not cause a disturbance to the learning atmosphere.
4. Tennis shoes are required to be worn during physical education classes.

Students who wear clothing that is disruptive to the learning environment will be asked to change clothes.

## **Cell Phones**

Students are not to use their cell phones during the school day. If a cell phone is out, the teacher will confiscate it and will turn it into the principal. The principal will return the cell phone to a parent or guardian, only. Other disciplinary infractions may occur if there are additional occurrences. Please see Kanawha County School's policy for additional details.

## **Family Nights**

Piedmont Elementary will have two Family Nights during the school year. One will be held in the fall and the other in the spring. We encourage all families to be involved in the activities.

## **Fundraising**

Our school participates in a variety of fundraisers throughout the year. It takes a lot of money for the general operation of the school and fundraisers are one way that we get to provide extra items and activities. We hope that you will participate and support our school.

## **Homework**

Homework assignments are basically extensions or reinforcement of material covered in class. Assignments will usually get longer with each progressive grade level and are designed to be a meaningful and productive part of your child's educational experience.

## **Make-Up Work**

If your child is absent from school, he/she is responsible for obtaining and returning any make-up work assigned by the teacher. If your child is absent for an extended amount of time, you may want to pick up work periodically. Work is to be picked up in the main office. Please call ahead and give us 24 hours notice so the teacher will have plenty of time to get the work/books together. You may request that the work be sent home with a neighbor or sibling. Teachers are not required to get work together in advance of an absence. Due to the nature of classroom work, lesson plans may change before the date(s) in question.

## **Visitors**

Parents are welcome to visit our school anytime. **However, all visitors are required to check in at the main office to obtain a visitor's pass and must have an approved purpose for visiting.** All types of salespeople, solicitors, and others who do not have school related business are not permitted to visit with teachers or students at any time during the school day.

## **Restricted Visitation**

Occasionally, we will receive a request from a parent to restrict visitation of the other parent due to a divorce hearing or domestic problem. In order to restrict visitation of any parent, we must have a **legal document** on file in the main office. Otherwise, both parents have the legal right to visit with or pick their child up at school.

## **Emergency Procedure Card**

All students must have an emergency card on file in the main office. A new card must be completed at the beginning of each school year. If any changes occur during the school year such as a new job, phone number, address, etc., please contact the school immediately with the information.

## **Excuses from PE/Recess**

Students are expected to go outside for play periods whenever weather permits. Students are also expected to participate in physical education class. If your child is ill and should not participate in either of these activities, we must have a note signed by a parent or guardian stating such. Excuses for more than three days may require a doctor's signature.

## Student Medications

In order to ensure the safety of students, to prevent the abuse of harmful substances and to facilitate appropriate procedures for administering medications, the following requirements are established:

1. If at all possible, the child should be medicated at home. Consult with your doctor regarding a reasonable time schedule for the medication. If medication is to be dispensed at school, a trained school staff member will dispense.
2. If it is determined that the child should be medicated at school, the following must be completed:
  - **Physician's Order.** No medication, either prescription or non-prescription medication, shall be administered at school except by written order and dosage instructions from the student's physician. If the administration of medication is scheduled for a period in excess of 21 days, Form ECMA-1 must be completed by the student's physician and filed with the school. If the administration of medication is scheduled for a period of 21 days or less, an order from the student's physician and a note of permission from the parent/guardian must be submitted to the school. Standing orders from the Kanawha County Schools Medical Consultant will allow the administration of a very limited list of predetermined nonprescription medications to be given for a period of up to three days with specific written instructions from the parents. No other medications will be administered without an order from a licensed healthcare provider with prescriptive privileges.
  - **Prescription Medication Container.** Prescription medication must be labeled clearly and accurately by a pharmacist or physician. Only one kind of medication may be included in a single bottle or container.
  - **Non-Prescription Medication Container.** Non-prescription medications must be delivered to school in the manufacturer's container, clearly labeled with the student's name.

## Curriculum Information

All Kanawha County Schools adhere to the West Virginia College and Career Readiness Standards. For a list of the standards, you may visit the West Virginia Department of Education website at <http://wvde.state.wv.us>. This website has a lot of helpful information for parents.

In addition to the WV CCR Standards, all Kanawha County Schools use ST Math, Smarty Ants, and Achieve 3000. These programs can be accessed at home and we encourage your child to do so on a regular basis.



## **Lunch**

A well-balanced lunch is served daily in the school cafeteria. Along with the main entrée, a salad bar is offered. Menus are sent home monthly with the school newsletter and is available on the Kanawha County School's website.

Students are allowed to bring a bag lunch to school on days they do not wish to eat hot lunch.

## **Breakfast**

Breakfast is available from 7:10 a.m. to 7:35 a.m. Choices are offered daily. Please be sure your child is at school no later than 7:25 a.m., if eating breakfast, in order to have enough time to stand in line and eat before class begins.

## **Lost and Found**

All items found should be turned into the lost & found area outside of the main office. Inquiry should be made promptly to the office for any lost item. Parents should mark each child's name on belongings for easy identification. Piedmont Elementary is not responsible for items lost at school.

## **School Safety**

Piedmont Elementary is aware of the increasing school safety issues facing our schools. We have multiple and a variety of measures in place to ensure the safety of all students and staff members.

### **Shelter in Place/Emergency Procedures**

In the case of a shelter in place and/or emergency procedures the following actions will be followed:

- NO ONE MAY ENTER OR EXIT THE BUILDING after the lock-down takes place. The building administrator will signal the "all clear" notification.
- Students will be supervised at all times by staff members and will have access to bathroom facilities, food, and water.
- Parents are advised not to come to school during an actual shelter-in-place emergency. They will find the building secured and will only be placing themselves in danger.
- Parents are asked not to call the school during a shelter-in-place emergency. The phone lines need to be open for the school to communicate with emergency personnel and with county office personnel.
- The intent of a shelter-in-place is to minimize exposure to unhealthy conditions or danger. Students staying where they are under the supervision of Piedmont staff best accomplishes that. Your cooperation and support is important.

## **Counseling Program**

The counseling program at Piedmont Elementary School is designed to help all children as they grow and develop. All students, teachers, and parents have access to counseling services at the school. A student may request a private conference by placing his/her name in the counselor's mailbox. Parents may call the counselor to request a conference or counseling for their child. Staff members may also refer a child for counseling for various reasons.

Counseling conferences often focus on normal developmental concerns of children in an elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns, getting along with siblings, and improving behavior at school.

In addition, the counselor conducts classroom guidance units for all children. Typical topics for those units are friendship, understanding our feelings, bullying, families, exploring careers, and drug education.

## **PTO**

Piedmont Elementary School has a core of active parents on the Parent Teacher Organization. Meetings are held a minimum of once per nine weeks at the YWCA Building at the back of the Piedmont Parking Lot. Your attendance is encouraged and vital to the success of our programs.

## **Volunteers and Confidentiality**

We want parents and grandparents to volunteer at Piedmont Elementary. Your involvement helps make our school a great place for our students to learn and grow. The PTO will send home a packet of ideas for ways you can be involved at the beginning of the school year.

While volunteering at school, you may inadvertently see and/or hear information about a student. It is extremely important to keep all such information confidential. It is not appropriate to view and/or discuss student records, grades, or any other student information with other parents or staff. Any questions, concerns, etc. a volunteer may experience should only be discussed with the teacher involved or with the principal. Please note that Piedmont staff will not discuss information about any student except your own child with you, nor will they wish to discuss another staff member without them present.

## **Home/School Communication**

Communication between the home and school is vital for the success of your child. The following types of communication are utilized:

1. Monthly Newsletter from the Principal- printed and on social media
2. Class Dojo – School Story and Class Story, Messages with teachers and principal
3. Schoology – Access to grades and assignments

4. Students Folders and/or Student Planner
5. Piedmont Student Handbook (this booklet)
6. Midterm reports – 4 times a year
7. Report Cards – 4 times a year
8. Piedmont Facebook Page
9. Piedmont Parent Email Group
10. Parent Link Messages
11. School Marquee
12. Parent Teacher Conferences (scheduled)
13. Piedmont Website

### **Student Code of Conduct**

The **West Virginia State Code of Conduct** states students shall:

1. Attend school faithfully, complete assignments on time, and work to their fullest potential.
2. Behave in a manner that does not disrupt classroom learning or the operation of the school.
3. Obey teachers, principals, and others in authority.
4. Refrain from aggressive or threatening behavior toward fellow students, teachers, or other school staff.
5. Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

Classroom rules are created and mutually agreed upon by teachers and students and posted in each classroom.

### **Piedmont Elementary School Rules**

1. **R** – **R**espect myself, others, and property
2. **U** – **U**gly words, hands, and feet to myself
3. **L** – **L**isten and follow directions
4. **E** – **E**veryday I am prepared and on time
5. **S** – **S**peak and walk quietly

### **Title I**

Piedmont Elementary is a Title I School. As such, we receive additional funding to provide extra academic support and learning opportunities to help children master challenging curricula and meet state standards in core academic subjects.

### **Toys**

Students should leave all toys at home. Toys can be a source of disagreement between other students. Piedmont Elementary is not responsible for items brought to school, which should not be on campus. Toys are only permitted when needed for show and tell.

## **Tips For A Successful School Year**

The following list will help you and your child have a positive school year:

- Ask your child about school each and every day. Ask leading questions in order get more than one-word answers.
- Read to or with your child every day. Make it a fun activity and remember to discuss what you read.
- Make home a place for learning. Help your child practice math, reading, etc. through every day activities at home.
- Promote healthy habits. Make sure your child gets plenty of sleep and exercise and eats balanced meals.
- Be a role model. Your child learns from you. Be positive about education and his/her teacher and show you enjoy learning.
- Encourage independence. Allow your child to make mistakes and learn to accept their consequences. Give your child responsibilities at home, such as household chores.
- Create a study routine. Set a time and quiet place for your child to work every day. Go over homework together.
- Build success. Help raise your child's self-esteem by setting reachable goals and praising your child's efforts.
- Make school important. Insist on good attendance and punctuality.
- Review good behavior rules. Make sure your child knows what is expected at school, such as following rules and taking turns.
- Join the PTO.
- Have an emergency plan in place. Make sure your child knows what to do if the unexpected happens. Where should they go after school if you're not home? Where should they go if school is unexpectedly dismissed early?
- Communicate. It is important to tell the teacher information he/she needs to know about your child. It is equally important to ask questions when you need clarification. Communication between the school and parent must flow both ways to be truly effective.
- Read your weekly newsletters. They are shared on Class Dojo each week.
- Check your child's planner and/or folder daily.
- Get involved. We invite everyone to attend school events, visit the teachers, volunteer for various jobs/activities and take an active role in your child's school.