



**PARENT/STUDENT HANDBOOK
& CALENDAR
2020-2021**
www.piedmont.kana.k12.wv.us

WELCOME TO PIEDMONT ELEMENTARY

203 Bradford Street
Charleston, WV 25301
304-348-1910 Fax: 304-348-1911

Dear Parents,

Welcome to another new school year! We are very excited to have the opportunity to work with you and your children and hope this year will be successful in every way.

Our staff wishes to extend a personal invitation to you to become actively involved in your child's education. We want to encourage you to get acquainted with our staff, visit the school and join the P.T.O.

This handbook will provide important information about Piedmont Elementary and we hope that you will refer to it often.

Our office is always open for any questions or concerns you may have. Please feel to call or come in at your convenience. Please add the Class DOJO app, where we will post our school events and information. You can always find school information on our website: www.piedmont.kana.k12.wv.us.

Yours truly,
Ashley James, Principal

Kanawha County Schools publishes a handbook with information that is pertinent to all elementary students. This information includes bus regulations, policies and procedures, and student code of conduct. You will receive this in your First Day of School Packet. We hope you will find this information helpful.

Piedmont Elementary School

MISSION

The mission of Piedmont Elementary is to make a difference academically and socially for every student every day.

Vision

To create a safe and positive environment that prepares students for their future!

Motto:

Piedmont Panthers are
Prepared, Productive, Proud and Positive!

Goals:

- 1.To provide a safe and secure child-centered learning environment that fosters opportunities for every child to succeed to their individual abilities.
2. To nurture a spirit of cooperation, empathy and kindness through the development of positive character traits.

The Strategic Plan for Piedmont Elementary School is available for your review at any time in the main office or on our school website: <http://piedmont.kana.k12.wv.us>. If you would like more information about the plan or would like to be on the planning committee, please contact the principal. The planning, review and improvement can be discussed at anytime. Your input and questions are appreciated.



August 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Staff Returns	5	6	7	8
9	10 1 st Day of School	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Attendance/Tardy Policy

When Absent/Tardy: Regular student attendance is essential to student success. Parents are encouraged to schedule doctor and other appointments outside of school hours since instruction continues until the dismissal bell. Your child is to bring in a doctor's excuse or a parent note when coming to school tardy or returning following an absence. Notes should indicate the day/days absent and the reason. State law require that notes are turned in within 3 days following the absence. Absences have to be coded correctly by the secretary or parents could face truancy charges by the county Attendance Director/Social Worker. **Parents with students who have 5 or more unexcused absences will receive a legal notice. Truancy charges can be filed in Magistrate Court when a student reaches 10 days absent. Parents must sign-in tardy students.** Students not in the classroom ready to work at 7:30 a.m. are considered tardy. **Due to the safe school policy, tardy students may not be escorted to the classroom by their parents.** A record of excessive tardiness or students leaving early for appointments will be kept. Students reporting to school more than 90 minutes after commencement of the school day, shall be reported **one half day absent**. If a student is taken out of school 90 minutes early he/she shall be reported **one half day absent**. A student will be required to complete and return make-up work promptly. Make-up work will be provided on the day the student returns to school. **Teachers cannot be expected to gather work for absent students during instructional times.**

Emergency Cards

Your child's emergency card must be on file. The school must have telephone numbers where parents or guardians may be reached during the instructional day. School facilities and staffing does not permit us to care for ill students longer than the time necessary to notify parents. If you relocate and your contact information has changed, please notify the school in writing immediately with the new information. A new Emergency Card will have to be completed and the West Virginia Educational Information System updated.

Parent Involvement & Volunteer Program

Parent and volunteer involvement in our school is important for student success. All parents are encouraged to be involved and participate in school functions in accordance with KCS policies. Parents are invited to participate in numerous activities at the school such as the following:

Parent Teacher Organization	Local School Improvement Council	Homeroom Parents	Strategic Planning Committee
Parent/Teacher Conferences		Classroom Observations by Appointment	

The goals of our volunteer program are to aide school staff in clerical tasks, provide community resource persons in music, art, careers and other areas and finally to provide better school-community relations via involvement in the decision making process concerning the needs of our school. The Parent Involvement policy can be accessed on our school website www.piedmont.kana.k12.wv.us. The planning, review and improvement can be discussed at anytime. Your input and questions are appreciated.



September 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7 School Closed	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Safety/Security

In order to make our school a safe and nurturing place for students to learn and staff to work we are asking the following:

ALL VISITORS MUST SIGN IN THE OFFICE. You are only permitted to go around the school building and into classrooms, if you have a visitor's badge. Please do not interrupt a classroom without an appointment with the teacher.

We will conduct 10 fire drills each year.

We will conduct 2 Shelter In Place drills each year. At this time no one is permitted in the school building.

We will conduct Lockdown drills throughout the year. If we have to evacuate the building for any reason, our evacuation site is The Baptist Temple Church.

Legal/Custody Orders

Legal papers are required to be on file at the school when custody issues prevent certain adults from having access to student records. Legal orders must be resubmitted when they expire and at the beginning of year school year. Please make sure that your child's emergency contact information reflects the legal order.

Bus/Reporting Home

Students are to report home immediately after school if they do not attend an after school program. Students are still under the protection of KCS once they exit the bus and prior to getting home. Students are also subject to KCS Board Discipline Policies during this time. Inappropriate bus behavior could result in suspension from the bus.

Permission Policy

If your child is to go to a different location after school, or will be picked up by someone other than the legal guardian, it is necessary to send a signed note by the parent. This note must be signed and approved by the principal or secretary. Bus drivers will not admit a student on the bus without this notice. These arrangements must be made prior to arriving at school. Students will not be permitted to call parents to make these arrangements. Students without a note will be required to follow their usual routine.



October 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 Awards Assembly	9 Attendance Reward Behavior Reward End of 1st 9 weeks	10
11	12 Beginning of 2 nd 9 weeks	13	14 No School Professional Learning Day	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Halloween Party 	31

Medications

Kanawha County Schools Administration of Medications policy allows students to take medications at school only if it is absolutely necessary in order for the students to attend school and learn. Please follow the regulations below when your child must take medications at schools.

1. Send the written order from the physician. The order should include dosage instructions and the time the medication must be given. Written permission from the parents must also be included.
2. For medications that need to be given for longer than 21 days, an Administration of Medication form must be completed and signed by the physician and signed by the parents/guardian. This form may be obtained from the school.
3. The medication must be delivered to school in the original container. Prescription medications must be labeled clearly and accurately by the pharmacist or physician.
4. Over the counter (non prescription) medication must be delivered to school in the manufacturer's container and must be clearly labeled with the student's name.
5. All medication must be accompanied by an order from the physician except for the Over the Counter medications listed below. These medications must be accompanied by a note from the parent or guardian that gives permission to administer these medications and they must be delivered to the school in the original container. These medications will be administered according to the manufacturer's directions for up to three school days. After three days, an order from the physician will be required. (Ibuprofen, Acetaminophen, Calamine Lotion and simple cough drops)

Students Sick at School

We will call you to pick up your child at school if any of the following occur:

- Their temperature is 100 degrees or higher.
- They have vomited.
- They have head lice or nits.
- Their eyes are red, itching and have drainage.
- They have a rash that may be contagious.
- They have an infected draining wound.
- Other emergencies that may occur.

November 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 No school Parent/Teacher Conference Day	3 No School Election Day	4	5	6	7
8	9	10	11 Veteran's Day No School	12	13	14
15	16	17	18	19	20	21
22	23 No School	24 No School	25 No School	26 No School 	27 No School	28
29	30					

Telephone Usage

Students are not permitted to use the school telephone except in emergencies. Further, students will not be called to the telephone, except in emergencies. Messages will be relayed from the office to students if they are of an emergency nature. The school office should not be expected to deliver messages that could have been handled before leaving home. Make early dismissal day arrangement plans with your child ahead of time. It is not possible to allow each child to phone home for instructions. Notes should be sent to classroom teachers to make them aware of any issues or schedule changes.

Birthdays/Celebrations

Invitations to student birthday parties may be distributed at school providing all students in the classroom receive an invitation. **Please do not send flowers, balloons, etc. to students at school.** Again, this is for the feelings of all students in the classroom. Also, bus space and safety have limited items students can have on the buses. Teachers may accommodate birthday celebrations for students, however they are to be kept very simple and take little of the instructional time. Arrangements for celebrations must be made well in advance with the classroom teacher. WVDE and KCS nutritional guidelines must be followed for any celebrations.

Parent Parking / Student Drop-off / Pick-up

All morning drop-offs will now be at the Quarrier Street entrance to the school. This is the entrance closest to Celebration Station. Look for the three paw prints. If you wish to walk your child to the door, you may not park in the bus lane. The bus lane is the sidewalk area between our Marquee Sign and the Playground on Quarrier Street. You may park on Bradford Street and walk to the Quarrier Street entrance. Parents will not be permitted in the school building unless they have an appointment and they sign in with a visitor pass in the office. Beginning on the first day of school, there will staff members available to greet your child as you drop them off at the Quarrier Street entrance. Staff will be there to open the car doors and assist the student with getting out of the car in a safe and efficient manner. No one will be admitted into the building through the Bradford Street entrance during the morning. Afternoon dismissal procedures will take place on Bradford Street. Car riders will pull into the loop and wait for their student. Walkers will get in line at the side door and wait for their student. Thank you for your cooperation in ensuring the continuing safety and well-being of our students.

Field Trips and Excursions

Students are to meet specific guidelines in order to attend field trips. Students not meeting the following guidelines may be excluded from a field trip by the classroom teacher. Displays acceptable behavior as outlined in the discipline code for the school and county.


Maintains acceptable work habits in his/her classroom. Meets positive behavior program guidelines. Exhibits self-control in and out of the classroom. Attends school faithfully in accordance with Kanawha County attendance policy. No excessive absences/tardies. Permission slips and medical forms must be signed and returned prior to trips. Students will not be permitted to call home for permission

School based staff members will be the sole chaperones on field trips unless determined by the principal that parent assistance is needed.



December 2020



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 No School Professional Learning Day	10	11	12
13	14	15	16	17 Awards Assembly	18 Attendance Award Behavior Award End of 2 nd 9 weeks	19
20	21 No School	22 No School	23 No School	24 No School	25 No School 	26
27	28 No School	29 No School	30 No School	31 No School		

Parents Right to Know

Federal law allows parents to ask about the professional qualifications of their child's classroom teacher and requires school systems to provide the information in a timely manner if they request it. Specifically, parents have the rights to ask for information regarding teacher certification, college major and advance degrees. Parents also have the right to request similar information about aides or paraprofessional personnel who provide services to their child. Parents who desire this information may contact the Department of Human Resources, Kanawha County Schools at 304-348-7712.

Conferences With Teachers

We believe that Parent-Teacher Conferences are most important for the welfare of each child and for the promotion of good understanding between the home and the school. Please understand that teachers arrive early, to prepare for the school day. Also, it is important that teachers spend all the time they can with the students. An appointment provides time for preparation and the privacy desirable for a satisfactory conference. Conferences, other than regularly scheduled ones, may be arranged by request of teacher or parents when a need arises. Please call the school to arrange a conference.

Student Awareness

Students and parents must be aware of Policy J25 regarding student behavior including the sections dealing with weapons, drugs and sexual harassment. Please be aware of the consequences for violating these policies. Weapons, drugs, tobacco, alcohol and sexual harassment are not permitted on school property.

Requests for Teachers

We do not accept any request for teachers. Students will be grouped according to academic, social and behavioral needs. We look closely at educational data to determine the balanced student groupings in each classroom. Creating a balanced education setting for ALL STUDENTS is essential to the overall success of our school and we are glad that you can understand the need for this policy.

Parent Teacher Organization

Our PTO is made up of parents and teachers. It is governed by an executive committee. PTO meetings are on the school calendar. We are always looking for parents to help.

Local School Improvement Council

The Piedmont Elementary LSIC meets 4 times per year. The LSIC is made up of parents, education personnel, community members and business owners. The LSIC is an elected council. The LSIC does the following:

- Encourage the involvement of parents/guardians in their child's education process and in the school.
- Encourage businesses to provide time for their employees who are parents/guardians to meet with teacher concerning their child's education.
- Encourage advice and suggestions from the business community.
- Encourage school volunteer programs and mentorship programs
- Foster utilization of the school facilities and grounds for public community activities.



January 2021



Sun		Tue	Wed	Thu	Fri	Sat
					1 No School 	2
3	4 3 rd 9 Weeks Begins	5	6	7	8	9
10	11	12	13	14	15	16
17	18 No School MLK Jr. Day	19 No School Professional Learning Day	20	21	22	23
24	25	26	27	28	29	30



February 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12 Valentine Party	13
14	15	16	17 No School Professional Learning Day	18	19	20
21	22	23	24	25	26	27
28						



March 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Awards Assembly	5 Behavior Reward Attendance Reward End of 3 rd 9 Weeks	6
7	8 No School Spring Break	9 No School Spring Break	10 No School Spring Break	11 No School Spring Break	12 No School Spring Break	13
14	15 4 th 9 Weeks Begins	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



April 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 No School	3
4	5 No School Professional Learning Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Volunteer Brunch 9-10	30	



May 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 End of Year Test 3 rd -5 th	4 End of Year Test 3 rd -5 th	5 End of Year Test 3 rd -5 th	6 End of Year Test 3 rd -5 th	7 End of Year Test 3 rd -5 th	8
9	10 End of Year Test 3 rd -5 th Leadership Team	11 No School Election Day	12 End of Year Test 3 rd -5 th	13 End of Year Test 3 rd -5 th Committee Meetings	14 End of Year Test 3 rd -5 th	15
16	17 DIBELS Reading Test K-2	18 DIBELS Reading Test K-2	19 DIBELS Reading Test K-2	20 Awards Assembly 5 th Grade Graduation	21 Attendance Reward Behavior Reward	22
23/30	24/31 Last Day for Students	25	26	27	28	29

Cut here and return bottom portion to school



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I have read Piedmont Elementary School's Parent/Student Handbook and fully understand its contents.

Signature

Date

Child's Name

Date

