Ferguson-Florissant School District PreK-2

2024-2025

Parent and Student Handbook



2800 Parker Rd, Florissant, MO 63033 (314) 831-2644

https://www.fergflor.org/parker-road-elementary

Nicole Burnett - Principal Anissa Harris, EdD- Assistant Principal Diana Collins - Counselor Jalin Spears - Counselor Jeanne Hilgert - Nurse

Welcome Parker Road Families!

Dear Students and Parents,

Welcome to a new school year! We are excited to see our returning families and eager to greet our new ones. This handbook is a resource to answer questions about procedures at Parker Road.

Our school community is special! Our guiding light is love. We love our children.; we love one another; we love what we do; and we love our school community. I am proud and honored to be the principal of our MODEL PRIMARY SCHOOL! We are blessed to have you, our families, and our community at large as partners. Together we have created an oasis of learning in North County that stands out in the Ferguson-Florissant School District. We, the Parker Road Staff, remain committed to providing the best learning experiences for ALL our scholars.

I have an open-door policy and welcome conversations. Although it would be greatly appreciated if conversations were scheduled when possible, I understand that emergencies arise and in those moments I will try my best to be available. I also encourage you to contact your child's teachers to create a supportive team for your child's success. We are a village, consisting of different family members who are dedicated to making sure your child experiences success. We can work anything out when we work together.

We always appreciate your feedback (positive and constructive) as we work hard to build our partnership with you, ultimately focused on reaching our main goal toward the success of our scholars. We look forward to another engaging year of fun learning at Parker Road Primary School.

With gratitude,

Nicole Burnett

SE Principal
SE Principal
SE Principal

FFSD Mission

We provide high quality instruction to every student in every neighborhood while prioritizing equity and compassionate relationships.

FFSD Vision

All learners graduate believing that anything is possible and prepared to realize those possibilities.

FFSD's CORE VALUES

Student-Centered: We use an equity lens to focus our policies, our actions, and our resources on students' academic, social-emotional, and physical well-being.

Excellence: We have high expectations for all of our students and are relentless about providing high quality, culturally competent teaching and resources to meet those expectations.

<u>Innovation:</u> We ensure our students are ready for a dynamic, ever-changing world by exploring real world issues and promoting curiosity and critical thinking to find innovative solutions.

Relationships: We build relationships across our schools and community to ensure everyone feels welcomed, heard, and involved as agents of positive change to create access and opportunities for students.

Board of Education

8855 Dunn Road Hazelwood, MO 63042

Phone: 314-824-2422

Dr. Kevin M. Martin, President

Dr. Donna Paulette-Thurman, Vice-President

Mrs. Jillian Dunn, Secretary

Mr. Terry Tyson, Assistant Secretary

Dr. Courtney Graves, Director

Dr. Sheila Powell-Walker, Director

Mr. Jamal Bailey, Director

STAFF COMMITMENT

The teachers and staff bear the important responsibility to act as parents in the extended family of the community. As the saying goes, "It takes a village to raise a child"; we provide each child in our care with the best possible instruction in a safe and orderly environment.

When you bring a concern to one of our staff, your concern will be seriously considered and dealt with in a timely manner. At times we may not be able to easily resolve the issue and more dialogue may be necessary. Please be patient with this process and remember everyone wants what is best for each student.

Teachers strive to provide interesting and informative lessons on a daily basis, sometimes assigning work to continue the lesson at home. They are available to answer students' questions and are always pleased to speak to parents about their child's progress. Administrators, our counselors, instructional support leader, secretary, instructional aides, cafeteria staff and custodians are all here to help make your child's school experience a positive and successful one. We look forward to working with you.

Panther Pledge

I, as a panther, promise to be **SAFE**, to **PERSEVERE**, to be **RESPONSIBLE**, to be **COOPERATIVE**, and to be **KIND**; And I will show these behaviors, ALL THE TIME!

Panther Mantra

I am **SOMEBODY!**

I won't let <u>ANYBODY</u>,

tell me I'm a NOBODY.

I'm gonna tell EVERYBODY, that

I AM SOMEBODY!

SCHOOL DISTRICT

2024-2025 Student Academic Calendar

AUGUST 2024 W ST 1 3 8 9 10 5 6 12 13 14 15 16 17 18 20 21 24 25 30 31

19 First Day of School 2 3

Conferences

16 End of First Quarter

Septembe	-
Labor Day-District Closed	<u> </u>
No Student Attendance	
No Student Attendance	

28-29 Afternoon/Evening Parent/Teacher

30 No Student Attendance, Full Day

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JANUARY 2025

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Parent/Teacher Conferences	(3)
31 No Student Attendance	

November	
1 No Student Attendance, Wellness I	Day-
District Closed	510×511
4 No Student Attendance	

5 No Student Attendance, Election Day
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District Closed
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18-20 6th C	irade Center, Middle, High
Testing Hal	f Day Student Attendance
20 PK-2, 3-	5 Half Day Student Attendance
20 End of S	econd Quarter
23-31 Wint	er Break-District Closed

20 Martin Luther King Jr. Day-District Closed

MARCH 2025

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14	No Student	Attendance	
17	Presidents'	Day-District	Closed

1-3 Winter Break-District Closed

21 No Student Attendance

6 School Resumes

-District	CIO
March	

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APRIL 2025							
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8 No Student Attendance, E	lection Day
21 No Student Attendance,	Wellness Day-
District Closed	

21-23 oth Grade Center, Middle, nigh nai
Day Student Attendance
23 PK-2, 3-5 Half Day Student Attendance
23 End of Fourth Quarter
23 Last Day of School

26 Memorial Day-District Closed

MAY 2025 100

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Student Attendance, Semester Begins/Ends

Student Attendance

No Student Attendance, District Closed

No Student Attendance, District Open

Proposed Snow Makeup Days: April 21, May 27, 28, 29, 30, June 2

PK-5 Hours: 1078.5 - Secondary Hours: 1068

Based on Official Calendar BOE Approved: 5-15-2024

2024 September 2 No School - District Closed - Labor Day September 3 No School - District Offices Open September 30 No School – District Offices Open October 30 No School – District Offices Open October 31 No School – District Offices Open No School - District Offices Closed November 1 November 4 No School - District Offices Open November 5 No School – District Offices Open No School – District Closed - Thanksgiving Week November 27-29 December 23 - Jan 3 No School - District Closed - Winter Break 2025 January 6 Second Semester Begins No School - District Closed - Martin Luther King Day January 20 January 21 No School – District Offices Open February 14 No School - District Open February 17 No School - District Closed March 17-21 No School - District Closed - Spring Break March 31 No School – District Open April 8 No School – District Open April 21 No School - District Closed May 23 HALF DAY, Last Day

STUDENT DAYS OFF

- <u>ATTENDANCE</u>
- ARRIVAL AND DISMISSAL
 - o <u>BUS AND VAN RIDERS</u>
 - CAR RIDERS
- <u>BIRTHDAY PARTIES/RECOGNITION</u>
- BUS BEHAVIOR
- <u>CAFETERIA</u>
- <u>CALENDAR</u>
- <u>CELL PHONES</u>
- OMPUTERS/OTHER ELECTRONIC EQUIPMENT
- COUNSELOR

ATTENDANCE

We build habits and values at this stage of education. Being present each day and on time promotes high academic achievement. Chronic absences, late arrivals, and early dismissals hinders a child's learning. They miss important lessons. PreK-2nd grade students depend on their parents and caregivers to get them to and from school. Good school attendance is also the law.

Procedures for reporting absences:

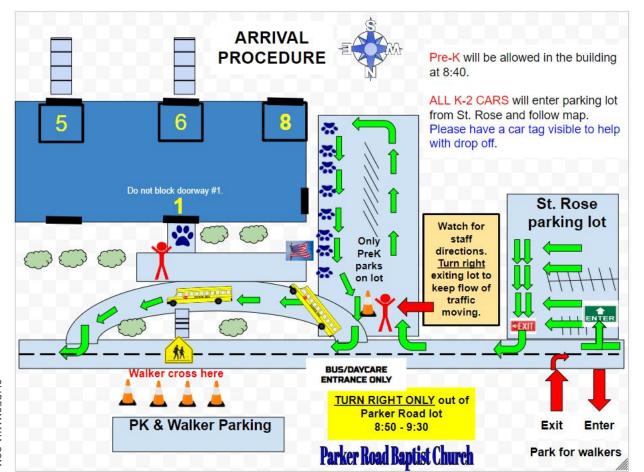
- Call the school to report absences (314 831 2644)
- Send a note on the day your child returns to school following the absence stating the reason for and date of the absence.
- For an early dismissal, contact the office (not the teacher) so we can prepare the student in a timely manner. <u>Early dismissals stop at 3:15pm</u>.

Please note: If a student is absent and we do not receive a call, the school will call to verify a student's absence.

ARRIVAL AND DISMISSAL

To provide a safe environment for our students, we need your cooperation with arrival and dismissal procedures. Walkers and car riders may arrive at 9:05 a.m. There is no supervision until this time, therefore please make sure your child does not arrive before 9:05 a.m. Car riders start at St. Rose parking lot. Parents of walkers must stay with them until a Parker Road staff member arrives to monitor them.

Arrival procedures are as follows:



Dismissal starts at 3:55 p.m. If there is a **change of how a student is getting home,** the **office** must be notified prior to **3:00 p.m.** Beginning at 3:15 p.m., teachers are reviewing the day and getting students prepared for dismissal. There will be no early dismissals after 3:15 p.m. The doorbell and phones are muted as end of day procedures begin and there may not be anyone covering the desk.

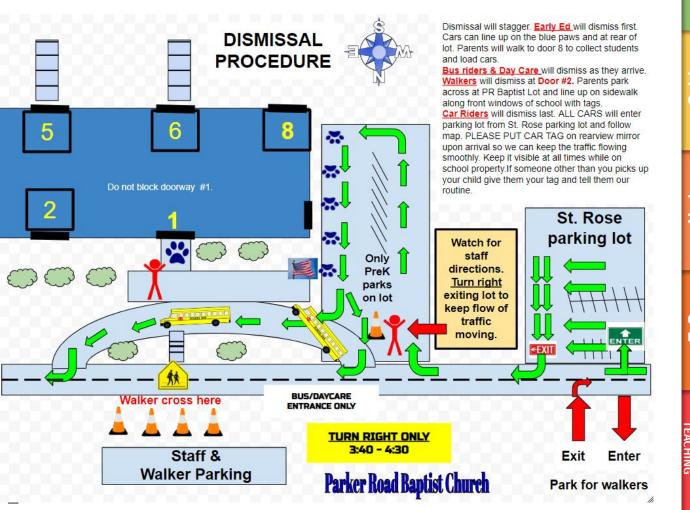
Dismissal procedures are as follows:

BUS RIDERS AND DAYCARES

Bus Riders and Daycare riders are dismissed before car riders. They will be brought out by staff.

• CAR RIDERS

- (See arrival and dismissal map on Slide 10)
- Car Riders begin with cars entering parking lot from St. Rose parking lot and follow the map from slide 10.
- Place CAR TAG on rearview mirror and keep visible while on school property. DO NOT REMOVE TAG UNTIL CHILD IS IN THE CAR AND YOU ARE DRIVING OFF SCHOOL PROPERTY. It is how we load children into cars.
- **ANYONE without the proper tag will be required to show a VALID I.D.** We will call the office to verify the person picking up the child. This slows traffic. So, please call ahead for changes!
- O IT IS THE PARENT'S RESPONSIBILITY to share ALL ARRIVAL AND DISMISSAL PROCEDURES WITH THE PICK UP PERSON (Grandma, Grandpa, aunt, uncle, cousin, friend, etc.). Notify the office of such changes to expedite our process. 314.831.2644.
- O During arrival, CAR RIDERS are dropped off at door 8 and 1.



WALKERS

All walkers are dismissed from exit 2 using a matching car TAG. Families should scan the QR code in the window to let staff know that they are present and wait outside of exit 2 for the car tag of the student and adult to be checked.

When walking to and from school, the following must occur:

- Parents must park cars at Parker Road Baptist Church and walk across the street to school.
- Walkers must use the crosswalk for safety.
- Everyone must walk on sidewalks, use the crosswalk, and follow the directions of the crossing guard.

BIRTHDAY PARTIES/RECOGNITION

Parents may want to send treats to celebrate their child's birthday. Due to many health concerns around food and latex allergies as well as the disruption of the learning environment, this is discouraged. **We must first consider the safety of our students and protect the learning environment.** If you would like to provide a class snack to celebrate, purchases need to go through <u>Food Services/Birthday</u>. Use <u>Celebration Order Form</u> to place an order.

Class sets of party favors such as: bouncy balls, matchbox cars, notepads, etc. are a great alternative to treats. When provided, they will be given out at the end of the day. Balloons may not be delivered to school or brought to school as it is a distraction to the learning environment. Treats or snacks must follow the Smart snack guidelines found here Smart snacks guidelines.

BUS BEHAVIOR

Appropriate behavior on the school bus is the responsibility of each student. The general rules listed below are for the safety and protection of all students:

- Keep hands and feet inside the bus.
- Talk in a voice level of 1.
- Keep aisles clear.
- Remain in your seat while the bus is in motion.
- Be courteous to all other riders.
- No food or drinks (including chewing gum)
- Follow the directions of the Bus Driver.

CAFETERIA

We serve breakfast and lunch to our students. Breakfast is served from 9:05 a.m. to 9:20 a.m. At 9:20 a.m. breakfast is over and instruction begins. Ferguson - Florissant follows the Missouri Health Initiative Guidelines to provide nutritional meals for our students. In order to stay in compliance with the Missouri health initiative guidelines, carbonated canned or bottled beverages are not allowed (i.e. soda). This also helps our students develop healthy eating habits. **Due to health concerns, students are not allowed to share their lunch with friends.** Menus are posted on the FFSD District website and Class Dojo and that the beginning of each month.

SAFETY: DUE TO SEVERE ALLERGIES WE ARE PEANUT AND TREE NUT FREE SCHOOL AND Peanut butter is NOT allowed in lunches. Sunbutter is a healthy and acceptable alternative.

CALENDAR

Check the school calendar, as event(s) dates or times may change. We will attempt to make every effort to keep parents well informed. The school newsletter will also includes dates of events. <u>District Calendars</u>

CELL PHONES

Students may possess but are not allowed to use cell phones during the school day. Cell phones must be kept off and out of sight. THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE LOSS, THEFT, OR DAMAGE OF CELL PHONES or any other electronic devices that are not part of the instructional program.

COMMUNICATION

When communicating with parents regarding activities and other important information we will use the following:

- Phone calls
- Texts
- Newsletters
- Infinite Campus
- Canvas
- Class Dojo
- Email
- Peachjar

It is important to return communication with parents within 24 hours of their contacting a staff member. Communication is essential to the smooth operation of a school. At Parker Road, we value our Parent School relationships as it aides in building relationships, partnerships, and success of our Scholars.

COMPUTERS/OTHER

ELECTRONIC

EQUIPMENT

Students must use computers appropriately using only the apps that are district approved. If a student continues to use inappropriately, electronic use may be restricted or completely removed from usage.

<u>COUNSELOR</u>

Our school counselor's job is to help make school a successful experience for children. In order to accomplish this, the role of the counselor has many facets. Counselors help children understand themselves and others in order to strengthen cooperation and positive peer relationships for all. We do this through classroom guidance lessons, and small group/individual student lessons. The curriculum includes exploring careers, improving study and learning skills, and making decisions. The curriculum also includes lessons on harassment and bullying.

Counselors assist staff in assessing the learning ability of the student through group and individual tests and work with the teachers for the academic success for the students. Student's success is not possible without involvement from the child's parents. It is essential that parents participate in planning and are aware of their child's progress toward academic accomplishments. Periodically, the counselor help parents learn more about their child's growth and development to further enhance parent-child relationships. Through these activities the elementary counselor assists each child to have a successful school experience.

D-F

- DRESS CODE
- EMERGENCY DRILLS
- FIELD TRIPS
- <u>FUNDRAISING</u>

DRESS CODE

We believe that elementary age students need to dress as young children and as young scholars. Students should wear clothing that allows them to participate in all daily activities. Clothing should be clean and suitable for the weather, outside recess, physical education, and class activities. Shoes should be comfortable, safe (secured to the foot with enclosed toes), and appropriate for physical education. It is advisable that students wear tennis shoes daily or have a pair in their backpacks daily as they run and play during recess.

The Ferguson-Florissant School District dress code recognizes the fact that a student's personal appearance is the responsibility of the student and his/her parents. The school reserves the right to deal with extreme forms of dress, personal hygiene, as well as with any form of dress that interferes with the learning of the group or the individual or the functioning of the school.

Our students wear uniforms. Uniforms consist of long or short sleeved shirts with a collar (polo, oxford, or dress shirt). Shirts can be white, navy blue, or royal blue. Students are allowed to wear cardigans, fleeces, vests, or blazers on top of the uniform shirt. Bottoms are required to be navy blue or khaki. Students are allowed to wear pants, shorts, skirts, skorts, or jumpers. Should a student come to school without a uniform, we will provide them with a shirt/top. The student will change back into their original clothes at the end of the day. Our goal is for children to remain in school to learn.

EMERGENCY DRILLS

Emergency procedures are established to ensure the safety of all students and staff. Drills are regularly conducted during the school year and are to be taken seriously. Instructions will be given to the students by teachers or announced through our public address system. It is all staff members responsibility to know contents of the Crisis Emergency Plans and all safety drill procedures.

FIELD TRIPS

Students have opportunities to take field trips. Occasionally, parents are asked to accompany classes on field trips in order to chaperone. These are typically to the District's nature reserve at Little Creek. The school has a limited field trip budget so students are asked to help pay a portion for events/activities and transportation costs. Siblings are not allowed to join field trips. Chaperones will be asked to follow specific protocol related to supervision while on field trips. Chaperones are not allowed to ride on the bus.

Teachers must maintain accurate records of monies collected as well as permission slips. Teachers must make every effort to obtain permission slips from all children to attend field trips.

FUNDRAISING

Only those materials or products sold by authorized sponsored fundraisers may be sold at school. Notices will go home for any and all fundraisers held.

G-I

- **GRADES**
- ILLNESS OR INJURY AT SCHOOL
- INCLEMENT WEATHER

HOMEWORK

Homework will be assigned as practice, extension of an in-class assignment, or an independent project. A successful student should always complete homework as assigned. It is suggested that students spend time each evening, practicing math facts, reviewing concepts or reading at least 30 minutes. As with any skill, practice is necessary to master concepts taught during the day.

ILLNESS OR INJURY AT SCHOOL

Our nurse in on duty full time. The nurse is unable to diagnose illness. Children who are injured at school will be given first aid immediately. Parents or emergency contacts will be called for any serious injuries, particularly head injuries. In case of life threatening emergencies, 911 is automatically called.

INCLEMENT WEATHER

In case of inclement weather, the district sends out emails to inform Ferguson - Florissant Staff and families of school closures. You may also check the district website, or news channels.

J-L

- <u>LIBRARY/MEDIA CENTER</u>
- LOST AND FOUND.
- <u>LUNCH</u>

LIBRARY/MEDIA CENTER

Students visit the library each week as part of the regular class schedule. During this time, students take part in shared reading with the librarian, check out books to read, and participate in learning activities. Teachers may coordinate with the Librarian for her to gather books to support content being studied in class.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. The library circulates books to all students. Students are allowed to check out books on a weekly basis during their scheduled class time. Each student is responsible for the books they check out.

LOST AND FOUND

A Lost and Found container is located in the hallway outside of the gym. Students are encouraged to check for lost items weekly, monthly and at the end of the semester. Items not claimed at the end of each quarter will be donated.

LUNCH

All students receive free lunch. Students are expected to use a voice level of 1 or 2 while in the cafeteria and follow lunch procedures. We use Yacker Trackers to help decrease the noise level. Each table has their own tracker and it is reset once the last child is seated. Children may receive PBIS Panther Bucks for following expected behavior without repeated reminders.

M-O

- <u>MEDICATION</u>
- NON-INSTRUCTIONAL ITEM
- OFFICE INFORMATION

Any prescribed medication that a child has to take at school **must be in the original prescription bottle and brought to school by a parent.** When a child takes daily medication, a physician note is kept on file. Over-the-counter medications, such as cough drops, pain medicine, etc. can only be given if accompanied by a doctor's note giving proper instructions. **This is state law.** All medications must be brought to the Nurse's Office. Students cannot carry any medications around the school in their bookbags or pockets.

NON-INSTRUCTIONAL ITEMS

MEDICATION

Non-instructional items such as electronic devices, toys, and cell phones are not permitted in school. These are a distraction. The school is not responsible if these items are lost or stolen.

<u>OFFICE</u> <u>INFORMATION</u>

The office is open from 8am - 4:30pm. You may reach the office at 314-831-2644.

P-R

- PARENTING PLANS
- <u>PARENT TEACHER</u> <u>ORGANIZATION (PTO)</u>
- PARENT CONFERENCES
- PARENT PORTAL
- PBIS PROGRAM
- PHYSICAL EDUCATION
- REPORT CARDS

PARENT TEACHER ORGANIZATION (PTO)

We encourage parents to get involved. PTO/PTG supports a wide variety of our programs. These include awards, performances, equipment, and much more. Every parent is considered a member of our PTO. The success is based in part on family participation and planning of activities by the committee. We need all parents to take an active role in our events. Teachers will sign up to attend one PTO meeting during the year.

PARENT CONFERENCES

Parent/Teacher conferences are critical to students' success and are a regularly scheduled part of our school year. In addition to scheduled conferences, parents may request a conference at any time. It is important to be available to parents and to have an open and transparent relationship. The principal, assistant principal, and/or counselor may attend a conference upon request.

<u>INFINITE</u> <u>CAMPUS</u>

Infinite Campus allows parents to easily keep track of key indicators of student progress including attendance and grades. All parents and guardians with children enrolled in the District are able to access this free service. The relationship that exists between the parent, student, and school can be one of the most powerful influences on a student's success. Our Parent Portal helps parents stay informed about student progress and strengthens the connection between parents and our school community. This allows you to update and maintain current contact information for you and your child.

PBIS PROGRAM

We believe in the positive behavior intervention support program. It consists of built in rewards, celebrations and social skills lessons. We explicitly teach our students what we expect of them in every area of our school. This includes expectations for behavior in the classroom, on the bus, at recess, in the cafeteria, in the hallway, in the restroom, on the way to school, on the way home from school, how to arrive and dismissed from school. Please refer to the matrix below for a comprehensive list of building-wide expectations for you to familiarize yourself with as well as go over with your child.

Physical Education Classes

All students must wear tennis shoes for Physical Education classes. They may be worn to school on gym days. **This is required for student safety.** Other shoes, particularly sandals and flip-flops, do not provide adequate traction, thus causing slipping and possible injuries. Students also should not wear jewelry that might cause danger to self and others or disruption to the learning process during physical education. These requirements are for your child's safety.

Report Cards/Mid Quarter Progress Reports

Student report cards are issued four times a year. In addition, mid-quarter progress reports will be issued for students that teachers feel may need to improve in a certain area. All reports will be available through Infinite Campus and emailed out.

S-Z

- <u>SECURITY</u>
- SCHOOL CLOSING
- SCHOOL DAY
- <u>TARDIES</u>
- WALKERS

The security of the students, faculty and visitors of our school is of the utmost importance. All visitors must come to the office, sign in and receive their visitor's pass. Parents are not allowed in the building without signing in and having a visitor's pass visible. Due to recent violence acts that have occured in schools, visitors are restricted to and must be given permission to enter the building..

SCHOOL CLOSINGS (also see inclement weather)

You can tune into local television and radio stations for possible school closures. The District will also send out a voicemail advising the school community of school closings. This includes 2,4,5 and 11 and radio stations KMOX, KTRS and 98FM.

SCHOOL DAY

School day begins at 9:20 am and ends at 4:10 pm. Students enter the building at 9:05 am for breakfast and go to their classrooms. Class begins promptly at 9:20. All students are dismissed by 4:10 pm.

TARDINESS

SECURITY

Daily instruction begins promptly at 9:20 am. After 9:30 parents must sign children in at the front desk for a tardy slip. **Research shows that tardiness affects student achievement.** In cases of habitual tardiness, parents will be notified. See attendance and tardy policy.

When a child is absent, make them feel welcomed back upon their return. If they are absent for several days, make a personal phone call to check on them and tell them they are missed or send them a postcaard.

WALKERS (see arrival and dismissal)

HEALTH AND SAFETY

For student health and safety please follow:

- There are no COVID protocols
- Wash hands or use hand sanitizer after touching surfaces, books, door handles, etc. to maintain good hygiene
- The district will follow CDC and St. Louis County guidelines in order to keep everyone (staff and students) healthy and safe.
- If a student test positive for Covid, this will result in the student spending five days at home, and returning to school for five days wearing a mask.