

Parkway School District

Hanna Woods Elementary School

Parent/Student Handbook 2019-2020



Quick Reference Guide:

School Hours: 8:20 am- 3:15 pm (may be dropped off between 8:00-8:20 a.m.)

Office Hours 7:30 am- 4:00 pm

720 Hanna Road Manchester, MO 63021

314-415-6300 314-415-6318 Attendance: 314-415-6326

Phone: Fax:

Principal: Assistant Principal: Attendance/Registration: Staff Secretary: Principal's Secretary: Nurse: Counselor : Counselor:

- Kristy Roberts
- Debbie Reid Pam Stork Linda Walker Nicole Lester Melissa Peters Valerie Hays Taryn Crowley

314-415-6301

314-415-6303

314-415-6304 314-415-6306 314-415-6302 314-415-6310 314-415-6308 314-415-6313

Hanna Woods Website: <https://www.parkwayschools.net/Domain/14> **Hanna**

Woods Facebook: <https://www.facebook.com/Hanna> **Woods**

School Colors: School Mascot: School Logo:

Blue and Yellow Tiger

Paw Print

Parkway School District



Project Parkway 2.0

MISSION

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

VISION

We succeed when each student and each graduate:

- transfers prior learning to new demands, in and out of school
- is fully prepared for future educational challenges
- is a creative, thoughtful and effective problem solver
- is increasingly a self-directed, skilled and persistent learner
- is a literate and critical consumer of information and ideas
- speaks articulately and listens effectively
- acts out of a strong sense of personal, social and civic responsibility
- seeks to understand the views, values and cultures of others
- works skillfully with others to achieve common goals
- pursues a personal direction based on individual talents and interests

LEARNING PRINCIPLES

The conditions for optimal learning are observable in our classrooms and confirmed by educational research.

As a learning institution, we want to ensure each student is successful in these areas:

- understands the purpose and outcomes of learning as well as the standards required for success
- transfers learning to new situations beyond the classroom and school
- makes meaning of content within helpful conceptual frameworks and multiple contexts
- uses feedback to improve products, performances, key skills and transfer of learning
- self-assesses and self-adjusts individual learning through reflection against rigorous goals
- constructs new knowledge by building on prior knowledge and activating earlier ideas
- tests ideas, takes intellectual risks and learns from mistakes in pursuit of understanding
- experiences learning challenges that match individual abilities, needs and interests
- realizes that the capacity to learn is not fixed; ability and understanding can always improve

COMMITMENTS

To accomplish our mission, we will implement the following action plan:

- value the uniqueness of students and believe in their ability to learn and succeed
- engage students in meaningful learning through a guaranteed, viable district curriculum that is rigorous and relevant
- ensure students experience respectful learning environments that are safe, welcoming and well-designed
- support the health, well-being, integrity and character development of students
- maintain a culture of accountability in which all departments, schools and programs collect and report relevant data on their progress toward Mission-driven goals
- develop and support strong professional communities that utilize data, knowledge, experience and research to improve practice and accomplish goals
- build positive relationships among students, families, staff and the broader community
- responsibly and efficiently allocate resources including finances, facilities, personnel and time
- cultivate the creativity and diversity of talents within all students
- recruit, employ, develop and retain an exceptional staff dedicated to representing Parkway's diverse community



Board Approved 6/8/2016 • Revised 8/8/2016

Contents

ARRIVAL/DISMISSAL PROCEDURES. ATTENDANCE. BICYCLES. BEHAVIOR.. BUS TRANSPORTATION.. CHARACTER EDUCATION.. CAFETERIA.. COMMUNICATION DRESS. EMERGENCY CONTACTS. EMERGENCY SCHOOL CLOSING.. ESOL- English Speakers of Other Languages EXCUSING STUDENTS DURING SCHOOL HOURS. FIRST AID.. FOOD POLICY GIFTED AND TALENTED PROGRAM (MOSAICS) HOMEWORK.. HOMEWORK REQUESTS - ILLNESS. HOMEWORK REQUESTS - WHEN STUDENTS ARE OUT OF TOWN.. INCLEMENT WEATHER.. INDIVIDUAL STUDENT SOLUTIONS. LIBRARY MEDIA CENTER.. LOST AND FOUND.. MEDICAL EMERGENCY.. MEDICATION AT SCHOOL. NON-DISCRIMINATION/ACCOMMODATION NOTICE. PARENT-TEACHER ORGANIZATION.. PARTIES. PARTY INVITATIONS. PERSONAL BELONGINGS. PHYSICAL EDUCATION.. PICTURES. REPORTING TO PARENTS. SCHOOL HOURS. STUDENTS WITH DISABILITIES/SPECIAL EDUCATION PROGRAMS. SMOKING POLICY.. STRANGERS. STUDENT RECORDS. TECHNOLOGY POLICY (DISTRICT) TEXTBOOKS AND SUPPLIES. TITLE I INFORMATION USE OF TELEPHONES. VISITORS. VOICE MAIL. VOLUNTEERS. VOTER REGISTRATION..

ARRIVAL/DISMISSAL PROCEDURES

Drop-off begins at 8:00 AM

1. Car drop off occurs at the front of the building. Pull in the main entrance and drive straight to the small turn around. Pull alongside the sidewalk and as far up as possible. Students may exit onto the sidewalk and enter the building at the front doors. Staff will be outside and inside to help students find their room.
2. Because we are limited in parking space, we ask that if parents want to park and walk their child(ren) into the building, it is for the FIRST 3 DAYS OF SCHOOL ONLY. After that, students need to walk in by themselves and teachers/staff will be ready to help them. Parking is available ONLY in the front right lot (by the upper playground) and the gate will close at 8:30 a.m. so all cars must be gone by that time so they are not blocked in.
3. Please do not pull into the bus lane or block the buses at any time.

Pick-up begins at 3:10 PM

1. Car pick up occurs at the front of the building. Pull in the main entrance and drive straight to the small turn around. Pull alongside the sidewalk and as far up as possible. Students will exit the building with teacher escorts and be walked to the appropriate vehicle. Cars will all move when students are loaded.
2. Buses will load in the back parking lot.

ATTENDANCE

Regular attendance and punctuality relate positively toward school achievement. Irregular attendance creates insecurity and stifles learning.

All Missouri children over six years of age and under sixteen years of age are required to be under school jurisdiction during the hours school is in session. The normal class load for elementary students is six hours of instruction per day. Exceptions can be made upon the approval of the principal, counselor and parent. The school year is defined as the period of time from the opening of school in August to the close of the regular school term in May of the following calendar year. Pupils who are absent due to illness may be

required to submit a doctor's statement. Pupils are required by law to attend a school continuously until they have reached age sixteen (16). Parents have the responsibility for their child's regular school attendance, the first step in achieving academic success.

If your child is absent, please report the absence by phone to the office. The absence may be called in before 8:20 AM at 314-415-6326. After 8:30 AM, please contact the office at 314-415-6300. Hanna Woods uses a Dial safe program which means we will call you if your child is not at school and we have not heard from you. In addition, parents/guardians should be aware that notifying the school of an absence does not make an absence excused. When a student is tardy, he or she must report to the office and obtain a late pass for their teacher. The student's parent should come into the office to sign him or her in.

Attendance is tracked and a letter will be sent home at 5 unexcused absences and/or 10 total absences. If a vacation is taken that exceeds 11 days, the student will be withdrawn from school. Contact may also be made with the district social worker regarding any student that has a history of being tardy or excessive absences.

For prolonged absences (more than two weeks), contact the assistant principal. Per Parkway Policy, absences that occur due to family travel will be considered "unexcused."

Questions regarding your child's attendance may be directed to Pam Stork, Attendance Secretary or Dr. Debbie Reid, Assistant Principal.

BICYCLES

Hanna Woods does permit students to ride bicycles to school. For the safety and welfare of our students, we have outlined the following bicycle rules to be followed during the school day:

1. Walk the bicycles across school grounds.
2. Lock bikes to the bike rack in front of school.

BEHAVIOR

We believe that children learn best in a positive and caring community. In addition to the Parkway Discipline Policy, high standards of behavior are expected for the safety and well-being of all Hanna Woods students. Students are given every opportunity to learn and use good behavior. Our school-wide plan provides the structure and environment in which our children will meet the high academic standards of the Parkway School District. Our plan is based on research and makes use of effective, proactive measures, instructional strategies, positive feedback, restorative practices and logical consequences.

Without exception and regardless of the school situation, it is expected that all Hanna Woods learners are respectful, responsible, kind students who demonstrate integrity and perseverance. Expectations for student behavior are below:

· Respect yourself and others · Be accepting of others and their differences · Be honest at all times · Try your very best · Show integrity and have Tiger Pride!

Student behavior seldom requires attention beyond the classroom teacher. The principal or assistant principal is notified if behavior indicates a need for additional intervention. The principal will discuss the situation with the child. The school notifies the parents/guardians when a student's behavior is extreme and persistently requiring the principal's attention.

Please read and become familiar with Parkway Policy JK, Student Discipline, provided by the district. The district mails a copy to each student's home. Keep a copy with this student handbook for future reference. Additional copies are available from the Hanna Woods office upon request. Although the "Standards of Conduct" and the academic/behavior intervention plan defined in Policy JK, Student Discipline, applies to all students, specific consequences for violations of these standards by students with disabilities will be determined in accordance with Policy JKF, Disciplining Students with Disabilities.

Tiger Cafeteria Expectations (posted in cafeteria and reviewed often with students):

1. Follow adult directions
2. Stay seated and raise your hand if you need something.
3. Clean up after yourself.
4. Use good table manners and kind words
5. Include everyone at your table.
6. Do the right thing, even when no one is looking (integrity).

Tiger RECESS Expectations (posted on door to outside and reviewed with students):

1. Follow adult directions
2. Keep your hands and feet to yourself.
3. Use kind words
4. Include others in play
5. Follow the rules of the game
6. Do the right thing, even when no one is looking (integrity)

Tiger RESTROOM Expectations:

1. Give others their privacy
2. No talking or playing
3. Wash your hands and throw away trash
4. Do the right thing, even when no one is looking (integrity)

BUS TRANSPORTATION

Parkway and the Voluntary Interdistrict Choice Corporation (VICC) provide transportation for students residing one-half mile or more from Hanna Woods School. Hazardous routes, as designated by the Board of Education, exclude the one-half mile limitation. Students must comply with the following regulations and responsibilities when riding the bus:

- Obey the bus driver.
- Remain seated on the bus at all times.
- Keep hands, arms, head and belongings inside the bus.
- Speak in quiet tones.
- Profane or obscene gestures are unacceptable.
- Fighting, spitting or throwing of objects is prohibited.
- No destruction of property.

Repeat offenders forgo the right to ride the bus.

Your child is to ride on the assigned bus. Exceptions can be made with the parent's written consent to the office. The student delivers this request to the office before school begins. The office assigns a special bus pass for that day.

The school requires the parent's written permission for students to walk home after school dismisses.

CHARACTER EDUCATION

Our Character Core Values are central to everything we do!

We are very proud to have been named a 2019 Missouri AND National School of Character for our character program!

We have daily class meetings, monthly assemblies and Tiger Den activities to teach,

model, and practice the following:

Respect Acceptance Honesty Grit Integrity

We also are adding in service learning this year as a way to give back to our community. Stay tuned for more information on how you and your family might get involved!

CAFETERIA

A central kitchen located at South High School services our school meals. Our cafeteria offers a balanced hot lunch for a reasonable charge. Students use a (PIN) personal identification number to make deposits to their personal cafeteria "Bank Account" for purchasing meals and ala carte items. We ask that you complete the information on a special deposit envelope, insert cash or address a check to Parkway School District.

Deposit sealed envelopes in a Meal Deposit Box located in front of the office. You may purchase lunches daily or for several days in advance.

Parkway publishes monthly menus, which are posted on the food services website. Follow these for daily choices. For sack-lunches, milk and juice are available. If a student forgets his lunch or money, the student may charge lunch that day but he/she should repay the next. Students may not charge over three days. You can check the balance in your child's account or look at current menus by visiting the Parkway website, and going to the Food Services link.

COMMUNICATION

A weekly email (The "ROAR") will be sent to parents typically on Sundays to inform you of upcoming events and activities. Please make sure the office has your updated email address. If you do not have access to email, please let the office know and we will send home a paper copy with your child.

Also, "LIKE" the Hanna Woods Elementary Facebook page AND the Hanna Woods PTO page! We will share lots of great information with you that way as well.

We also send texts and emails through Blackboard. We will send automated phone calls for very important information only.

DRESS

School clothing should not only be appropriate, functional, comfortable, but also reflective of the student's attitude toward his/her main job – learning. Hats may not be worn indoors. Tennis shoes are required each day for safety and comfort at recess and physical education class. When a teacher judges that a child's clothing distracts from learning, a child is referred to the office or parents are contacted. Dressing in layers provides transition during seasonal changes. Boots, hats and gloves are recommended for outside play in cold weather.

EMERGENCY CONTACTS

Please update the office when phone, email, or address information changes. It is vital that we have your most current information in the event that an emergency would occur.

EMERGENCY SCHOOL CLOSING

Schools may close unexpectedly due to severe weather, power failure, heating problems, etc. You will be notified by phone of school closings through Parkway's Connect5 (formerly Alert Now) message system. If school dismisses early, does your child know what to do if you are not at home? Please have a plan rehearsed with your child that includes going home on a bus to a safe, familiar home. Weather and other emergencies may not permit a child to wait for you at school until you can pick up your child.

ENGLISH AS A SECOND LANGUAGE

ESOL is a program designed to support educational opportunities for those who are learning English as a new language. This program provides support to students who need to improve their English in order to improve their academic performance.

ENROLLMENT IN THE PROGRAM

Parkway ESOL students receive additional support while learning English. They are enrolled in regular classes, but they may be pulled into English classes during the day. This type of immersion based program allows students to advance as quickly as possible in English while having the opportunity to participate in the regular school day setting. The amount of time students spend in ESOL classes depends on their age and their current level of proficiency. Students are assigned to the program based on the results of the English language screening test given as students enroll in the district. This test provides information on how well a student reads, writes, speaks and comprehends English. Other criteria are taken into consideration when assigning students to the program.

Students in Kindergarten normally attend their neighborhood school. Generally, students in grades 1 – 5 are enrolled in one of the ESOL Center Schools – Carman Trails, Craig, Green Trails, Hanna Woods, McKelvey or Ross. Students in grades 6 – 8 attend Central Middle or Northeast Middle and those in grades 9 – 12 attend Central High or North High. Transportation is provided for all students.

EXIT FROM THE PROGRAM

All ESOL students are assessed annually to determine progress. Students will be mainstreamed when annual test scores show proficiency at grade level and when they have demonstrated an ability to function in the regular classroom setting without the need for additional support from the ESOL teacher.

EXCUSING STUDENTS DURING SCHOOL HOURS

For the children's safety and security, it is important that children be released through the office only, not from the classrooms. If it is necessary to pick up your child from school before regular dismissal, please come directly to the office, and we will call your child out of class. Teachers are instructed not to release a student unless authorized by the office. We ask that you send a note to the office in the morning if you know you will be picking up your child early.

FIRST AID

Our school renders minor first aid only. The school nurse or other school personnel administer to these injuries. For health care extending beyond first aid, the school contacts and requests parents to take the child to the doctor. If improvement does not occur for a student to return to class, the school contacts the parents to pick up their child.

FOOD POLICY

Last year, the Parkway School District implemented a new NO CLASSROOM FOOD policy in all classrooms. Due to the increasing amount of students with sometimes life-threatening allergies, no food may be brought into the classroom. This includes treats for parties and birthdays. The ONLY outside food that may be brought into the classroom should be in a contained lunch box, in order to protect students with food allergies. If you have questions, please contact the school office.

GIFTED AND TALENTED PROGRAM (MOSAICS)

Parkway's gifted and talented program is multifaceted. In keeping with state guidelines, the program's goal is to provide experiences that service the need of formally identified students. Curriculum includes exposure to the arts, sciences, mathematics, and forms of communication.

Hanna Woods has a half-time certified gifted and talented teacher on staff who strengthens the student's critical thinking skills while nurturing their creative abilities.

HOMEWORK

The Board of Education believes that learning is a lifelong process that takes place not only in the classroom, but also in the home and community. Therefore, homework is important as an integral part of the educational process. Properly designed homework helps students develop responsibility, independence and time management skills. It creates interest on the part of the student in continuing the learning process after class hours and throughout life. It provides an important channel of communication between home and school.

It is the intent of the Board of Education that appropriate homework be assigned at all grade levels and that such assignments reflect increasing responsibility and skill development on the part of students. It is further the intent of the Board of Education that homework guidelines be coordinated among schools and articulated between grade levels, especially within each K-12 attendance area. (Parkway School District Policy IKB)

The definition of homework shall be an assignment that students complete outside the regular classroom time. The four basic categories of such work are:

- Practice assignments which help students master specific skills.
- Preparation assignments which enable students to gain maximum benefit from

subsequent lessons.

- Extension assignments which determine a student's ability to transfer a new skill

or concept to a new situation and require a degree of abstract thinking.

- Creative assignments which require students to integrate many skills and

concepts in the process of producing a response.

Homework assignments should:

- Enhance and extend the classroom material and never be assigned as

busy-work or as punishment. • Be clearly explained. • Be appropriate to the ages, skill levels and abilities of the students. • Receive prompt evaluation and/or feedback. • Be coordinated as much as reasonably possible so as not to overload students. • Promote the development of student responsibility.

When your child is assigned homework, you can help by doing the following:

- Provide a quiet place with the necessary supplies.
- Set a time for doing the work.
- See that it is completed in a neat and conscientious manner.
- Help out when necessary, but don't take over.
- Be positive about school and homework.
- If you suspect a problem (no homework, too much, too little or too difficult

homework), contact the teacher.

HOMEWORK REQUESTS - ILLNESS

If your child is ill for more than one day, you may request homework by leaving a message on the teacher's voice mailbox. Please pick up homework at the office after school or request it to be sent home with another student.

HOMework REQUESTS - WHEN STUDENTS ARE OUT OF TOWN

If a child is taken out of school for family travel, homework will not be provided in advance. Families are strongly encouraged to plan vacations during non-school dates such as spring break or summer, because it is difficult to replicate the learning experiences that occur in the classroom.

INCLEMENT WEATHER

If school is called off during the day, parents will be notified via email and/or text. You may also listen to local media or consult the Internet for Parkway school closings or schedule adjustments during inclement weather or emergency situations. You may also call 314-415-SNOW.

INDIVIDUAL STUDENT SOLUTIONS

Teachers monitor student progress on a daily basis. When a student does not progress as expected we use a systematic approach to solve the concern. The teacher contacts the child's parent. The teacher may also seek assistance from the grade level team and provide extra assistance as needed and/or through the school counselor. If growth is still not seen, the teacher may contact the Problem Solving Team.

All Parkway schools utilize a team approach for addressing academic and social/emotional concerns. The Problem Solving 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.

To the extent warranted, the "problem solving" process involves problem identification (i.e., definition and analysis), the development and implementation of interventions, evaluation of their effectiveness, and, as needed, referral (e.g., for assistance, additional assessment, or services). This process is based on systematic data collection and analysis, documentation, consideration of all relevant and valuable information, and hypotheses development/testing.

LIBRARY MEDIA CENTER

Hanna Woods has an excellent Library Media Center (LMC), for student and adult research or recreational reading. The electronic "card catalog" aids students in the location of materials within the center and any Parkway library media center. The LMC is open daily for students and teachers to access the internet, check out books and non-print materials, work on projects and generally use the library resources.

LOST AND FOUND

Label all items your student brings to school. Students and parents may peruse the assortment to retrieve lost items. Charitable organizations receive unclaimed belongings.

MEDICAL EMERGENCY

In the event of a medical emergency, specific Hanna Woods staff members are designated to provide First Aid until rescue vehicles arrive. Additional staff members are trained and certified in adult and child CPR should the need occur.

MEDICATION AT SCHOOL

Medicine to be administered by the school must be accompanied by: A label affixed by a Pharmacy or Physician showing :

- The child's name, the dosage and schedule of administration
- What the prescription contains
- The date purchased
- The Physician's name
- The Parent/Guardian's written request for the medication to be administered

When the above conditions are met, the administration of the medication is limited to the School Nurse or other designated school personnel by the Nurse. All medication is kept in a locked cabinet in the Nurse's Office. Over-the-counter medication for administration must be in the original container and accompanied by a written consent from the Doctor and the guardian. All medication, Prescription and Over-the-counter, must be brought by the Parent/Guardian to the School Nurse. It is against Parkway Policy for a student to transport medication. The School Nurse's direct Office number is 314-415-6310. Parent Permission Forms for Administration of Medication at school, in addition to other necessary Medical Disclosure/Information Forms, can be found on the Parkway Website, under Departments and Health Services.

NON-DISCRIMINATION/ACCOMMODATION NOTICE

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 an individual needs assistance to attend or participate in any school or District activity, please contact the staff member responsible for that event. Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law.

PARENT-TEACHER ORGANIZATION

Hanna Woods Elementary is fortunate to have an active PTO! arm to our school. All parents are members of this organization. The organization is supportive in making our school a pleasant and productive environment. Members of the PTO collectively sponsor staff appreciation activities, fund raising, gifts to school, cultural arts programs, and numerous other activities for students. PTO meeting dates can be found on the School Calendar and will be emailed home regularly.

Be sure to "Like" the Hanna Woods PTO on Facebook!

PARTIES

It functions as a service

Two seasonal parties occur during the school year. The PTO plans and "hosts" these parties. This year, PTO is asking for \$5.00 per child in order to help with the cost of party items. Parents may send in their party money at the beginning of the year. Watch for dates and times in the weekly principal's e-news.

PARTY INVITATIONS

The school does not encourage the distribution of party invitations at school. If they must be distributed at school, each child should be invited from your child's classroom.

PERSONAL BELONGINGS

Electronics: Items that are distracting to the learning process or are expensive (i.e. CD players, iPods, electronic games, etc.) are not permitted at school. If your child needs to bring a cell phone to school, please have your child drop off their cell phone in the office before school starts and pick it up at dismissal time. If a cell phone is taken from a child who is using it without permission during the school day, a parent may be asked to retrieve the phone from the office.

Physical Education Equipment: Our physical education department provides equipment for the P.E. program and recess. For safety concerns, do not allow your child to bring items such as baseball bats or hockey sticks to school.

PHYSICAL EDUCATION

Physical education is an integral part of the curriculum at Hanna Woods. The students participate in their street clothes. We encourage loose clothing for freedom of movement. For safety reasons, students are required to wear tennis shoes at school every day. During winter months when boots are worn, tennis shoes may be carried to school in book bags. Students must present a written consent from parent or physician for excuse from physical education class.

PICTURES

Professional photographers take individual student pictures in the fall. These are available for purchase. A school yearbook will be available for purchase in Spring.

REPORTING TO PARENTS

The school year is divided into three reporting periods. Parents receive Student Progress Reports after the completion of each trimester. Parent-teacher conferences are held during the first and second trimesters. Several days prior to conferences, teachers send home scheduled individual conference times with your student. Parents may also schedule additional conferences via phone or in person. New students must be in attendance 20 school days before the end of a trimester to receive a written report.

SCHOOL HOURS

Classes for Hanna Woods begin at 8:20 AM. Students should not arrive before 8:00 AM. Dismissal is at 3:10 PM. The school is not responsible for children on the school grounds before or after school hours. Adventure Club is available at Hanna Woods before and after school. For information and cost of Adventure Club, contact the office.

STUDENTS WITH DISABILITIES/SPECIAL EDUCATION PROGRAMS

Students with disabilities are protected by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act (ADA). Students with disabilities are entitled to a "free appropriate public education," which is defined by the student's Individualized Education Program (IEP) or Individualized Accommodation Plan (IAP). Staff, parents, or anyone else who has significant educational concerns about a student or believes an individual may have a disability can initiate the special education and/or Section 504 "identification" process by requesting that the school's Problem Solving Team considers the concerns.

All individuals from 3 to 21 years of age residing in St. Louis County, as well as St. Louis City residents attending Parkway schools, are eligible for special education and related services offered by the Special School District (SSD) of St. Louis County if they are diagnosed with educational disabilities. The SSD also provides audiological and special education evaluations, hearing and speech/language screening services, Special Non-Public Access Program (SNAP), special education services for students with educational disabilities attending private/parochial schools, and a variety of adult education and "transitional" programs. Parkway provides accommodations for students with Section 504 only disabilities. Home teaching for home or hospital-bound students (both with and without disabilities) and applied technology/vocational programming are also available.

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendment of, and file complaints concerning the content or maintenance of personally identifiable information about their children. The rights of individuals with disabilities are available upon request from school staff or the Parkway Special Services Department. Appeals of disability related decisions should be submitted in writing to the Parkway and/or SSD Superintendent of Schools.

Questions or requests for assistance/information should be directed to the school's Principal, Kristy Roberts, or to Parkway's Special Services Department at the Administrative Center at 314-415-8071.

SMOKING POLICY

Parkway School District and St. Louis County ordinances prohibit smoking inside our building or on the outer premises.

STRANGERS

Please teach your child to use the safest route to and from the bus stop. Stress the importance of crossing streets at intersections. Instruct your child not to accept anything from a stranger, never get into a stranger's car, or socialize with strangers. Children should be encouraged to report encounters with strangers immediately to their parents

or their teacher.

Encounters of any kind should immediately be reported to the police.

Classroom instruction strengthens and supports these safety precautions. Block Homes are indicated with a Block Home card in their window, indicating that they are safe homes for students to go to when needed going to and from school.

STUDENT RECORDS

Parents of students may inspect and review the student's education/health records upon request. Submit to the principal a written request identifying the record(s) you would like to review. The principal, or a designee, will arrange access to these files. Likewise, Parkway School District discloses information from a student's education/health records only with the written consent of the parent or eligible student.

In order to fully comply with any Court orders or parenting plans related to agreements for school pick-up, the District requests a copy of the current order or plan to be shared with the school. If parents have agreed to deviate from a Court order, the District may be able to accommodate the agreed-upon request, so long as a copy of the agreement is provided to the District in writing. However, if a Court order specifically bars an individual from picking up a child, the District cannot deviate from such an order. If you have any questions related to the procedures for picking up your child from school, please contact the principal directly.

TECHNOLOGY/INTERNET USAGE

As always, we want to keep all students safe when using technology and the Internet.

The district technology/internet usage policy outline can be found on the district website or by going to this link:
https://www.parkwayschools.net/cms/lib/MO01931486/Centricity/Domain/953/Campus_Tech_Access.pdf

Students who do not follow district policy may be subject to disciplinary action by the school and/or district.

TEXTBOOKS AND SUPPLIES

The district provides most items including textbooks that students require for school. Parents need to furnish certain items that are consumed by the students (i.e. pencils, paper, erasers, scissors and crayons). Children are responsible for all books, supplies and furniture supplied for their use. The school requests payment for lost or damaged items.

USE OF TELEPHONES

Telephones in the school are for business purposes. Students may use them for emergency only. The staff will relay non-emergency messages to students. Cell phones are not allowed in classrooms. If you wish to have your child carry a cell phone to and from school, the phone must be turned off and left in their backpack during school hours.

VISITORS

Parents are welcome to visit your student during their grade level lunchtime at school on an occasional basis. Please check-in at the office to receive visitor identification. If you wish to meet with a teacher to discuss your child's progress, please make arrangements to do so when class is not in session.

VOICE MAIL

To reach a staff member, you may directly dial their phone number. During class time, these calls will go to the teacher's voicemail. If you have an important message that is timely, such as a change in dismissal procedures, please call the main office to get the message to the teacher. You may also email the teacher(s) if you need to.

VOLUNTEERS

Hanna Woods offers a variety of programs for volunteers. These include but are not limited to:

- Classroom/Teacher Assistant
- Library Assistant
- PTO

If you are interested in further information about volunteering, please contact the school office.

VOTER REGISTRATION

All citizens eighteen years of age or older are eligible to register to vote in the State of Missouri. If you are not now registered, we encourage stopping by our school office. Register during office hours with one of our deputized secretaries.

WITHDRAWAL AND TRANSFER

Notify the office as soon as possible prior to a move from the community or transfer to another Parkway school. We can then prepare transfer information enabling the new school to place your child in the proper program. Hanna Woods sends records to the new school after their written request for records has been received. It is especially important that parents return all Hanna Woods library books and other books (or fines paid) before records are released to a new school.

We LOVE our Hanna Woods Families!

Let's have a GREAT year together!