

ELEMENTARY SCHOOL PARENT / STUDENT INFORMATIONAL HANDBOOK

Parkway School District - St. Louis County, Missouri



Henry Elementary School
700 Henry Avenue
Ballwin, MO 63011
314-415-6350

<https://www.parkwayschools.net/henry>

--Updated August 2022--

WELCOME

Welcome to Henry School. Henry is a special place where excellence in education is a tradition. Quality teaching and learning experiences are based on research and nurture the growth of each child, academically, socially, physically, and emotionally. The unique differences, talents, and capabilities of each child are recognized and developed. A family atmosphere of caring exists among students, staff, and parents with a shared responsibility for education between the school and home. Our focus is for all students to develop to their maximum potential, recognize their self-worth, and display a sense of pride in their own accomplishments.

In this handbook you will find many answers to questions you may have about policies and procedures. If you have additional questions, please contact us. Thank you for being at Henry School where excellence is a priority.

HOME OF THE BULLDOGS

HENRY SCHOOL

We are recognized as...



A MISSOURI GOLD STAR SCHOOL

Missouri's Gold Star School award identifies schools that are performing at a high level academically or making exceptional progress.



A NATIONAL BLUE RIBBON SCHOOL

The **National Blue Ribbon Schools** program recognizes schools whose students achieve at very high levels or schools that make significant progress in closing the achievement gap. The **Blue Ribbon Schools** Program sets a standard of excellence for all schools striving for the highest level of achievement. Henry is a **National Blue Ribbon School** due to the very high level of achievement.



A LEADER IN ME LIGHTHOUSE SCHOOL

A **Lighthouse School** is a highly-regarded standard set by Franklin Covey that is evidence that schools have produced outstanding results, both in school and student outcomes, by implementing the Leader in Me with fidelity and excellence. It also recognizes the extraordinary impact that a school may be having on staff, students, parents, and the greater community.

TABLE OF CONTENTS

Click on topic to jump to that section.

PARKWAY SCHOOL DISTRICT MISSION, VISION, AND LEARNING PRINCIPLES	8
SCHOOL HISTORY	9
GENERAL INFORMATION	10
ABSENCE LINE	10
ATTENDANCE	10
BIRTHDAY CELEBRATIONS	10
BREAKFAST/LUNCH PROGRAM	11
CLOTHING AND DRESS EXPECTATIONS	12
DAILY STUDENT SCHEDULES	13
LUNCH, RECESS, AND SPECIALS TIMES	13
SPECIALS ROTATION	13
STRINGS TIMES	13
LIBRARY	14
FEES	14
FIELD TRIPS	14
FOOD SAFETY EXPECTATIONS	14
HOMEWORK AND DAILY PLANNERS	15
HOMEWORK DURING ABSENCE	15
LOST AND FOUND	15
SCHOOL PROPERTY	16
START AND END TIMES	16
REGULAR SCHOOL DAYS	16
EARLY RELEASE DAYS	16
HALF-DAYS	17
TECHNOLOGY	17
CHROMEBOOK AVAILABILITY	17
GOOGLE ACCOUNTS	17
CHROMEBOOK CARE	18
TRANSFERRING SCHOOLS	18
VALUABLES AND TOYS	18

VISITING HENRY	19
WHO IS A VISITOR?	19
VISITING CLASSROOMS	19
VOLUNTEERING AT HENRY	20
VOLUNTEER APPLICATION PROCESS	20
WHO IS A VOLUNTEER?	20
BUS ARRIVAL AND DISMISSAL PROCEDURES	21
BUS TRANSPORTATION	21
KINDERGARTEN BUS SAFETY VIDEO	21
BUS ROUTES	21
KINDERGARTEN STUDENTS	21
BUS PASSES	21
ARRIVAL	22
LATE ARRIVALS	22
WALKING & BIKING TO SCHOOL	22
CAR DROP-OFF	23
DISMISSAL / STUDENT PICK-UP	24
HANGTAGS AND FAMILY NUMBERS	24
DISMISSAL SAFETY	24
ORDER OF STUDENT DISMISSAL	25
PARENT-LED WALKERS & BIKERS	25
INDEPENDENT WALKERS & BIKERS	25
EARLY PICK-UP	25
DISMISSAL CHANGES	26
DRIVING TO HENRY	26
DROP-OFF LOOP	26
PICK-UP AND DROP-OFF LANE	28
SAFETY	29
SCHOOL SAFETY PROCEDURES	29
PARKWAY CONNECT	29
EMERGENCY PROCEDURES	30
SEVERE WEATHER AT DISMISSAL	30
SERIOUS INCIDENTS NEAR SCHOOL	30
SCHOOL CLOSINGS	31
EARLY DISMISSAL DUE TO WEATHER:	31
SOURCES FOR INFORMATION ON SCHOOL CLOSINGS	31

STUDENT EXPECTATIONS	32
SCHOOLWIDE EXPECTATIONS	32
PLAYGROUND EXPECTATIONS AND SAFETY	33
BUS EXPECTATIONS AND SAFETY	35
CAFETERIA EXPECTATIONS	36
CURRICULUM	37
CORE CURRICULUM	37
FINE ARTS PROGRAMS	37
LIBRARY SERVICES	37
MOSAICS PROGRAM	38
PHYSICAL EDUCATION & HEALTH PROGRAM	38
STUDENT LEADERSHIP	39
“LEADER IN ME” CHARACTER EDUCATION	39
STUDENT SERVICES	41
COUNSELING PROGRAM	41
PROBLEM SOLVING TEAM	41
HEALTH SERVICES	41
STUDENT HEALTH/ILLNESS GUIDELINES	42
MEDICATION AT SCHOOL	43
NOTICE OF IMMUNIZATIONS (MISSOURI STATE LAW):	43
EL–ENGLISH LEARNERS	44
SPECIAL SCHOOL DISTRICT	44
ADVENTURE CLUB	44
READING SPECIALISTS	45
OASIS	45
COMMUNICATION WITH PARENTS	46
SCHOOL COMMUNICATION	46
PEACHJAR	46
TEACHER COMMUNICATION	47
SCHOOL CALENDAR	47
PARENT-TEACHER CONFERENCES	47

COMMUNITY INVOLVEMENT	48
BOARD OF EDUCATION MEETINGS	48
DISTRICT ORGANIZATIONS	48
PARENT TEACHER ORGANIZATION (PTO)	48
DISTRICT INFORMATION AND POLICIES	50
DISTRICT CALENDAR	50
ATTENDANCE POLICY - BOARD POLICY JE.BP	50
BULLYING POLICY - BOARD POLICY JBC.BP	50
DISCIPLINE POLICY	50
EDUCATIONAL EQUITY POLICY - BOARD POLICY ACIB.BP	50
FERPA POLICY - BOARD POLICY JRA.BP	50
INTERROGATIONS AND SEARCHES - BOARD POLICY JIH.BP	50
NOTICE OF NONDISCRIMINATION	51
PARKWAY FOOD PANTRY	51
SECTION 504 OF THE REHABILITATION ACT OF 1973	51
TITLE IX	51

PARKWAY SCHOOL DISTRICT MISSION, VISION, AND LEARNING PRINCIPLES

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

SCHOOL HISTORY

HISTORY

Henry School is located on 9.6 acres on Henry Avenue, between Manchester Road and Clayton Road, in Ballwin, Missouri. The original section of the building which includes the first and second grade wing, kindergarten, the gymnasium, and office was completed in 1967. The fifth grade, third grade, and fourth grade sections were completed in 1968. The last phase, including the library, music room, and art room, was completed in 1975. Since 1987, three resource rooms, an enlarged music room, an enrichment room, and a classroom were added to the interior structure. In 2018, to accommodate an enrollment of over 600 students, two additional kindergarten classrooms, four first grade classrooms, and an orchestra room were added. A secure vestibule for the front entrance was added in 2022.

HENRY PRINCIPALS

Mrs. Mildred Dart	1967 - 1970
Dr. James Braden	1970 - 1977
Mrs. Ermalynn Wuestling	1977 - 1982
Mr. Carl Sartorius	1982 - 1986
Mr. Richard Hakala	1986 - 1996
Dr. Lynn Pott	1996 - 2021
Mr. Scott Wilkerson	2021 - 2022
Dr. Jodi Oliver	2022 - present



GENERAL INFORMATION

ABSENCE LINE

The Absence Line is a program designed for the safety of your child. When your child is absent and a phone call has not been made to the school office, the office will attempt to call the parent to verify the child's absence. The absent line number is 314-415-6376.

ATTENDANCE

Regular and prompt attendance is important and required. Please call the Absent Line telephone at 314-415-6376 before 9:05 a.m. if your child is going to be absent or late.

All absences should be called in and left on the recorder (314-415-6376) on a daily basis, as this eliminates the need for "Dial Safe" to call parents at home or work. Calls to report absences are our best assurance that all students are safe.

BIRTHDAY CELEBRATIONS

Your classroom teacher will share the ways that birthdays will be celebrated in your child's classroom. Due to food safety protocols, treats or snacks cannot be sent to school to be shared.

Birthdays also will be celebrated by Dr. Oliver and Dr. Kneer. After your child's birthday is read during the announcements, your child will come to the office to receive a birthday sticker, pencil, and book!

BREAKFAST/LUNCH PROGRAM

Parkway Food Service: <https://www.parkwayschools.net/Page/5260>

Students may purchase a light breakfast if they choose. This is available before school (8:50 a.m. – 9:05 a.m.) and it is served in the cafeteria. Students should purchase their breakfast before reporting to their classrooms. The cost of the breakfast is on the Parkway District website.

The Parkway School District Food Services Department uses a computerized Point of Sale (POS) system for the purchase of school meals. The POS system is used rather than cash registers and sets up a virtual bank account for each student.

Each student is assigned a Personal Identification Number (PIN) or will be given a barcode card that will be scanned. The PIN and barcode access a computerized "bank account." Students receiving free or reduced lunches will also use a PIN or barcode, and no one will know a student's meal status. When your child uses the system, meals or ala carte items purchased will be deducted from the account balance.

If a child buys breakfast and/or lunch, money needs to be deposited prior to breakfast or lunch. Money/checks are not accepted in the cafeteria serving line. Checks are to be made payable to Parkway School District and are deposited using deposit envelopes in the slot of the locked wooden box in the main hallway. Any amount of money may be deposited to your child's POS account.

You may also deposit money online at www.myschoolbucks.com. Please allow one business day for the funds to be deposited into your child's account. If the funds are needed on your child's account the day you make the transaction online, please call the school cafeteria at 314-415-6382 to let the cafeteria staff know about the transaction.

Monthly menus are available online. The price of a school lunch and milk will be announced at the beginning of each school year. See the link above to access the food service website for additional information.

Information on free and reduced lunches is emailed at the beginning of the school year. It can be found online in Parkway's back-to-school guide and is available for

online submission. Please contact the Henry office if you would like to request a paper copy. If you think you may qualify, please fill the forms out completely and return/submit them promptly. Until the application is submitted and approval is granted (if the family qualifies), students are charged the full price of their meals.

A “Peanut-free” table is available for students with allergies. Please contact our school nurse if you would like your child to sit at this table. All Parkway-prepared meals are peanut-free and extensive nutritional information and food allergy information about Parkway lunches is available at the Parkway Food Services website.

Visitors at Lunch: Parents, siblings, grandparents, and guests are always welcome to join a student in the cafeteria for lunch. Approved visitors must be listed as emergency contacts in Infinite Campus. All visitors must sign in at the office and provide photo identification.

CLOTHING AND DRESS EXPECTATIONS

School clothing should be appropriate, functional, and comfortable.

- A student’s attire should not disrupt the educational process. Clothing should not be revealing or inappropriately tight. Shorts and shirts are expected to be an appropriate length. Students should not wear shirts revealing the midriff or shirts that are cut low. Clothing advertising alcohol, drugs, tobacco, or logos inappropriate for a school setting should not be worn.
- Appropriate shoes should be worn at school for the safety of your child. Tennis shoes are required for physical education participation. Flip flops and crocs are not to be worn for recess or other outdoor activities. Shoes are to be worn at all times unless approved by the teacher or principal.
- Since recess is outdoors whenever possible, outer clothing appropriate for the weather will be necessary. Hats, gloves, scarves, and coats should be clearly labeled with your child’s name.

If a teacher or administrator determines that a student’s dress is inappropriate, he/she will ask the student to change or call a parent to bring more appropriate clothing to school.

DAILY STUDENT SCHEDULES

The schedule below is for the 22-23 school year. It will be used on most school days. The schedule may be varied for early release days, half days, and special school events.

LUNCH, RECESS, AND SPECIALS TIMES

<u>Grade</u>	<u>Specials</u>	<u>Lunch</u>	<u>Lunch Recess</u>	<u>Second Recess</u>
Kindergarten	2:05 - 2:55	12:00 - 12:20	12:20 - 12:40	10:05 - 10:20
1st	2:55 - 3:45	11:00 - 11:20	11:20 - 11:40	1:45 - 2:00
2nd	1:10 - 2:00	10:30 - 10:50	10:50 - 11:10	2:00 - 2:15
3rd	11:20 - 12:10	1:00 - 1:20	1:20 - 1:40	3:15 - 3:30
4th	10:20 - 11:20	11:30 - 11:50	11:50 - 12:10	2:30 - 2:45
5th	9:15 - 10:15	12:30 - 12:50	12:50 - 1:10	3:00 - 3:15*

* Varies by teacher on Tuesdays and Thursdays

SPECIALS ROTATION

Students attend specials (art, music, and PE) on a four-day rotation. [Follow this link](#) to the 22-23 Specials Rotation/Letter Day Schedule.

STRINGS TIMES

3rd, 4th, and 5th grade students will attend Strings on Tuesdays and Thursdays. Each teacher has a specific 30-minute time slot. (Strings are an elective for 4th and 5th grade students).

<u>3rd Grade</u>		<u>4th Grade</u>		<u>5th Grade</u>	
Bunsick	9:15	Ayers	1:30	Byrd	3:15
Barthelmass	10:45	Kaliyaperumal	1:00	Call	3:15
Meyers	10:15	Simon	12:30	Lois	2:45

O'Connor	9:45	Zinselmeier	2:00	Valleroy	2:45
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LIBRARY

Kindergarten, 1st, and 2nd grade students will visit the Library for 50 minutes weekly. 3rd, 4th, and 5th grade students will have periodic checkout times and library lessons. All students are able to check out books during the arrival period in the morning from 8:50-9:05, but should check in with their classroom teachers first.

FEES

Henry students are charged an annual activity fee that covers the cost of their grade-level t-shirt, field trips, folder/planner, and other grade-level activities. This fee can be paid through the [Infinite Campus Parent Portal](#). Technology fines and other charges that may occur can also be paid through the portal.

FIELD TRIPS

Field trips may be scheduled throughout the year to enrich learning. Students must return a signed permission slip to attend. Students must take school-provided transportation to and from the field trip. Students may not be dropped off late or picked-up early from a field trip.

Field trip chaperones must complete the yearly Parkway Volunteer Background Check in order to attend field trips.

FOOD SAFETY EXPECTATIONS

In order to help protect the health and safety of our students with life-threatening food allergies and to contribute to the health and academic success of all students, the Parkway School District has adopted district-wide Food Safety Expectations. All schools will promote these best practice guidelines:

- Classrooms should be food-free whenever possible.
- Students may continue to bring a snack for their own consumption. Parents are encouraged to send healthy snacks to promote health and wellness.

Parents may be advised to send in snacks without a particular allergen, if needed, to prevent cross-contamination, which could impact safety for food allergic students.

- Children are not allowed to share any food.
- Food may not be brought from home for sharing class-wide.
- Avoid use of food in the curriculum.

HOMework AND DAILY PLANNERS

All students are asked to read for twenty minutes per night (independently or with an adult as appropriate) and to complete other homework assigned by the classroom teacher.

Each student (in grades 2-5) will receive a planner at the beginning of the school year, which has been paid for through their student activity fee. This planner is to be used daily in the classrooms. Parents are asked to check the planner as it will inform them of work in progress. This planner is vital in ensuring success in classes throughout the school year. Kindergarten and 1st grade students will receive a special take-home folder for communication between home and school.

HOMework DURING ABSENCE

When a child's absence is two days or less, it is recommended that the child receive their missed work when they return. For extended absences, please contact your child's teacher. Please review the Parkway attendance policy for additional information.

LOST AND FOUND

There is a lost-and-found container located near the cafeteria. Children or parents may check for lost items upon request. Unclaimed items will be donated at the end of each month. To help find lost items, the school strongly encourages parents to label all clothing and items brought to school.

SCHOOL PROPERTY

Students are responsible for school property issued to them. Students will be charged for damaged or lost books and technology. The school is to be reimbursed for any damages to school property.

START AND END TIMES

REGULAR SCHOOL DAYS

School hours are 9:05 a.m. to 4:00 p.m. Students may arrive at school between 8:50 and 9:05 a.m. Students are not able to enter the school building before 8:50 a.m. Breakfast is served beginning at 8:50 a.m. Dismissal begins at 3:50 p.m.

EARLY RELEASE DAYS

Approximately once per month, Henry Elementary dismisses two hours early for teacher professional development. On early release days, school ends at 2 p.m. with dismissal beginning at 1:50 p.m. Buses should arrive at their bus stops approximately two hours earlier than a normal school day. Lunch is served on early release days.

2022-2023 Early Release Days (2 p.m. Dismissal)

- Wednesday, September 14
- Thursday, October 6
- Wednesday, November 16
- Wednesday, December 14
- Wednesday, February 1
- Wednesday, March 1
- Thursday, April 6
- Wednesday, May 3

HALF-DAYS

On scheduled “half-days” for student attendance, Henry Elementary ends at 1:05 p.m. with dismissal beginning at 12:55 p.m. Buses should arrive at their bus stops approximately three hours earlier than a normal school day. Lunch is served on half-days.

2022-2023 Half Days (1:05 p.m. Dismissal)

- Friday, October 28
- Thursday, December 22
- Thursday, January 12
- Thursday, February 16
- Friday, March 31
- Thursday, June 1

TECHNOLOGY

CHROMEBOOK AVAILABILITY

The use of technology has been integrated into many areas of the curriculum for grades K-5 and all grades are one-to-one with Chromebooks. In grades K-2, Chromebooks remain at school. In grades 3-5, Chromebooks may go home with students at teacher/parent discretion. Starting in 1st Grade, the Chromebook assigned to each child will travel with that child from year-to-year during elementary school. Henry also maintains other technological tools to enhance our students’ learning experiences.

GOOGLE ACCOUNTS

Each student is also assigned an individual Google login account. Students will use Google Apps for writing, presenting, and other learning exercises. Students also have Gmail accounts that can be accessed beginning in third grade. Email to students in elementary school may only be sent and received within the Parkway network. Students will not receive email from anyone outside of the Parkway domain. Students may access their Google accounts from home to extend their learning beyond the school hours. All online activity (when students are signed in to their Google accounts) is monitored by network filtering systems. It is always possible that content can slip through the filters, so parent observation is always encouraged when children are online at home.

CHROMEBOOK CARE

Please keep in mind that all student Chromebooks are the property of the Parkway School District and should be kept in the same condition as when originally assigned to the student. Students may not remove their protective Gumdrop case from their Chromebooks for any reason. The case is designed to prevent severe damage, so it's very important that the device remains in its case.

Although these devices are assigned to students, they remain the property of the Parkway School District and should not be personalized with stickers, decals, drawings, etc. Starting this year, fines will be posted to a student's account for any damage to the device. If a device is damaged throughout the school year, the device should be sent to the building's Technology Specialist as soon as possible for repair. At the end of each school year, Chromebooks are collected and any intentional or accidental damage (broken screens, picked-off keys, etc.) will be noted. The student assigned to the broken device will be charged either a \$25 or \$50 fine depending on the severity of the damage.

TRANSFERRING SCHOOLS

If a child is transferring out of the Henry attendance area to another school district, parents must sign a form authorizing the student's records to be sent. Permanent records will then be mailed to the new school. If you have moved to a different attendance area within the Parkway District, please contact our school registrar at 314-415-6356.

VALUABLES AND TOYS

Toys, electronic devices, money, and other valuable items should not be brought to school except when requested or approved by a teacher or principal. If cell phones are brought to school, they are to be kept in the backpack or given to the teacher. We highly recommend cell phones stay in the possession of parents during the school day, as they are not permitted for use at school.

VISITING HENRY

Upon arrival at Henry, visitors will enter the secure vestibule. From inside the vestibule, the visitor will speak to a school staff member to share the reason for the visit.

- Parents picking up students will be required to present photo identification to our office staff to ensure students are being released to an appropriate adult. The parent will then wait in the vestibule for their child to exit.
- Materials dropped off for students are to be left in the vestibule and labeled with the student's name. A member of the school staff will deliver the materials to your child's classroom.
- For parents who have an appointment with a school staff member, are eating lunch with their child, or are participating in a pre-approved volunteer opportunity, photo identification is required to obtain entry and be issued a visitor badge, which must be worn at all times while at Henry.
- Visitors must come back through the office to sign out before leaving. ALWAYS enter and exit through the front doors. If there is an emergency situation, we need to be able to account for everyone.

WHO IS A VISITOR?

Guests may be classified as visitors in the following situations:

- An individual dropping off an item for a student or staff member
- Guest speakers
- Family member eating lunch with a child
- Attending a class party
- Meeting with a staff member

Visitors will not be left alone with a student.

VISITING CLASSROOMS

Good communication is important to us at Henry. If you would like to speak with a teacher, please call their voicemail number, send an email, or send a note to set up a time for a parent one-on-one conversation. Any classroom visits or in-person meetings with teachers should be pre-arranged with the teacher and/or principals.

VOLUNTEERING AT HENRY

Volunteers are an integral part of Henry. Parents, grandparents, and community members are encouraged to share their talents to enhance the school's programming and services. A list of volunteer opportunities is shared with parents to encourage participation. Some of these opportunities are available through PTO and include book fair volunteers, community service committee, fundraising committee, classroom party planners, Reader in Me, etc.

VOLUNTEER APPLICATION PROCESS

Those interested in volunteering at Henry, or in any Parkway school, must complete the district's volunteer application process, [which can be found here](#).

WHO IS A VOLUNTEER?

According to Missouri Statute 168.133 a volunteer: "...shall mean any person who assists a school by providing uncompensated service and who may periodically be left alone with students. The school district shall ensure that a criminal background check is conducted for all screened volunteers, who shall complete the criminal background check prior to being left alone with a student. Screened volunteers include, but are not limited to, persons who regularly assist in the office or library, mentor or tutor students, coach or supervise a school-sponsored activity before or after school, or chaperone students on an overnight trip." This includes chaperoning field trips.

BUS ARRIVAL AND DISMISSAL PROCEDURES

BUS TRANSPORTATION

Transportation Department Website: <https://www.parkwayschools.net/Page/1207>

The Parkway Transportation Department arranges bus transportation. When students are assigned to a bus, they are required to ride their own bus and should exit the bus at their assigned bus stop.

KINDERGARTEN BUS SAFETY VIDEO

This message is designed for kindergarteners, but the tips are important for all bus riders. Please [click here](#) to view the bus safety video with your child.

BUS ROUTES

Bus route information is available the week prior to the first day of school through the Transportation Department website and through the Parkway Mobile App. Only children registered for bus service will be allowed to ride. Parents opted in or out of bus service in the spring or during your registration process. For questions about your bus registration status, contact Judy Ellermann at 314-415-8400 or email her at jellermann@parkwayschools.net.

KINDERGARTEN STUDENTS

Kindergarten students (unless riding with an older sibling) must be met at the bus stop by an adult. If an adult is not at the bus stop when the bus arrives to drop off your child, your child will be brought back to the school office.

BUS PASSES

Any requests for changes in daily bus transportation require written notification (e.g., riding a different bus, getting off at a friend's stop, etc.). In these special circumstances, the office will issue a bus pass, according to the parent's written instructions, and the child will present the pass to the bus driver. (Requests to ride a different bus will be granted only when space is available on the requested bus.) For

bus passes, please email your child's teacher and Carolyn Schenck in the main office via cschenck@parkwayschools.net.

ARRIVAL

School hours are 9:05 a.m. to 4:00 p.m. Children are asked not to arrive before 8:50 a.m. unless it has been arranged by a teacher or they attend the Adventure Club program, which is coordinated by Parkway-Rockwood Community Education. There is no supervision before 8:50 a.m.

It is our expectation that the student(s) walk to their classroom without a parent. If a student needs assistance, staff members will assist them. This allows the school day to begin on time and enables continual instruction during the day. If you have a concern that needs to be addressed by the teacher, please email or leave a message on their voicemail in order to schedule an appropriate time to come in and discuss the matter.

LATE ARRIVALS

After 9:05 a.m., parents should park, walk students to the front entrance, and sign in the student. They will be marked appropriately on the daily attendance.

WALKING & BIKING TO SCHOOL

The safety of children walking to school is very important. Please show your child the route you wish him/her to take before school starts. Also, please review with your child the necessity of using the designated crosswalks near the school and also to follow the instructions of our crossing guard. Children should always be aware of any strangers who approach them and should let a responsible adult know immediately if anything unusual occurs. They should also remember not to approach anyone in a car who may stop to ask them questions.

The school crosswalks are supervised from 8:50 a.m. to 9:05. Students should leave home at a time when they will reach the crosswalks when they are supervised.

Students riding bicycles to school should park their bikes at one of the two bike stands in front of the building and secure their bikes using a lock. Per St. Louis County ordinance, bicycle riders under the age of 16 are required to wear a helmet.

CAR DROP-OFF

Car riders are to be dropped off by way of the car line that leads to the back entrance of the school. ***Please see the maps below for the correct way to enter Henry Elementary's drive and where to drop off students.***

Henry staff will be present to monitor students as they exit their vehicles and enter the building. Please do not pull to the front of the building. Car riders should be dropped off between 8:50 a.m. and 9:05 a.m. Please do not drop off your child if the doors are closed as these doors lock and they will not be able to get inside the building. After 9:05 a.m., please park and walk your child to the main entrance.

When you are in the drop-off lane, please make sure your child is ready to go with any school materials/snacks. Always pull forward as much as possible. Please drive all the way to the stop sign past Door 5 to ensure the maximum number of cars can load and unload at one time. Students will exit their cars as far back as the swing set and all the way up to the stop sign past Door 5. Students will walk along the side outside of the cones to enter through Door 5.

Students being dropped off are expected to exit the vehicles from the passenger side. The driver-side door should remain closed at all times. Adults should remain in the vehicle.

Once the cars have stopped moving, students may exit through the passenger side of the vehicle. Students do not need to wait for an adult to open the car door. Adults will assist younger students as quickly as possible, but to keep the line moving, please practice with your child unbuckling and opening the car door independently.

Always pull forward as much as possible. Please have your child open the car door and exit the car as soon as the line stops. This helps us keep the line moving efficiently!

DISMISSAL / STUDENT PICK-UP

HANGTAGS AND FAMILY NUMBERS

Each family will have a hangtag with its family number. The hangtag and/or family number allow the Henry staff to quickly confirm that an authorized individual is picking up each child.

- **For car pick-up**, please display your hangtag by hanging it from the rearview mirror.
- **For walkers and bikers**, please hold your hangtag and show it to the Henry staff member at the dismissal door.

If the person picking up the child does not have a hangtag or does not know the family number, photo identification will be required. Not having your hangtag will slow down the dismissal process. If you need a new hangtag or need your family number changed, please contact the school office and a new tag will be made for you. Please know that the hangtags are only used during regular dismissal. When children are signed out early, the adult must present photo identification.

DISMISSAL SAFETY

In order to fully comply with any court orders or parenting plans related to agreements for school pick-up, the school requests a copy of the current order or plan to be shared with the school. If there is a change to the pick-up schedule outlined in the parenting plan, please notify your child's teacher and the main office (314-415-6350).

When parenting plans outline the general schedule for student pick-up, the school will accommodate varying pick-up methods; however, please know that any individual listed in a child's Infinite Campus profile as a parent/guardian, sibling, or emergency contact is able to pick up a student during regular dismissal and/or as an early pick-up (unless the individual is specifically barred from picking up or having physical access to the child as stated in a court order). Students also will be released during regular dismissal to individuals who can provide the child's family number. (If you need your family number changed for safety reasons, please contact the main office.) If you have any questions related to the procedures for picking up your child from school, please contact the principal directly.

ORDER OF STUDENT DISMISSAL

Dismissal begins at 3:50 p.m. At the end of the day, students are dismissed from their classrooms by announcements over the intercom in the following order:

1. Adventure Club to Cafeteria
2. Car Riders to Gym
3. Independent Walkers & Bikers to Main Entrance
4. Parent-led Walkers & Bikers to Main Entrance
5. After School Groups to Project Area or Art Room
6. Bus Riders to Kindergarten Door

PARENT-LED WALKERS & BIKERS

Parents are asked to wait outside the building when waiting for those students who are walking. When walker dismissal begins, please walk down to the main entrance and show your hangtag with your family number to the school staff.

INDEPENDENT WALKERS & BIKERS

If your child will be walking or biking home without an adult (or siblings middle school-age or older), please email permission for your child to be released independently. Please send emails to your child's teacher and to Carolyn Schenck in the main office via cschenck@parkwayschools.net.

EARLY PICK-UP

Parents picking up students early for a medical appointment or family need should notify the classroom teacher with a note or email so they are prepared to be dismissed early. If parents determine during the day that they will need to pick up their child before regular dismissal, please call the school office at 314-415-6350, and the office will notify the classroom teacher so the child is prepared for early dismissal. Students will remain in their classrooms until the parent arrives at school; however, in time-sensitive situations, parents may call the school office when they are no more than five minutes away, so the child can be waiting in the lobby for their parent.

When picking up children for early dismissals, parents must present photo identification and sign them out at the front office. The office staff will dismiss the child to the lobby via the intercom. (Teachers have been instructed to keep children in the classroom until they are called to the office by the office staff.) Early dismissals end at 3:35 p.m. so they do not conflict with the schoolwide dismissal.

DISMISSAL CHANGES

If at any time during the school year your child will be going home a different way than normal (e.g., parent picking up instead of the bus, walking instead of car pick-up, going home with a friend, etc.), please send a note or email to your child's teacher and the main office (cschenck@parkwayschools.net).

For children being picked up by someone other than their parents, siblings, or emergency contacts, parents are to send a note or email to the classroom teacher and Carolyn Schenck (cschenck@parkwayschools.net), and students should get a pick-up pass from the main office. Notes from the parents of both children will be needed if a child is going to another student's home.

If there is a last-minute change of transportation, call the main office (314-415-6350) by 2:30 p.m. You may also email your child's teacher, but the only way to guarantee receipt of the message is to call the main office, as your child's teacher is focused on student instruction.

DRIVING TO HENRY

In collaboration with the Ballwin Police Department, to keep our car drop-off & pick-up lane safe and the traffic moving on Henry Ave, please follow the route through the neighborhood as outlined below. Please help us keep the non-school traffic moving on Henry Avenue by following this right turn only plan and NOT making a left turn from Henry Ave into the school lot. Please only enter the Henry lot AFTER you have been on Guenevere.

DROP-OFF LOOP

From BOTH DIRECTIONS on Henry Ave:

1. Turn onto Clayworth Dr.
2. Left on Ruthwood Dr.
3. Left on Guenevere Dr.
4. Right on Henry Ave.
5. Right into Henry Elem
6. Proceed to the Rear of the School

Right Turns Only for Entering the School Drive! Please enter the school drive only from Northbound Henry Ave (going toward Clayton Rd) AFTER you have LOOPED THROUGH THE NEIGHBORHOOD and are exiting the neighborhood from Guenevere. THE LINE BEGINS ON GUENEVERE.



DO NOT TURN DIRECTLY ONTO GUENEVERE

If you turn directly on Guenevere, you will have to make a U-Turn to enter the line. This causes a major safety issue for those children walking to school. It also upsets our neighbors when cars turn around in their driveways. Please help us be safe and good neighbors by entering Guenevere only by using the route through the

neighborhood. When waiting in line, please be considerate of neighbors needing to enter or exit their driveways.

FROM GLENMEADOW DR OR SPRING MEADOWS DR

If you are coming from Glenmeadow Dr or Spring Meadows Dr, please turn Right onto Henry Avenue and loop back to make a right turn into the Henry drive.

SAFETY REMINDERS

For safety, please do not use cell phones in the pick-up line where students are loading. Students should always load on the passenger side of the vehicle in order to avoid walking between cars.

PICK-UP AND DROP-OFF LANE

Please refer to the map below for the loading/unloading zones, waiting zones, and exit path.



SAFETY

SCHOOL SAFETY PROCEDURES

For the safety of all students and to minimize classroom interruptions, please make an appointment if you need to speak personally with a teacher. With the school's emphasis on "Leader in Me," after the first day of school, we encourage all students to "*Be Proactive*" and walk to class on their own in order to ensure that the school day begins on time.

Access to the building is only through the front doors by the office and the back door during arrival only (8:50 - 9:05 a.m.). All doors are locked at all times.

Henry School, as part of Parkway School District, has a Safety Plan in place. As part of our safety plan, students take part in safety drills throughout the year. These drills include: Intruder, Fire, Tornado and Earthquake.

All Henry staff have participated in 4-E training at the district level to be prepared in the event of a crisis.

Henry School has a designated staff Crisis Team that follows guidelines developed by our district. This team meets periodically to review procedures and specifications for different kinds of emergencies. District personnel also meet with us to review and discuss our plans.

PARKWAY CONNECT

Parkway uses BLACKBOARD CONNECT services to notify parents by phone and email about school and district cancellations, news, and activities. For the system to be effective, it is important that the school has accurate phone numbers and email addresses for parents. Parents can update their Family Profile online using Infinite Campus and should do so annually. If you already have an Infinite Campus account, you will see a new message in your Inbox titled "Annual Family Profile Update." Click there to begin. If you don't already have an Infinite Campus account, you should have received an email or letter with an activation key for your family. If you have not

received an email or letter, please email ic-parenthelp@parkwayschools.net. Get started here: <https://parkwaymo.infinitecampus.org/campus/portal/parkway.jsp>

EMERGENCY PROCEDURES

SEVERE WEATHER AT DISMISSAL

When severe weather occurs at dismissal time, the following procedures will be followed:

- Parents should expect a delay in the dismissal process, including possible delays in buses dropping students off at home.
- Students will continue to be dismissed in rainy weather if lightning is not detected in the immediate area.
- If lightning or severe winds are occurring near the school, or if the National Weather Service activates emergency sirens, students will be brought inside the school and the dismissal process will be delayed until it is safe to resume the dismissal process.
- In the event the normal dismissal schedule is altered due to bad weather, students will be relocated to inside safe areas.
- The school will notify parents of students who are delayed in the dismissal via email and text messages.
- Parents wishing to pick up their child may go to the school except for during a tornado warning, in which case all students and staff will be sheltering in a safe location. Once the student is signed out, they will be released directly to the parent/guardian.

SERIOUS INCIDENTS NEAR SCHOOL

When a serious incident is occurring outside near the school that requires police, medical, or fire response, the school will activate a Code Yellow Security Alert (Shelter in Place). Normal school activities will continue, but all students will stay inside. The school will not be accepting visitors during a code yellow. A sign will be placed on the front door.

SCHOOL CLOSINGS

EARLY DISMISSAL DUE TO WEATHER:

When school is dismissed early in the day due to snow or ice, the following procedures will apply:

- The schools are dismissed in this order: senior high, middle school, elementary.
- An automatic emergency calling system will be activated and the designated phone numbers will be called. If there is an answering machine, a message will be left.
- Students will go home following their normal dismissal plan. No child who ordinarily rides the bus will be permitted to walk home without prior written permission from a parent/guardian.
- All bus riders will be expected to remain at school until their bus arrives (unless they are picked up by their own parents or an emergency contact).
- Adventure Club will be canceled and students will be expected to go home on their assigned bus. Other daycare buses will pick up children as usual.
- The principal and other staff members will remain at school until all children are safely dispatched home.
- Please use discretion in calling the school. It is important to keep the telephone lines open for emergency and outgoing calls.
- Please have a plan developed with your child so he/she will know what to do if they arrive home and you are not there.
- When school is closed for the day or dismissed early, all after-school and evening activities are automatically canceled.
- Please note that children may not arrive home early even though school has been dismissed early. Traffic may delay the buses.

The Parkway District Administrative Office makes the decision to close school. They notify the news media and the school. The individual school does not make that decision and has no control over it.

SOURCES FOR INFORMATION ON SCHOOL CLOSINGS

- Parkway Winter Weather Hotline: 314-415-SNOW (314-415-7669)
- Internet: www.parkwayschools.net
- Television: KTVI Channel 2; KMOV Channel 4; KSDK Channel 5; KDNL Channel 30


STUDENT EXPECTATIONS

SCHOOLWIDE EXPECTATIONS



	All Areas	Hallway	Bathroom	Cafeteria	Playground	Bus	Field Trips and Assemblies	Indoor Recess
1. Be Proactive	*Use supplies correctly *Keep our school clean inside and out *Always walk *Wait until it is your turn to share/speak	*Honor the learning around you *Stay in your personal space *Always walk	*Quickly take care of your needs *Wash your hands with soap and water	*Use good manners *Stay in seat *Ask for permission *Do not share food	*Play fair and follow the rules of the game *Take charge of yourself	*Sit where you will make good choices *Be alert and notice when it is your stop	*Follow bus expectations *Be polite and use good manners *Represent our school well	*Use indoor recess materials appropriately
2. Begin with the End in Mind	*Go directly to your destination	*Be honest and responsible when walking by yourself	*Clean up after yourself	*Pick up everything you need before sitting at the table	*Take care of equipment		*Show respect to the speaker	
3. Put First Things First	*Follow directions given by all adults	*Stay in your assigned line order	*Respect the privacy of others		*Follow directions given by adults *Line up quickly and quietly	*Stay in your seat *Respect driver and others	*Follow directions given by all adults	
4. Think Win-Win	*Keep hands, feet, and objects to self *Use kind words *Help others *Share and take turns	*Keep hands, feet, and objects to self *Hold door for others	*Keep hands, feet, and objects to self *Wait your turn	*Keep hands, feet, and objects to self *Welcome everyone to the table *Include others in conversation	*Keep hands, feet, and objects to self *Include others, share, take turns, and be nice. *Use rock, paper, scissors to problem solve	*Keep hands, feet, and objects to self	*Keep hands, feet, and objects to self	*Keep hands, feet, and objects to self *Include others in games and activities *Share materials *Take turns
5. Seek First to Understand. Then be Understood	*Listen to others			*Respect different food choices *Raise your hand and become silent when adults need your attention.			*Listen to the speaker even if you know about the topic *Ask questions, if able	*Respect others' work and creations
6. Synergize	*Celebrate others' victories			*Clean up after yourself *Line up quickly and quietly		*Be a good role model *Sit down quickly so the bus can get moving		*Clean up after yourself *Line up according to class procedures
7. Sharpen the Saw	*Use a growth mindset, try new things even if they are difficult				*Try something challenging or new		*Be open to new learning	
		Volume 0	Volume 0 or 1	Volume 0 - 3	Volume 3-5	Volume 1 or 2	Volume 0-1	Volume 0 - 3

PLAYGROUND EXPECTATIONS AND SAFETY



PLAYGROUND

Be Proactive	<ul style="list-style-type: none">• Play fair and follow the rules of the game• Take charge of yourself
Begin With the End in Mind	<ul style="list-style-type: none">• Take care of equipment
Put First Things First	<ul style="list-style-type: none">• Follow directions given by adults• Line up quickly and quietly
Think Win Win	<ul style="list-style-type: none">• Keeps hands, feet, and objects to self• Include others, share, take turns, and be nice• Use rock, paper, scissors to problem solve
Sharpen the Saw	<ul style="list-style-type: none">• Try something challenging or new

VOLUME LEVEL 0 - 3

The playground is supervised by members of the Henry School staff. We ask our children to follow the supervisors' directions and cooperate by following these rules:

Take care of yourself

Stay safe at recess.

- Stay within the approved boundaries.
- Use climb/on equipment only if wearing regular tennis shoes.

- Play without wearing long chains or lanyards around the neck.
- Make safe choices.

Take care of others

Everyone can play. Show teamwork and good sportsmanship. Solve conflicts peacefully.

- Take turns, include others, and be nice.
- Take turns on the swings; only one person per swing at a time.
- Keep hands to yourself on playground equipment, during games and activities, and in the free play area. (Two-finger tag is allowed.)
- Follow the “rules of the games” for each activity.


Take care of the environment

Use equipment and structures safely.

- Slides: Only go down slides seated.
- Swings: Get off the swing once it has stopped.
- Throwing/Chasing/Free Play:
 - Chasing games on the grass only (not mulch).
 - Use a two-finger touch only for chasing games.
 - Only throw balls and provided recess equipment (no other objects).
 - Pass gently and aim away from faces.
- Climbing:
 - Climbing equipment is for climbing.
 - No sitting on the bars/monkey bars or hanging upside down.
 - Do not hold other climbers.
 - Students on the ground should not disturb the climbers.
- All Play Structures:
 - Only walk (do not run) on the deck/platform of equipment.
 - Wait your turn on play structures that are crowded.
 - Walk off equipment directly forward.

Students who choose not to follow the playground rules will be disciplined using the school and district policies.

BUS EXPECTATIONS AND SAFETY



Be Proactive	<ul style="list-style-type: none"> • Sit where you will make good choices • Be alert and notice when it is your stop
Put First Things First	<ul style="list-style-type: none"> • Stay in your seat • Respect driver and others
Think Win Win	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self
Synergize	<ul style="list-style-type: none"> • Be a good role model • Sit down quickly so the bus can get moving

VOLUME LEVEL 1 - 2




Good behavior needs to be constantly emphasized for children waiting for the bus in the morning, riding the bus to and from school, and leaving the bus in the afternoon. We will use the expectations above and the rules listed below when discussing the bus expectations with students. We comply with the following Parkway School District Bus Rules:

1. Be at the bus stop early.
2. Respect the bus driver and listen to instructions.
3. Take your seat right away after boarding the bus.
4. Stay seated at all times.
5. Always get on and off the bus at your bus stop.

6. Leave the bus carefully using the handrail.
7. Keep your head, arms, legs and hands inside the bus.
8. Look both ways before crossing the road.
9. Wait for the bus in a safe place away from the road.
10. Keep away from the bus if you drop or forget something.
11. No eating or drinking on the school bus.
12. Do not ride the bus if you feel ill/sick /have a fever.
13. Specific seats may be assigned by the bus driver.

Failure to comply with the bus rules may result in suspension from riding the bus. Transportation must then be provided by parents.

CAFETERIA EXPECTATIONS



The
Bulldog Way


CAFETERIA

Be Proactive	<ul style="list-style-type: none"> ● Use good manners ● Stay in seat ● Ask for permission ● Do not share food
Begin With the End in Mind	<ul style="list-style-type: none"> ● Pick up everything you need before sitting at the table
Think Win Win	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to self ● Welcome everyone to the table ● Include others in conversation
Seek First to Understand, Then Be Understood	<ul style="list-style-type: none"> ● Respect different food choices ● Raise your hand and become silent when adults need your attention
Synergize	<ul style="list-style-type: none"> ● Clean up after yourself ● Line up quickly and quietly

VOLUME LEVEL 0 - 3

CURRICULUM

CORE CURRICULUM

Reading, writing, math, science, and social studies follow the state standards and expectations. Detailed information about these subject areas can be found on the Parkway website (www.parkwayschools.net). Use the FAMILIES TAB and select the "curriculum guide" from the drop down menu.

FINE ARTS PROGRAMS

- **Art:** Art classes are taught by an elementary art specialist. Smocks or old shirts are recommended to protect clothing. Student work is displayed in the building and at various district art shows.
- **Music:** Children in all grades are taught by an elementary music specialist and receive music education classes each week.
- **Strings:** The Suzuki violin method is taught to all third graders and instruments are provided for this program. Instruction is available for students in grades 4 and 5, but the students are to furnish their own instruments (rental arrangements will be suggested).

LIBRARY SERVICES

The Henry School library is staffed by a certified librarian. Every effort is made to provide an array of books that may be used for educational and recreational reading. Children are permitted and encouraged to make frequent use of the library to select books and to do research to enhance their knowledge of topics discussed in class.

Library skills are taught by the librarian to children of all grade levels. Please encourage your child to be responsible by taking care of the books and returning

them when they are due. Your cooperation will assure a continued availability of all books for all children. If a student does not return the book, they will be expected to pay for the replacement of the book.

St. Louis County Library: The branches of the St. Louis County Library that are nearest to Henry School are:

- Daniel Boone Branch, 300 Clarkson Road, Ellisville, MO
- Grand Glaize Branch, 1010 Meramec Station Road, Manchester, MO
- Sachs Branch, 16400 Burkhardt Place, Chesterfield, MO

MOSAICS PROGRAM

Enrichment activities are provided to challenge and stimulate children by classroom teachers and the gifted/talented resource teacher. Those children who meet the district's specific qualifications are given additional opportunities by the MOSAICS (gifted/talented) resource teacher to develop their interests.

PHYSICAL EDUCATION & HEALTH PROGRAM

Physical education is a regular part of the school curriculum. Classes are taught by elementary physical education specialists. Appropriate clothing is recommended. Tennis shoes and socks are required for health and safety reasons. Questions regarding proper attire should be directed to the physical education staff.

A note from the parent or guardian is required for a child to be excused from physical education for one to three days for health reasons. For extended absences, a physician's note is required.

STUDENT LEADERSHIP

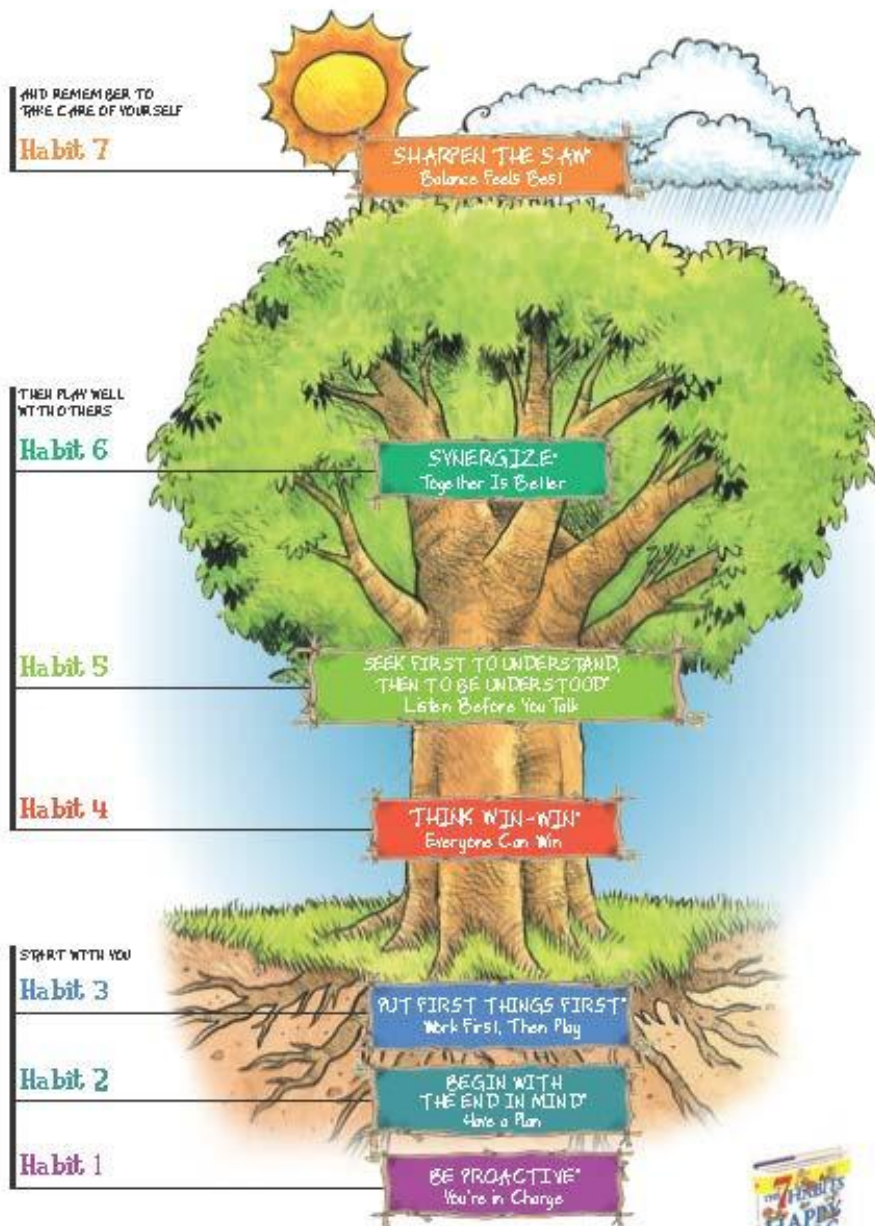
“LEADER IN ME” CHARACTER EDUCATION

“Leader In Me – The Seven Habits” is a process that helps develop the essential life skills and characteristics students need in order to thrive in the 21st century. We use “Stephen Covey’s 7 Habits of Highly Effective People Model,” tailored to children and teachers in an education setting. “Leader In Me” helps our community create inspired lifetime leaders.

The Seven Habits are as follows:

1. Be Proactive (You’re in Charge)
2. Begin with the End in Mind (Have a Plan)
3. Put First Things First (Work First, Then Play)
4. Think Win-Win (Everyone Can Win)
5. Seek First to Understand, Then to Be Understood (Listen Before You Talk)
6. Synergize (Together is Better)
7. Sharpen the Saw (Balance Feels Best)

The 7 Habits™ Tree



STUDENT SERVICES

COUNSELING PROGRAM

The counseling program at Henry is an integral part of the total educational process. Two full-time counselors function as members of the educational team and are able to follow a child's progress year-to-year throughout the elementary school experience. In each classroom, the counselors conduct developmental guidance activities designed to help develop personal growth and social/emotional skills. The counselors also organize problem-solving teams to determine the best ways to meet more significant individual student needs. Problem-solving teams consist of staff members who meet regularly to plan interventions and follow up on student progress. The counselors also coordinate the referral and evaluation process with Special School District. In addition, counselors meet with groups of children who have similar needs such as coping with the separation and divorce of parents, siblings with disabilities, grief groups, and more. The counselors also have the responsibility of coordinating the standardized testing program approved by the district.

School counselors are available to consult with parents concerning their child's academic, social, and personal development. Conferences may be arranged by calling the counselor, school office, or the teacher's voicemail.

PROBLEM SOLVING TEAM

Problem Solving Team is composed of teachers, administrators, building specialists, counselors, and Special School District personnel. The team meets weekly to discuss instructional strategies and learning techniques to help students.

HEALTH SERVICES

A full-time school nurse maintains a health room and consults with the classroom teachers in implementing the health and safety curriculum. Parents are asked to inform the school nurse of any health problems, emotional upsets, or necessary

medications their child may have. **It is important to keep home, work, and emergency phone numbers current in case an emergency arises.**

Health services provided are vision screening and hearing screening. Immunization records are kept on all children and a report of delinquent immunization is provided for the State of Missouri. The school nurse serves as a consultant and resource to classroom teachers regarding health education, drug education, and family life programs.

STUDENT HEALTH/ILLNESS GUIDELINES

If your child will not be attending school for any reason, it is very important for you to call and notify the school office of the reason for the absence. This helps the school nurse to keep track of illnesses among our students. It also helps the school to be assured that your child is safe at home.

For the health of your child, other students, and school staff, it is important to know when your child should stay home due to illness. Students should stay home if they have had any of the following symptoms:

- fever of 100.4 or higher in the past 24 hours
- undiagnosed rash that is accompanied by fever or itching
- bad cough, shortness of breath or difficulty breathing
- vomiting or diarrhea within the past 24 hours
- sore throat, with fever or swollen glands in the neck
- loss of sense of smell or taste
- symptoms of being sick such as being unusually tired, fussy, pale or difficulty waking

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. Parents are encouraged to seek medical attention when a child is sick and to follow the recommendations of the child's health care provider about returning to school and other social activities.

For more information, please visit Parkway's [Student Health website](#).

MEDICATION AT SCHOOL

All medications administered at school require parent and physician authorization. Only FDA-approved medications will be administered during the school day. Please see [Parkway's Student Health website](#) for policies and authorization forms.

If your child needs to take medication at school, including over-the-counter medications, here are some important rules and policies to follow:

- Medications must be brought to school by the parent or another responsible adult in the original container with the appropriate [permission forms](#).
- All medication is to be taken to the nurse's office for secured, locked storage.
- Prescription medications must be in a prescription-labeled container, the label stating the child's name, current date, medication name and directions for administration.
- Over-the-counter medications must be in their original containers.
- Parent permission forms must accompany any kind of medication. Physician permission also must accompany over-the-counter medications given for longer than 5 days and any prescription medication to be given.
- If your child has asthma or a life-threatening allergy, and you and your child's physician believe it necessary for your child to carry a "rescue" medication, as opposed to keeping it in the nurse's office, please contact your school nurse. Authorization forms will be provided for you and the physician to sign.
- All left-over medication stored in the school health office must be picked up from the school nurse by the parent or legal guardian at the end of the school year. No medications will be sent home with students.

NOTICE OF IMMUNIZATIONS (MISSOURI STATE LAW):

The state of Missouri requires [specific immunizations](#) before the first day of school. Information may be obtained from the school nurse. **Students not in compliance on or before the first day of school will not be allowed to attend school until all required immunizations are received.** Medical or religious exceptions to these requirements shall be permitted upon receipt of written notification of exemption submitted on Missouri State Department of Health (Form Imm. P.11A or Imm.p.12). Copies of these forms may be obtained from the school nurse. Please call the school nurse if you have any questions.

EL—ENGLISH LEARNERS

Henry has a program for students whose native language is not English. Students who qualify for these services will receive services through a push-in or pull-out model. The goal of the ESOL program is to help all eligible students reach academic proficiency at grade level. ESOL eligibility is determined by MO state criteria.

SPECIAL SCHOOL DISTRICT

Special School District provides a variety of services for students with disabilities (under IDEA) who attend the 23 school districts of St. Louis County. Delivery of services is accomplished through the following models: inclusion, itinerant, resource, special class, special school, homebound, and purchase of services.

A continuum of services is provided by SSD to ensure that as many students as possible will be served in their home school. The amount of service to be provided to each student is determined through the IEP process. Special School District personnel are assigned to Henry School to deliver services to those children who have gone through the prescribed diagnostic procedures and have been diagnosed as having one or more disabilities. Special School District personnel serving Henry School include administrators, special education teachers, speech and language pathologists, occupational therapists, physical therapists, and paraprofessionals. The delivery models through which SSD services are provided in the district include inclusion, itinerant, resource, and special class.

ADVENTURE CLUB

Parkway offers a before- and after-school program designed to provide children of working parents a safe, well-supervised program for those hours when an adult cannot be at home. The program meets Monday through Friday, with the exception of school holidays and snow days. The morning program begins at 6:30 a.m. and runs until the start of the school day. The afternoon program begins at dismissal and runs until 6:00 p.m. For additional information, please visit the website: <http://www.prcommunityed.org>

READING SPECIALISTS

Certified reading specialists work at Henry School to facilitate the organization of the literacy program in reading. They work closely with the staff in analyzing the strengths and next steps for individual students.

A special reading program is designed to offer specific programs to those children in need of additional reading help. Children are chosen for this service according to teacher recommendations and Parkway guidelines.

OASIS

The Parkway School District is proud to be a part of the OASIS Intergenerational Tutoring Program. This program pairs an older adult volunteer with an elementary student for individual help developing the child's reading and language skills. Besides improving reading skills, the program builds self-esteem and a positive attitude towards learning. Volunteers come for 30 minutes per week throughout the entire school year. Prospective tutors need to complete a 10-hour training class and background check. For more information on becoming a tutor, visit the Parkway website.

COMMUNICATION WITH PARENTS

SCHOOL COMMUNICATION

The school will use a variety of methods to communicate with parents including Blackboard Connect (emails, text messages, and/or phone calls) and Social Media ([Facebook](#), [Instagram](#), and [Twitter](#)). Information from outside groups and organizations will be shared through [Peachjar](#). Please ensure your email addresses and phone numbers are updated in [Infinite Campus](#). Most information will NOT be mailed home or sent home via students with a paper copy.

Weekly communication from the principal will be emailed and posted to the school website. Please see the [Henry Happenings](#) link on the school website to review previous editions of the weekly communication from the Principal.

PEACHJAR

Parkway School District uses Peachjar to send school information and approved flyers from community organizations digitally. In addition to important school events and information, these flyers contain programs and events offered throughout your community that help your child succeed. After-school sports, local family events, free community programs, and college prep are just a handful of the resources found in our district's Peachjar emails.

To ensure smooth delivery of this communication, we suggest you add "school@peachjar.com" to your email contacts. When you receive your first Peachjar email, be sure to click "always display images."

TEACHER COMMUNICATION

Teachers are expected to respond to parent communication within 24 to 48 hours on school days. In the morning, teachers are greeting students and monitoring them. During the day, teachers cannot stop instruction to answer questions from parents. Emailing or leaving a voicemail message for your child's teacher allows for excellent communication to occur and enables continued student supervision and instruction.

SCHOOL CALENDAR

The Henry School Calendar on the school website is up-to-date with school-wide events and information. You may wish to load the calendar into your personal electronic calendar. Please [click here](#) for the easy steps. We hope this will be a convenient tool for you to keep track of Henry events.

PARENT-TEACHER CONFERENCES

Henry School is on the semester reporting system and teachers will provide written progress reports for each student. At the conclusion of the first and third quarters, parents will be provided with a data report that provides a snapshot of their child's progress on district assessments. Parent conferences are held during the first semester. Discussion of a student's progress will take place at this time. We ask that all parents attend these conferences. This personalized conference is a key to success for each student. It is an excellent time to share the successes of your child.

COMMUNITY INVOLVEMENT

BOARD OF EDUCATION MEETINGS

The Parkway Board of Education conducts scheduled meetings each month. The public is invited to attend. Meeting times and locations are posted on the Parkway District Website (www.parkwayschools.net).

DISTRICT ORGANIZATIONS

The Parkway School District has many opportunities for involvement. The Parkway District organizations include the following: Parkway Alumni Association Government Relations Committee, PACCD (Parent Advisory Council for Children with Disabilities, Parent/Teacher Organizations, and PTO Leadership. Please check the district's website (www.parkwayschools.net) for more information.

PARENT TEACHER ORGANIZATION (PTO)

Henry School is fortunate to have an extremely active PTO. It serves as a service arm to our school. The purpose of the PTO is to promote child welfare in the home, school, and community to bring into closer relation the home and school in order that parents and teachers may cooperate in the education of the child. All parents are invited to join this group and lend their support in making our school a pleasant and productive place.

The Henry PTO consists of all parents whose children attend Henry School. Regular meetings are held several times from September through May. Notification of these meetings will be sent home with the student, usually in the Principal's Newsletter and/or PTO Newsletter.

The Henry PTO Board consists of volunteer parents willing to organize and take responsibility for the various PTO Committees. These committees are designed to

promote and assist the school in its purpose of education. A few of these committees are Classroom Party Planners, International Night, Yearbook, STEM Night, and Staff Appreciation.

All parents and teachers are automatically members of the PTO. Parents and teachers are invited to attend all meetings and participate in any activity. Please refer to the newsletter, the schedule on our website, and other notices for the exact dates and times.

DISTRICT INFORMATION AND POLICIES

DISTRICT CALENDAR

2022-2023 Dates

ATTENDANCE POLICY - BOARD POLICY JE.BP

The Board of Education believes daily attendance is the initial step in achieving academic success. Education is a total process based on continual communication and shared responsibilities among parents, students, teachers, and the school.

BULLYING POLICY - BOARD POLICY JBC.BP

As a public educational institution, the Board of Education believes all students need a safe learning environment. Accordingly, district staff will not tolerate bullying behavior.

DISCIPLINE POLICY

Board Policy JK.BP - In alignment with Parkway's Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice.

EDUCATIONAL EQUITY POLICY - BOARD POLICY ACIB.BP

The Parkway Board of Education is committed to the success of each student enrolled in our schools. In order to accomplish this, the district will create an educational environment that emphasizes equity in the opportunities created for all students.

FERPA POLICY - BOARD POLICY JRA.BP

INTERROGATIONS AND SEARCHES - BOARD POLICY JIH.BP

The board of education believes that it is important for school officials to cooperate with law enforcement authorities. This includes occasions when police and/or juvenile officers need to question students at school. In addition, there are times

when school officials need to conduct investigations of school-related student misconduct and to search students at school and school-sponsored functions. In such cases, the legal rights of students must be respected.

NOTICE OF NONDISCRIMINATION

It is the policy of the Parkway School District not to discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs, activities or employment practices.

PARKWAY FOOD PANTRY

SECTION 504 OF THE REHABILITATION ACT OF 1973

TITLE IX

Unwelcome Comments or Behavior from Employees or Other Students (Title IX):

The Parkway School District is committed to creating a welcoming school environment for all students. While part of our curriculum focuses on developing our elementary school students' social skills and peer interactions, the District recognizes that there are certain behaviors that cannot be tolerated. For example, students or adults making repeated inappropriate or unwelcome comments about another student's body or private areas, or an adult or student inappropriately touching another student. For more information and examples of unwelcome conduct or behavior, please see District Board Policy Guideline [JICA.G](#), Sexual Harassment.

To report an incident of Sexual Harassment or Discrimination - please contact your counselor, building administrator or the Compliance Coordinator listed below:	
Title IX Student to Student Incident <u>or</u> Student to Staff Incident	Dr. Greg Mathison, Asst. Superintendent of Student Services Title IX Coordinator 760 Woods Mill Road Manchester, MO 63011 314-415-5293

<p>Title IX Staff to Staff Incident <u>or</u> Staff to Student Incident</p>	<p>Dr. Michael Baugus, Chief Human Resources Officer Title IX Coordinator 455 N. Woods Mill Road Chesterfield, MO 63017 314-415-8017</p>
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Sometimes it is hard to recognize whether certain conduct is worth reporting to the counselor, principal, Dr. Baugus, or Dr. Mathison. The District encourages all students and parents to report any comment or behavior they see as a concern, even if it is based on a rumor.

**THANK YOU! WE LOOK
FORWARD TO A GREAT YEAR!**