

ELEMENTARY SCHOOL 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/Domain/15>

--Updated August 2019--

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 in school and student outcomes by implementing the Leader in Me with fidelity and excellence. It is also because of the extraordinary impact that the schools may be having on staff, students, parents, and the greater community.

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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.

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 - present



GENERAL INFORMATION

ABSENT LINE

The Absent 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.

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 the Parkway-Rockwood Community Education. There is no supervision before 8:50 a.m.

Car riders are to be dropped off by way of the car line that leads to the back entrance of the school. 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. Students being dropped off are expected to exit the vehicles from the passenger side. The driver side door should remain closed at all times.

After 9:05 a.m., students are to be walked in through the front entrance. (after identifying yourself and being buzzed in) and signed in at the office by the parent.

WALKING TO/FROM 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.

Due to the high volume of traffic before and after school, students are not permitted to ride bikes to and from school. Also, no rollerblading, skating, or skateboarding is allowed on school property.

If your child will be walking home, please write a note and give it to the office.

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.

LATE ARRIVALS

Children arriving late must be brought into the building by their parent and checked in at the office before reporting to the classroom. They will be marked appropriately on the daily attendance. It is our expectation that the student(s) walk to their classroom. If a student needs assistance there are staff members or a Leadership student who 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.

BIRTHDAY CELEBRATIONS

In order to learn a little more about each other and to build community in our classrooms, your child will receive a "Birthday Bag" to fill. This bag should be filled with 3 – 5 items that tell us something about your child. (The items should be small enough to fit inside the bag.) For example, if your child plays soccer, they can bring a soccer key chain or medal, etc. Pictures are also a great way to share family, trips, or

other special events that can't fit into the bag. They will then tell their classmates about the items in their bag.

BREAKFAST PROGRAM

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. The cost of the breakfast is on the Parkway District website.

LUNCH PROGRAM

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). The PIN number accesses a computerized "bank account." Students receiving free or reduced lunches will also use a PIN number and no one will know a student's meal status. Students should memorize their PIN numbers because they will need to enter them in a PIN pad at the cashier's station when making a purchase. When your child uses the system, meals or ala carte items purchased will be deducted from the account balance.

If a child buys lunch, he or she is encouraged to pay for their lunches for a week, a month, or longer. Checks are to be made payable to Parkway School District and are deposited in the slot of the locked wooden boxes in the hallway. Any amount of money may be deposited to your child's POS account. You may prepay weekly, monthly, or yearly. Payment into your child(ren)'s account may be made by cash or check using deposit envelopes available in the cafeteria or in a plain envelope.

You may also deposit money online at www.myschoolbucks.com. Please allow one business day for the funds to be deposited onto 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.

Information on free and reduced lunches is sent home with students at the beginning of the school year. If you think you may qualify, please fill forms out completely and return promptly. Those students who attended Henry the previous year and received a free or reduced lunch will automatically receive a free or reduced lunch only through the month of September. The state requires that applications are filled out every year. The application must be turned in each year by early September.

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

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

BUS TRANSPORTATION

The Parkway Transportation Department arranges the bus transportation. When students are assigned to a bus, they are expected to ride their bus daily and to ride their own bus. Children who are assigned to a bus and wish to walk must have prior written parental permission. For 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. Students should exit the bus at their assigned bus stop. Any changes in daily transportation require written notification (e.g., riding a different bus, getting off at a friend's stop, etc.).

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

NOTE: If your child is the only student at a specific stop and does not ride the bus for an extended time, please notify the Parkway Transportation Office to prevent the stop from being removed from the route.

RELEASING STUDENTS EARLY

In the event a child needs to be dismissed early for a medical appointment or a family emergency, the parent should send a note to the teacher. When picking up children for early dismissals, parents must sign them out at the front office and the child will be dismissed via the office intercom. (Teachers have been instructed to keep children in the classroom until they are called to the office by the office staff.)

DISMISSAL / STUDENT PICK-UP

At the end of the day, students are dismissed from their classrooms by announcements over the intercom. Students riding buses are dismissed to the front lobby; students being picked up by parents are dismissed intermediate grade “buddy classrooms” where they follow the designated pick-up procedures. Walkers are dismissed through the front lobby after all of the buses are called. We ask parents to wait outside the building when waiting for those students who are walking.

Parents picking up students early or at the end of the day should notify the classroom teacher with a note so they are dismissed prior to the announcements before or at 3:35 p.m. so it does not conflict with the schoolwide dismissal. If you determine during the day that you will need to pick up your child, you may call the school office at 314-415-6350 and they will notify the teacher. Upon parent/guardian arrival, the student will be called to the office.

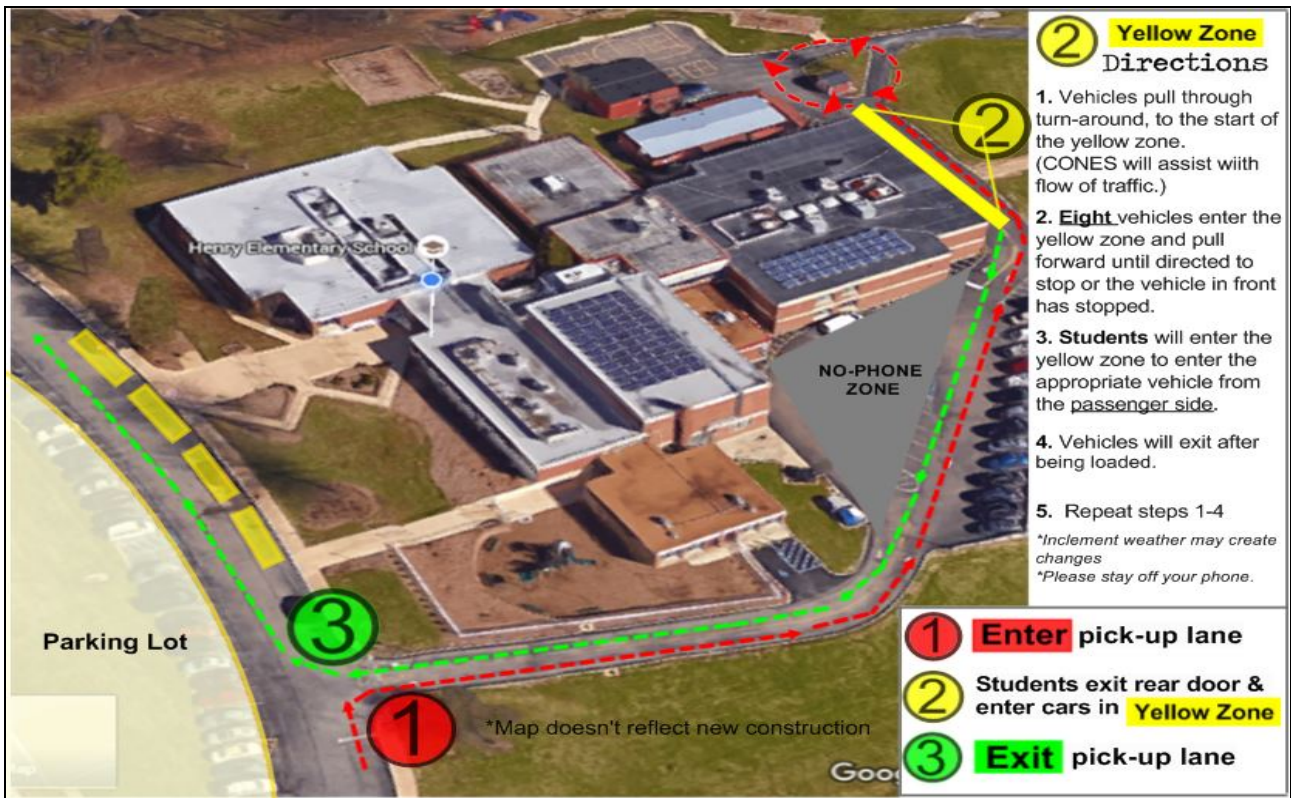
In order to fully comply with any Court orders or parenting plans related to agreements for school pick-up, the District requests a copy of the current order or plan to be shared with the school. If parents have agreed to deviate from a Court order, the District may be able to accommodate the agreed-upon 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.

CAR LINE PICK-UP PROCEDURES & MAP

All vehicles in the pick-up line will be given a "Pick-up Sign" from Henry. The pick-up sign allows the Henry staff to quickly identify vehicles and which student needs to be ready for pickup. Please display these on a coat hanger on your visor for easy viewing by staff. This also adds an additional layer of safety. (If you need a sign, please contact the school office and a sign will be made for you.)

As we dismiss students, Henry staff will work to keep traffic from backing up onto Henry Avenue. It is imperative that parents refrain from using cell phones once the dismissal procedures have begun.

- The first car should pull forward up to the second stop sign.
- All other cars should pull as far forward as possible.
- Once the first 5-7 cars have stopped moving, students will be called to load in them. This process repeats until all the cars have loaded. Any student not actually in the process of boarding a vehicle will be asked to wait inside the building.
- For safety, we ask that you do not use cell phones in the pick-up line where students are loading.
- Please have students for safety **always load on the passenger side of the vehicle** in order to avoid walking between cars.



HOMWORK DURING ABSENCE

When a child's absence is two days or less, it is recommended that the child get their homework when they return. For extended absences, please call your child's teacher's voicemail to notify him/her. 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. To help relocate lost items, the school strongly encourages parents to label all clothing and items brought to school.

SCHOOL DRESS

Children will be encouraged to value neatness and cleanliness. Appropriate and comfortable clothing will help the children participate fully in all school activities. Children who are dressed inappropriately will be sent to the office and parents will be contacted.

- Children should not wear shirts revealing the midriff or shirts that are cut low. Short or tight shorts or skirts, or other distracting clothing are not to be worn. Clothing advertising alcohol, drugs, tobacco, or logos inappropriate for a school setting should not be worn.
- Children are not permitted to wear hats or head coverings indoors unless previously approved by the teacher or principal.
- 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.

SCHOOL PROPERTY

Children 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.

TELEPHONE CALLS

The office phones may be used by the children with the written permission of the teacher. All teachers have telephones in their room. Calls should be limited to those of extreme importance. After school plans should be made before school hours.

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. They are not to be used during the school day.

VISITING CLASSROOMS

Good communication is important to us at Henry. If you would like to speak with a teacher, please call their voicemail numbers, send an email, or send a note to set up a time for a parent one-on-one conversation. In the morning, teachers are greeting students and monitoring them. During the day, teachers cannot stop instruction to answer questions from parents. Please do not go to the classrooms at these times, unless a previous appointment has been made. This procedure allows for excellent communication to occur and enables continued student supervision and instruction.

VISITING HENRY

As you come to the front door, press the buzzer and identify yourself and how we can help you. After the secretary opens the front door for you, go directly to the office and provide your photo identification. You will need to wear your nametag while you are at Henry. For the safety of all students, this is required for anyone entering the building. Also, you must come back through the office to sign out before you leave. **ALWAYS** enter and exit through the front doors. If there is an emergency situation, we need to be able to account for everyone.

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 or with their Henry sibling in order that the school day begins on time. Access to the building is only through the front doors by the office. All doors will be locked after the start of school. If you have a volunteer arrangement during the school day or if you are meeting your child for lunch, you will be asked to **provide photo identification and wear a visitor badge**. When you leave the building, please stop by the office and sign out. For the safety of all our children, it is important that only authorized people enter our building. Thank you for understanding and following these procedures.

CONNECT 5 AND 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 parenthelp@parkwayschools.net. Get started here: <https://icampus.pkwy.k12.mo.us/campus/portal/parkway.jsp>

BLOCK HOME PROGRAM

The Block Home Program is supported by the St. Louis County Police Department and designed to identify and mark selected safe homes where our school children can go for safety on their way to or from school.

We ask interested parents, who are normally at home between 7:00 a.m. and 4:00 p.m., to volunteer their home as a "block home." Should you desire to volunteer, an application must be completed. The police department will then conduct a record check of all applicants to ensure that the homes can be classified as "safe homes" in the Block Home Program.

EMERGENCY PROCEDURES

Fire, earthquake, tornado, and intruder drills are held to instruct the children on the procedures to follow in case of real emergencies.

In case a tornado "warning" is in effect at the close of a school day, buses will wait until the "all clear" before departing. Parents should use their own judgment when picking up their children under these circumstances. Students will be released only to their parent/guardian or their written designee. Children and teachers at school will follow tornado emergency procedures.

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.

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.

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.
- 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).
- Y-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

The Parkway School District has adopted a Student Discipline Policy which is followed by all Parkway Schools. We expect our students to be able to abide by the basic rules of conduct and to be polite to one another, to the Henry staff, and to guests in our building.

Learning together in a mutually respectful atmosphere fosters a positive educational environment. The following expectations should help our students maintain a positive atmosphere in which to learn:

1. Students enter the building quietly and walk through the hallways in a quiet and orderly manner. Students exit the building in the same way.
2. Students may not fight, push, shove, or engage in activities which may result in the injury of others.
3. Students are expected to be polite and respectful to all individuals at school (each other, teachers, and all adults in the building).
4. Students are expected to use appropriate language at all times. Obscene language is not appropriate at school and will not be tolerated.
5. Students are expected to respect school property as well as the property of other students, staff, and our neighbors.
 - a. Students are expected to be honest and not touch the possessions of others without their permission.
 - b. Theft is a serious offense.
 - c. Students are expected to use restrooms properly.
 - d. Students are expected to use all school facilities properly
6. Students are expected to follow the directions given by staff members.
7. Students are not allowed to chew gum in school (unless approved by the teacher) or on school buses.
8. If cell phones are brought to school, they are to be kept in the backpack or given to the teacher. They are not to be used during the school day.
9. Students may not throw ice, snow, rocks, sticks, or other hazardous objects.

10. Students are expected to display good sportsmanship on the playground and stay within the areas designated by the supervisor on the playground. They should follow the recess expectations.
11. Students are expected to follow district policies and not possess, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, imitation controlled substance, chemical substance, or intoxicant of any kind.
12. Students are not permitted to bring knives or any other objects which can be classified or used as weapons. Students also should not bring any toy or look-a-like knives or weapons to school.

Teachers at Henry will discuss grade level and classroom behavior expectations at our annual Curriculum Night held for parents in the fall.

PLAYGROUND EXPECTATIONS AND SAFETY

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

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 comply with the following Parkway School District Bus Rules:

- Students riding Parkway buses should be at their assigned bus stop approximately five minutes before the scheduled arrival time of the bus.
- Line up in an orderly fashion while waiting for your bus to arrive.
- Do not damage or litter your neighbor's property.
- Do not crowd and push as your bus is arriving at the bus stop.
- Observe the directions of the bus driver.
- Take your seat promptly upon boarding.
- Stay in your seat until the bus arrives at your destination.
- Keep your head, arms, and hands inside the bus.
- Do not throw objects on the bus or out of the windows.
- Do not litter the bus.
- No loud talking or undue noise while on the bus.

- Do not eat or drink on the bus.
- No smoking will be allowed on the bus (or any Parkway property).
- Do not tamper with the bus or any of its equipment.
- If the bus is equipped with seat belts, they may be worn. Parents should express their wishes to their children.
- Key chains and other objects hung from the backpacks present safety concerns on the bus because they can get caught as the child exits. They should not be attached to the backpack.

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

NOTE: Students in the VST program are to follow the directions from the designated transportation department.

CAFETERIA BEHAVIOR

- Good table manners and polite behavior are expected at all times.
- Children will act respectfully toward adults and each other.
- Only quiet table conversation will be allowed.
- As a health precaution, sharing lunches is prohibited.
- Children will walk at all times and remain seated (until dismissed) unless given permission to get out of their seats.
- Children will leave their table area clean after eating in the cafeteria.

INFRACTION OF RULES

Infractions of the rules listed will result in a conference with the student. This will be followed by a telephone call to a parent when a student has displayed these behaviors. A serious offense or repeated offenses could lead to an in-school suspension or an out-of-school suspension. After an out-of-school suspension of three days or an accumulation of more than three days, a conference including the student, parent, the student's teacher, and an administrator may be held at school prior to the student's return to school. A "contract of agreement" may be written for a student being readmitted to school after a three day suspension. Henry follows district policy JK, Student Discipline when addressing discipline concerns.

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 PARENT 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.

TECHNOLOGY

The use of technology has been integrated into many areas of the curriculum for grades K-5. Each classroom has a class set of online student devices, a smartboard, and a document camera. Grades 2-5 are one-to-one with Chromebooks. Henry also has digital cameras, digital video recorders, and other technological tools to enhance our students' learning experiences.

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.

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)

SPECIAL SERVICES

GUIDANCE AND COUNSELING PROGRAM

The guidance and 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 encouraged 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.

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.

MEDICATION AT SCHOOL

It shall be the policy of the Parkway Board of Education that the dispensing of medicine to children during school hours be discouraged and restricted to medication that cannot be taken at home.

When a PRESCRIPTION medicine is to be administered by the school, it must be accompanied by a label affixed by a pharmacy or physician showing the name of the child, the dosage and schedule of administration, what the prescription contains, the date purchased, and the physician's name.

In addition, a written request from one of the child's parents asking that the prescription be administered must be presented to the nurse.

In the case of OVER-THE-COUNTER medications, a physician's note, as well as a written note from the parent, must accompany the medication in order for it to be dispensed at school. If there are any questions, please contact the nurse prior to sending the medication to school.

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 6:00 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.

PARENT COMMUNICATION AND 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 web site (www.parkwayschools.net) for more information.

PARENT-TEACHER CONFERENCES

Henry School is on the trimester reporting system and teachers will provide written progress reports for each student. The first and third reporting periods include a scheduled parent-teacher conference. Discussion of a pupil'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.

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: Room Parents, 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.

PRINCIPAL'S NEWSLETTER

The monthly Principal's Newsletter is a primary means of communication. It is posted on the school website under the "Parents" tab. Please take time to read about our programs, activities, highlights, and other important information it contains.

ROOM PARENTS

Room parents are volunteers from each grade level class whose duties include planning, preparing, and supervising the seasonal parties. They may also assist on field trips when requested by the teacher.

VOLUNTEERS

Volunteers are an integral part of Henry. Parents, grandparents, and community members are encouraged to share their talents to enhance the school's program. A list of volunteer opportunities is sent home with each child to encourage participation. Some of these opportunities are available through PTO and include: book fair volunteers, community service committee, fundraising committee, hospitality committee, room parents, student recognition committee, and welcoming committee.

HOMEWORK + LEARNING OPPORTUNITIES

DAILY PLANNERS

Thanks to our PTO each student (in grades 1-5) will receive a planner at the beginning of the school year. 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 students will receive a special take-home folder from PTO.

HOMEWORK TIPS FOR PARENTS

- Designate a specific time for homework each evening.
- Guide the child to use homework time wisely by specifying that all homework must be completed during the allotted time.
- Expect the child to keep the daily planner. This helps the student organize his/her work and take home assignments needing to be completed. Review the assignments in the planner with the child on a daily basis.
- When your child indicates he/she has no homework, check the quality of the work completed and check the assignment notebook for the next day's assignments. Encouraging reading will help the child develop excellent literacy skills.
- When your child has completed all of the assignments or does not have any homework, encourage him/her to use the homework time for studying, reviewing, etc. (see list that follows).

SUGGESTED ACTIVITIES TO HELP DEVELOP LEARNING SKILLS

The following activities are a few things to do when there is no homework.

Primary Grades:

- Read to your child. Expand their knowledge base through experiences in books.
- Have your child read silently or to you.
- Review completed work sent home with your child.
- Review his/her basic math facts.
- Provide experiences for your child--visit the zoo, library, art museum, Magic House, Science Center, etc.
- Discuss current events.
- Write stories together--take dictation or have your child write their own words.
- Ask your child to share two positive things that happened in school each day.
- Have your child keep a journal.
- Help your child learn the meaning of more difficult words or words with similar prefixes, etc.

Intermediate Grades:

- Have your child read every day and discuss current events.
- Help your child study for tests in all subject areas.
- Review and practice basic math facts.
- Assist your child with long-range projects. Some examples are: written reports, posters, creative writing, science fair projects, research papers, picture book projects, social studies projects, etc.
- Review completed work sent home with your child.
- Minimize TV viewing. Encourage discussion of programs watched together.
- Provide experiences for your child--visit the zoo, art museum,, Science Center, etc.
- Encourage your child to write letters, stories, etc.
- Ask your child to share two positive things that happened in school each day.
- Have your child keep a journal.
- Help your child learn the meaning of more difficult words or words with similar prefixes, etc.