

Hanna Woods Elementary School



Student-Family Handbook 2022-2023

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Quick Reference

School Hours: 8:20 am - 3:15 pm

Office Hours: 7:30 am - 3:30 pm

Staff Hours: 8:00 am - 3:25 pm

720 Hanna Road

Manchester, MO 63021

Phone: 314-415-6300

Fax: 314-415-6318

Attendance: 314-415-6326

Principal: Dr. Melissa Schewe 314-415-6301

Assistant Principal: Dr. Andrea Sparkling 314-415-6303

Principal's Secretary: Ms. Katie Brooks 314-415-6302

School Secretary/Attendance: Mrs. Pam Stork 314-415-6304

Staff Secretary: Mrs. Erin Lohbeck 314-415-6306

Nurse: Mrs. Amy Declue 314-415-6310

Counselor: Mrs. Taryn Barry 314-415-6313

Counselor: Mrs. Valerie Hays 314-415-6308

PTO President: Renee Dudding reneedudding@gmail.com

PTO Treasurer: Jeff Ludwig jaludwig29@gmail.com

PTO Secretary: Emily Wartick emily.wartick@gmail.com

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

HannaWoods Facebook: <https://www.facebook.com/HannaWoods72/>

Hann Woods Twitter: @HannaWoods72

Hanna Woods Instagram: hannawoods72

School Colors: Blue and Yellow

School Mascot: Tiger

School Logo: Paw Print

2022-2023 School Mantra: "Growing Together"

THE PARKWAY SCHOOL DISTRICT'S MISSION



Project Parkway 2.0

MISSION:

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

VISION:

We succeed when each student and each graduate:

- transfers prior learning to new demands, in and out of school
- is fully prepared for future educational challenges
- is a creative, thoughtful, and effective problem solver
- is increasingly a self-directed, skilled, and persistent learner
- is a literate and critical consumer of information and ideas
- speaks articulately and listens effectively

- acts out of a strong sense of personal, social, and civic responsibility
- seeks to understand the views, values, and cultures of others
- works skillfully with others to achieve common goals
- pursues a personal direction based on individual talents and interests

LEARNING PRINCIPLES:

The conditions for optimal learning are observable in our classrooms and confirmed by educational research. As a learning institution, we want to ensure each student is successful in these areas:

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

COMMITMENTS

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

- value the uniqueness of students and believe in their ability to learn and succeed
- engage students in meaningful learning through a guaranteed, viable district curriculum that is rigorous and relevant
- ensure students experience respectful learning environments that are safe, welcoming and well-designed
- support the health, well-being, integrity and character development of students

- maintain a culture of accountability in which all departments, schools and programs collect and report relevant data on their progress toward Mission-driven goals
- develop and support strong professional communities that utilize data, knowledge, experience and research to improve practice and accomplish goals
- build positive relationships among students, families, staff and the broader community
- responsibly and efficiently allocate resources including finances, facilities, personnel and time
- cultivate the creativity and diversity of talents within all students
- recruit, employ, develop and retain an exceptional staff dedicated to representing Parkway's diverse community

HANNA WOODS ELEMENTARY SCHOOL MISSION

Our Mission:

To ensure all students are capable, curious, caring, and confident learners who understand and respond to the challenges of an ever-changing world.

Our Vision:

As a Hanna Woods community, we succeed when all members are leaders who demonstrate core values, problem solve, and work to achieve our goals.

Our Core Values:

Teamwork: Working together to achieve a shared goal.

Acceptance: Acknowledging, learning and respecting the differences among people.

Honesty: Being truthful with your words and actions, even when no one is watching.

Perseverance: Pushing through setbacks and failure especially when it is challenging.

Empathy: Imagining or connecting to someone else's feelings and showing kindness.

ARRIVAL AND DISMISSAL

Supervision of students begins at 8:00 am. Teachers are not on duty to supervise children before this time. Supervision for students arriving before school starts is available to all children through the Parkway-Rockwood Adventure Club program. To enroll in this fee-based program, please contact the Adventure Club office at 636-891-6675 or online at: <http://www.prcommunityed.org/adventureclub/parkway/Pages/default.aspx>

Children arriving late to school should be escorted into the building by an adult and signed in at the office. Please do not send your children into the building unsupervised.

Arrival

1. Drop-off begins at 8:00 am.
2. Car drop-off occurs at the front of the building. Pull in the main entrance and drive straight to the turnabout. Pull alongside the sidewalk and as far up as possible. Students should exit the car from the passenger side onto the sidewalk and enter the building through their grade-level assigned entrance. Staff will be outside and inside to help students find their rooms.
3. Please do not park in the bus lane.
4. Students who are not assigned to a bus, or those allowed to walk a short distance with their parent's permission, should stay on sidewalks or paths. Students should cross at the crosswalk and follow the instructions of the adult crossing guard.

Dismissal

1. Pick-up begins at 3:10 pm.
2. Car pick-up occurs at the front of the building. Pull in the main entrance and drive straight to the turnabout. We utilize both lanes of traffic for car pick-up during dismissal.
3. Please ensure that your Hanna Family Plaque is visible in your front window.
4. If you need to turn left out of Hanna's parking lot upon leaving, please get in the inner lane, closest to the parking spaces. If you need to turn right out of Hanna's parking lot upon leaving, please pull into the outer lane, closest to the building.

5. Adults will assist students with getting to their appropriate vehicle. An adult will direct traffic and hold all vehicles until those in the loading zone are loaded.
6. Buses will load in the back parking lot.
7. Walkers and riders will exit at Door #1 during dismissal. Walkers will be escorted out of the building by an adult. Those needing to use the crosswalk will be escorted to the north sidewalk and meet their family. Walkers should remain on the sidewalk and utilize the crosswalk to cross the street.
8. If students are having a friend come home with them after school, the guest student and the host student will each need to provide written permission, signed by their guardian, to the school office before **2:30 pm** on the day of the request.
9. All changes in dismissal should be communicated to the main office before **2:30 pm** to ensure the safe and accurate dismissal of all our students.

ATTENDANCE

Regular attendance is essential for student success. Punctuality and regular attendance are factors linked with a student's sense of belonging and overall academic achievement.

All Missouri children over six years of age and under seventeen years of age are required to be under school jurisdiction during the hours school is in session. The normal class load for elementary students is six hours of instruction per day. Exceptions can be made upon the approval of the principal, counselor, and parent. The school year is defined as the period of time from the opening of school in August to the close of the regular school term in May of the following calendar year. Pupils who are absent due to illness may be required to submit a doctor's statement. Pupils are required by law to attend school continuously until they have reached the age seventeen (17). Parents have the responsibility for their child's regular school attendance, the first step in achieving academic success.

In the event of a school absence, it is important that a guardian calls the school's Dial Safe line at 314-415-6326 and leave a message clearly stating their child's name, teacher, and reason for absence before 8:20 am on the day of the absence. This number is to an answering system that is available 24 hours a day. Hanna Woods uses the Dial Safe program, which means you will receive a call if your child is not at school and we have not heard from you. When a student is tardy, they must report to the office and obtain a late pass for their teacher. The student's guardian must come into the office to sign them into school. Attendance is monitored, and a letter will be sent home

when a child has accrued 5 absences and again after 10 absences. If a vacation is taken that exceeds 11 days, the student will be withdrawn from school. Contact may also be made with the district social worker regarding any student who has a history of being tardy or excessive absences. Questions regarding your child's attendance may be directed to the attendance secretary at 314-415-6404.

BALLOONS

Due to allergies and health concerns, latex balloons are not allowed inside the building. Mylar balloons should be utilized for any activity or celebration requiring balloons.

BEFORE AND AFTER SCHOOL CHILDCARE PROGRAM

Adventure Club is the before and after school childcare program offered at Hanna Woods. It is designed to provide students with a safe, well-supervised environment before and after school. The program operates Monday through Friday. The morning begins at 6:00 am, running until the start of the school day. The afternoon program begins at dismissal and runs until 6:00 pm. Registration is required, and drop-in services are not permitted. Registration can be completed online by going to the [Parkway-Rockwood Community Education site](#).

If school closes early for any unscheduled reason, the aftercare portion of the Adventure Club Program will be canceled as well. The school will follow the instructions you provided on school enrollment forms and Adventure Club early dismissal forms. Completion of these forms is a requirement to continue school-age childcare services. The district's automated phone service will inform you of the early dismissal. Such emergency announcements will also be made on radio and TV broadcasts. Please be sure that your child is aware of your family's emergency plans.

BEHAVIOR

The Parkway School District believes that each student is unique and has the potential for making positive contributions to society. Under this belief and in alignment with Parkway's Mission and Vision, staff and students work proactively to encourage and develop responsible student behavior through instruction and practice. As a result, Hanna Woods's students will develop

competencies in self-awareness, self-management, and self-advocacy skills. These skills equip and empower students to display respect and, when necessary, appropriately advocate for their rights and the rights of others through their actions. Our school-wide behavior plan is centered on our core values of respect, acceptance, honesty, grit, and integrity. Without exception and regardless of the school situation, it is expected that all Hanna Woods community members demonstrate our Hanna Values.

School-wide universals will be utilized to ensure predictability and structure for our students. Explicit expectations will be established in all spaces throughout a student's day and reviewed frequently.

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

Please read and become familiar with Parkway Policy JK, Student Discipline. You can find the policy by [clicking here](#) or on the Parkway School District website. A paper copy is available from the Hanna office upon request. Although the "Standards of Conduct" and the academic/behavior intervention plan defined in Policy JK, Student Discipline applies to all students, specific consequences for violations of these standards by students with disabilities will be determined in accordance with Policy JKF, Disciplining Students with Disabilities.

BICYCLES

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

1. Walk the bicycle across the school grounds.
2. Lock the bike to a bike rack in front of the school.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated at Hanna Woods in several ways. On or near students' birthdays, they announce their special day during the morning announcements and lead the school in the Pledge of Allegiance. They also receive a birthday sticker and pencil from the office. We honor a food-free

celebratory environment in accordance with Parkway's food policy, so we ask that food and treats are not brought to school to celebrate birthdays.

BREAKFAST

Breakfast is offered from 8:00-8:15 am. Students will eat their breakfast in the café and will be dismissed from the café once they are finished eating but no later than 8:18 am. Students arriving after 8:18 am and in need of breakfast will be allowed to bring their breakfast to the classroom and eat during class meeting time.

BUS TRANSPORTATION

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

- Obey the bus driver.
- Remain seated on the bus at all times.
- Keep hands, arms, head, and belongings inside the bus.
- Speak in level 1 voices.
- Profane or obscene gestures are unacceptable.
- Fighting, spitting, or throwing objects are prohibited.
- No destruction of property.

If students repeatedly struggle to meet the bus expectations, they may forgo the right to ride the bus.

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

The school requires the written permission from both the receiving and sending family for students to ride the bus home with a friend.

CHARACTER EDUCATION

Parkway provides a comprehensive character education environment for students. By focusing on shared commitments, character education helps

students become responsible, caring, and contributing citizens in an ever-changing world.

This work is so essential in Parkway that in 2016, we added an indispensable word to our mission statement - caring. Parkway's mission now states that "all students will become capable, curious, caring and confident learners who understand and respond to the challenges of an ever-changing world."

Our Hanna Values:

Teamwork

Acceptance

Honesty

Perseverance

Empathy

Tiger Training is a whole-staff morning meeting focused on character education. Tiger Trainings take place on Tuesdays from 8:20 - 8:40. Each Tiger Training meeting will be co-taught with a general education staff member as well as another Hanna Woods staff member. The weekly ROAR will highlight what was taught in the training with challenges for families to complete at home.

CIVILITY POLICY

To maintain a safe school environment, Parkway School District requires respectful and civil behavior on district property, in district-sponsored transportation, and at district-sponsored activities and events. All persons having business with the district including, but not limited to parents, board of education members, volunteers, visitors, and patrons, shall treat one another with civility, courtesy, and respect. Abusive conduct shall be prohibited.

Abusive conduct shall be defined as any physically or verbally threatening behaviors, either overtly or implicitly, and behaviors that are coercive, intimidating, violent, or harassing. This conduct can be verbal, nonverbal, or physical conduct directed toward a school employee that a reasonable person would determine is intended to cause intimidation, humiliation, or unwanted distress based on its severity, nature, and frequency of

occurrence. A single act does not constitute abusive conduct. [Click here](#) to read the policy in its entirety.

COMMUNICATION

Communication between school and home is of vital importance to the education of all students. The Weekly Roar is sent electronically on Sunday evenings. Information about Hanna Woods can also be accessed on [Hanna's Facebook](#), [Instagram](#), and [Twitter](#) pages and on our [webpage](#).

Classroom Communication

Classroom teachers distribute a weekly newsletter. This tool assists parents in understanding what curricular goals are established, keeps parents informed of the routines of the classroom and encourages parents to talk with their children about what is happening during the school day. This may include curricular units of study, information about special events, and/or highlighting school successes. Additionally, procedural information, requests for assistance, and changes in routines may be included.

Individual Communication With Staff

Many of our classroom teachers have multiple modes of communicating with families. Some of them utilize educational apps to send messages while others use text messaging. Your child's teacher will share with you how he or she will communicate with families. You can always reach a staff member by calling their direct classroom/office phone number or sending them an email. When adults are with students, calls will go to voicemail. If you have an important message that is timely, such as a change in dismissal procedures, please call the main office at 314-415-6300 to get the message to the teacher.

DISMISSING STUDENTS DURING SCHOOL HOURS

For students' safety and security, they must be dismissed through the office. To avoid disrupting your child's learning, we suggest appointments be made before or after school hours. If it is necessary to pick up your child from school before regular dismissal, please check in at the office to sign your child out, and a staff member will call your child from class. We ask that you send a note to the office in the morning if you know you will be picking up your child early. Please understand we **will not** accept a verbal message sent through a student. All group leaders (Boy Scouts, Girl Scouts, etc.) should not expect to pick up members of their group (including their children) until all buses have been called - no earlier than 3:15 pm. If the method in which

your child will go home changes, please inform the office. Changes in dismissal **cannot be received after 2:30 pm** to ensure the safe dismissal of our students.

DRESS

School clothing should be not only appropriate, functional, and comfortable, but also reflective of the student's attitude toward his/her primary job - learning. Tennis shoes are required each day for safety and comfort at recess and physical education classes. With the awareness that some of our students wear hats and headgear to comfort anxiety, address an illness, for religious purposes, etc., we permit baseball caps, scarves, and wraps in school. If caps become a distraction to the learning environment, teachers and staff members have the discretion to have the student remove his or her hat. For safety purposes, hoodies on coats and hoodies shall not be worn in the building. When a teacher judges that a child's clothing distracts them from learning, parents are contacted. Dressing in layers provides transition during seasonal changes. Boots, hats, and gloves are recommended for outside play in cold weather.

EMERGENCY SCHOOL CLOSING

Schools may close unexpectedly due to severe weather, power failure, heating problems, etc. You will be notified of school closings through our automated communication system, Parkway Connect. Such emergency announcements will also be made on radio and TV broadcasts. Please have an emergency dismissal plan on file with the school and rehearsed with your child, informing them of their emergency mode of transportation. Weather and other emergencies may not permit a child to wait for you at school until you can pick up your child. We must have up-to-date phone numbers for each guardian and emergency contact. We also need the name and phone number of your child's doctor and dentist. If any of this information changes, please update your Family Profile on Infinite Campus.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (EL)

EL is designed to help all eligible students reach academic proficiency at grade level. Missouri state criteria determine a student's EL eligibility.

Students spend as much time as possible immersed in their classroom, but students' language needs determine levels of support.

Enrollment in the Program

Students enrolled in the EL program receive additional support learning English. They participate in general education classes but may also spend a portion of the day in English classes. This type of immersion-based program allows students to advance as quickly as possible in English. The amount of time students spend in EL classes depends on their age and their current level of proficiency. Students are assigned to the program based on the results of the English language assessment given as students enroll in the district. The test provides information on a student's ability to read, write, speak, and comprehend English. Other criteria are taken into consideration when assigning students to the program.

Students eligible for EL services entering kindergarten generally attend their neighborhood school while students entering 1st-5th grades enroll in one of the EL center schools. Our EL center schools are Carman Trails, Craig, Green Trails, Hanna Woods, McKelvey, and Ross. Students in 6th-8th grades attend Central Middle or Northeast Middle, and those in 9th-12th grades attend Central High or North High. Transportation is provided for all students attending an EL center school outside of their neighborhood school boundaries.

Exit from the program

All students in the EL program are assessed annually to determine progress. Students will mainstream when annual test scores show proficiency at grade level and when they have demonstrated an ability to function in the general education classroom setting without the need for additional support from the EL specialist.

FOOD POLICY

Classrooms are food free except during teacher-designated snack time. Students can bring a snack for their consumption but may not share food. Students are encouraged to bring a healthy snack. Food may not be shared class-wide. This policy is to help protect our students from accidental exposure to allergens. Avoid the use of food in the curriculum. Birthday and holiday celebrations may not include food.

HOMEWORK

The Board of Education believes that learning is a lifelong process that takes

place in the classroom, the home, and the community. Therefore, homework is important as an integral part of the educational process. Properly designed homework helps students develop responsibility, independence, and time management skills. It creates interest on the part of the student in continuing the learning process after class hours and throughout life. It provides an important channel of communication between home and school.

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

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

- Practice assignments that help students master specific skills.
- Preparation assignments that enable students to gain maximum benefit from subsequent lessons.
- Extension assignments that determine a student's ability to transfer a new skill or concept to a new situation and require a degree of abstract thinking.
- Creative assignments that require students to integrate many skills and concepts in the process of producing a response.

Homework assignments should:

- Enhance and extend the classroom material and never be assigned as busy work or as punishment.
- Be clearly explained.
- Be appropriate to the ages, skill levels, and abilities of the students.
- Receive prompt evaluation or feedback.
- Be coordinated as much as reasonably possible so as not to overload students.
- Promote the development of student responsibility.

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

- Provide a quiet place with the necessary supplies.
- Set a time for doing the work.
- See that it is completed neatly and conscientiously.
- Help out when necessary, but don't take over.

- Be positive about school and homework.
- If you suspect a problem (no homework, too much, too little, or too difficult homework), contact the teacher.

HOMEWORK REQUEST - WHEN A STUDENT IS ILL

Homework may be requested if a student is ill for more than one day. Please request assignments directly from your child's teacher on the morning of the second day to allow teachers the opportunity to get them prepared and to the office by the end of the school day. Please pick up homework at the office after school or request it to be sent home with another student.

HOMEWORK REQUEST - WHEN A STUDENT IS OUT OF TOWN

There is no practical way for a child to make up for what happens at school during an extended absence. Therefore, please do not request a teacher to provide assignment packets for your child while on vacation. Every effort will be made to introduce missed material to your student upon returning to school. However, families are encouraged to plan vacations during non-school dates such as winter and spring breaks or over the summer as it is difficult to replicate the learning experiences that occur in the classroom.

IMMUNIZATIONS

Missouri requires specific immunizations for all students before the student attends school (MO State Rule, 19 C.S.R.20-28.010). Please see the school nurse for current immunization requirements or access them by [clicking here](#). Documentation from your child's health care provider that your child's immunizations comply with all required immunizations must be on file in the Health Room before your child attends school.

Medical or religious exceptions to the requirements are permitted when written notification of exemption is 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.

INCLEMENT WEATHER

If it becomes necessary to dismiss school early during the school day, parents will be notified via our automated communication system, Parkway

Connect. This information is also shared through local media, on the Parkway website, and through Parkway's social media pages (Facebook, Twitter, Instagram, etc.). You may also call 314-415-SNOW.

Please have an emergency dismissal plan on file with the school ([click here](#) for the form) and rehearsed with your child, informing them of the emergency mode of transportation. If school closes early for any unscheduled reason, the aftercare portion of the Adventure Club Program will also be canceled. The school will follow the instructions you provided on school enrollment forms and Adventure Club early dismissal forms.

LOST AND FOUND

Parents are asked to label their child's belongings (coats, gloves, boots, lunch boxes, etc.) to assist in returning items to students should they be misplaced. Lost and Found is located in the office area. Students are encouraged to look through the items in case they may have lost item. Charitable organizations receive all unclaimed belongings at the end of every semester.

LUNCH AND RECESS

Students have 20 minutes for lunch followed by 20 minutes of recess. Students can purchase lunch at school or bring their lunch from home. All school-purchased lunches are peanut free, and a peanut-free table is available in our cafeteria. To ensure safety and honor concerns regarding COVID-19, we are not welcoming visitors into our cafe at this time.

MEDICAL EMERGENCY

A registered nurse staffs the nurse's office at Hanna. Please communicate with the nurse all physical and medical conditions your child has, e.g., diabetes, asthma, hearing or vision problem, etc. If a child is seen by the nurse and cannot return to class, the nurse will contact a parent to pick up the student. Emergency care is provided if severe injury or illness occurs, and the parent, guardian, or designated emergency contact is notified. Multiple Hanna Woods staff members are trained and certified in adult and child CPR should the need occur.

MEDICATION AT SCHOOL

When medication is administered by the school nurse or other school personnel designed by the nurse, the medicine must be accompanied by a label affixed by a pharmacy or physician showing:

- the name of the child
- the dosage
- the schedule of administration
- what the prescription contains
- the date purchased
- the physician's name
- the parent/guardian's written request for the medication to be administered

In addition, a written request from one of the child's parents/guardians asking that the medicine be administered must be presented in each case. All medication is kept in a locked cabinet in the nurse's office. Any Over-The-Counter (OTC) medications (Tylenol, Ibuprofen, cough drops, topical ointments, cough syrups, etc.) must also be accompanied by a note from the child's health care provider stating the name of the child, name of the medicine, amount to be taken and when it is to be given. This request may be faxed to the school (314-415- 6309). It is against Parkway Policy for a student to transport medication.

When the above conditions are met, medication administration is limited to the school nurse or other school personnel designated by the nurse. The school nurse's direct office number is 314-415-6310.

MOSAICS

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

Hanna's part-time, certified MOSAICS educator teaches in the building Wednesday (half-day), Thursday, and Friday. This teacher works to strengthen the student's critical thinking skills while nurturing their creative abilities.

NON-DISCRIMINATION/ACCOMMODATION NOTICE

The Parkway School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs or activities. If an individual needs assistance to attend or participate in any school or District activity, please contact the staff member responsible for that event. Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law.

NUTRITION SERVICES

Our cafeteria offers breakfast and lunch daily. Students are assigned a personal identification number (PIN) to deposit money into their cafeteria "account" for purchasing meals and ala carte items. They will keep the same PIN throughout their tenure in Parkway. Deposits into your child's account may be made by cash or check using an envelope marked with the child's name, PIN number, and the amount of money to be credited to each child's account. **Please make checks payable to Parkway Nutrition Services**, seal the envelope and have your child place it in the deposit box inside the school near the main office or at the cafe. All deposits are collected daily. You can also make deposits directly and check your child's account by going to myschoolbucks.com.

If a student forgets their lunch or does not have money in their account, they may charge lunch that day. A maximum of three charges are allowed to an account. You may view current menus by visiting the [Parkway website](#).

PARENT-TEACHER ORGANIZATION

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

PARTIES

Hanna Woods holds two parties throughout the school year, a fall party and a spring party. The PTO sets the general party guidelines with volunteers

organizing and facilitating the parties. The party dates and times vary by school year. We honor a food-free celebratory environment in accordance with Parkway's food policy. No food or treats are allowed during party celebrations.

PARTY INVITATIONS

Distribution of party invitations is not encouraged at school. If they must be distributed at school, an invitation should be extended to each child in your classroom.

PERSONAL BELONGINGS

Electronics: Items that are distracting to the learning process or are expensive (i.e., CD players, iPods, electronic games, etc.) are not permitted at school. If your child needs to bring a cellphone to school, the phone must be turned off and remain in their backpack during school hours. If an adult needs to take a cellphone from a child who uses it without permission during the school day, a parent may be asked to retrieve the phone from the office.

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

PHYSICAL EDUCATION & HEALTH PROGRAM

Physical education is part of the school curriculum. Elementary physical education specialists teach our classes. Appropriate clothing is recommended, and 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 a 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.

PICTURES

Professional photographers take individual student pictures in the fall. These are available for purchase. The school yearbook is made available for sale in Spring.

READING INTERVENTION SERVICES

Certified reading intervention specialists provide literacy support for students throughout Hanna Woods. The reading interventionists work with small groups and individual children in a pullout model of instruction. Additionally, the reading specialist provides instructional and curriculum support to classroom teachers. Children are selected for reading support according to teacher recommendations and Parkway guidelines.

REPORTING TO GUARDIANS

The school year is divided into four reporting periods. Families receive a district-generated data report at the end of the 1st and 3rd quarters. Online access to your child's full progress report written by teachers is available following the 2nd and 4th quarters. Conferences are held during the fall. Reservations for conferences are online, and the link is shared a few weeks in advance of conference week. If you have questions or concerns before or after scheduled conferences, please reach out to your child's teacher to discuss the matter. New students may not receive a progress report depending on whether or not the classroom teacher has had the appropriate time to assess the student's progress.

SAFETY

The safety of our students and staff is our number one priority. To ensure your child's safety as they travel to and from school, please teach them to use the safest route to and from the bus stop. Stress the importance of crossing streets at intersections. Instruct your child not to accept anything from a stranger, never get into a stranger's car, or socialize with strangers. Children should be encouraged to report encounters with strangers immediately to the first trusted adult they encounter. Immediately notify the police of concerning encounters with strangers. Classroom instruction strengthens and supports these safety precautions. Homes identified as safe spaces are indicated throughout the neighborhood with a Block Home card in their window.

SCHOOL HOURS

School begins at 8:20 am. Students should not arrive before 8:00 am. Dismissal is at 3:10 pm. Please do not drop your child off before 8:00 am or pick them up after 3:15 pm as we do not have adult supervision for them.

Adventure Club is available at Hanna Woods before and after school. For information and the cost of Adventure Club, contact the office.

SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES

Students with disabilities have rights and safeguards under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and, when eligible, the Individuals with Disabilities Education Improvement Act (IDEA-2004). Students with disabilities are protected from discrimination and guaranteed a "free appropriate public education" (FAPE), which is defined by their Individualized Education Program (IEP) or, for Section 504, a §504 Plan. The rights of students with disabilities and the roles/responsibilities for Parkway and the Special School District (SSD) of St. Louis County are described in:

- Missouri Department of Elementary and Secondary Education's (DESE) *State Plan for Special Education* and IDEA-2004 *Procedural Safeguards for Children and Parents* brochure
- the SSD's Compliance Plan
- the St. Louis County *General Assurance Document*
- the U.S. General Education Provision Act (GEPA)
- Parkway's policies/guidelines and Section 504 rights handout.

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to review, request amendments to, and file complaints concerning personally identifiable information maintained on their child. Parents/guardians (or majority-age students) are to be provided with their procedural safeguards and written notification regarding the identification, evaluation, and/or placement of students with disabilities.

Children under Parkway's jurisdiction between the ages of three (3) and twenty-one (21) may be eligible for special education and related services. The SSD provides services to students diagnosed with one of the following educational disabilities: Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment and Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairments, Specific Learning Disabilities, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment/Blind, or Young Child with a Developmental Delay. Parkway provides accommodations and services to students with Section 504 disabilities who are not eligible under the IDEA.

The SSD offers special education and related services (e.g., physical and

occupational therapy, speech and/or language services, social work services, and counseling) for students. These include evaluation, screening, and special education services for students with educational disabilities attending non-public schools. For students with and without diagnosed educational disabilities, the districts offer Homebound Instruction (for home or hospital-bound students) and applied technology/vocational programming.

The districts are required to locate, evaluate, and identify children with disabilities under their jurisdiction, regardless of the severity of the disability, and assist the State with information and referral services in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program. This includes non-resident children attending private schools in Parkway, highly mobile children (i.e., migrant and families in transition), and children suspected of having a disability and in need of special education even though advancing from grade to grade. When staff have significant concerns about a student, they are to initiate the "problem solving" process and, when needed, refer the student to the school's Care Team. Parkway Care Teams initiate the disability identification process when appropriate. Parents/guardians who suspect a disability may initiate the disability "identification" process by making a request to school staff.

All students with disabilities are served in the least restrictive environment and attend their neighborhood Parkway schools unless determined otherwise. A student's IEP or §504 Team determines what placement, program, special education and related services, supplemental aids, adaptations, curriculum modifications, or other accommodations are required. The opportunity to participate in the Parkway curriculum, earn "regular" or "modified curriculum" credit, and obtain a high school diploma is available to all students.

Questions and requests for assistance, information, or this notice in another language should be directed to Parkway's Special Services Department at the Instructional Services Center (@ 314-415-5002) or the school's "special education administrative team" (Parkway administrator and SSD area coordinator).

SMOKING POLICY

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

STUDENT RECORDS

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

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 about the procedures for picking up your child from school, please contact the principal directly.

SUPPLIES

Parkway provides some of the items that are required for school. Families need to furnish certain things their student consumes (i.e., pencils, paper, erasers, scissors, and crayons). A list of these supplies is on Parkway and Hanna's websites. Children are responsible for the care of all supplies, books, and Chromebooks supplied for their use. The school will request payment for lost or damaged items.

TECHNOLOGY

The use of technology is integrated into many areas of the curriculum for all students. Each classroom has a class set of online student devices, a Smartboard, and a document camera. All students have one-to-one access to Chromebooks. Hanna Woods also utilizes digital cameras, video recorders, and other technological tools to enhance our students' learning experiences.

Each student is 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. Students in elementary school may only send and receive emails within the Parkway network. Students will not receive emails from anyone outside of the Parkway domain. Students may access their Google accounts from home

to extend their learning beyond school hours. All online activity (while 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 encouraged when children are online at home.

The district technology and internet usage policy can be found on the district website or by [clicking here](#). Students who do not follow district policy may be subject to disciplinary action by the school or District.

TELEPHONE USAGE

Students may use school telephones for emergency purposes. The staff will relay non-emergency messages to students. Cellphones are not allowed in classrooms. If you wish to have your child carry a cellphone to school, the phone must be turned off and left in their backpack during school hours.

VISITORS

The welcome mat is always out at Hanna Woods. Upon arrival, please report to the office to sign in and receive visitor identification for security purposes. You must have a driver's license to check in. If a parent would like to talk in person with a teacher, a request for an appointment can be arranged by contacting the teacher for a meeting when the class is not in session.

VOLUNTEERS

Hanna Woods has multiple opportunities for parents and other adults who are interested in helping at our school. Volunteers serve the children and staff in many ways, which include but are not limited to:

- Classroom Supporter
- Field Trips
- Help Team Assistant
- Library Assistant
- OASIS
- PTO

If you plan to attend a field trip with your child's class or volunteer to work with small groups of students during the school day, you will need to complete a district volunteer application which includes a background check. [Click here](#) to complete this application. **This process must be completed annually, and you must be approved before attending any field trips.** If you are interested in

further information about volunteering, please contact your child's teacher or the office.

WITHDRAWALS

Families who plan to move out of the community or transfer their child to another Parkway school should notify the Hanna School Secretary at (314-415-6304) as soon as plans are definite. This allows the school to prepare transfer information, check to see that all books and materials have been returned to the school, and notify the teachers of the student's departure. When changing school districts, a parent must sign a release of records form before any information can be mailed to the new school.