

# Wren Hollow Elementary School

## School Handbook

Wren Hollow Elementary  
655 Wren Avenue  
Ballwin, MO 63021

314-415-6850 Main  
314-415-6855 Attendance  
314-415-6862 Fax

Dr. Christa Warner, Principal  
Mr. Dan Bredenkoetter, Assistant Principal

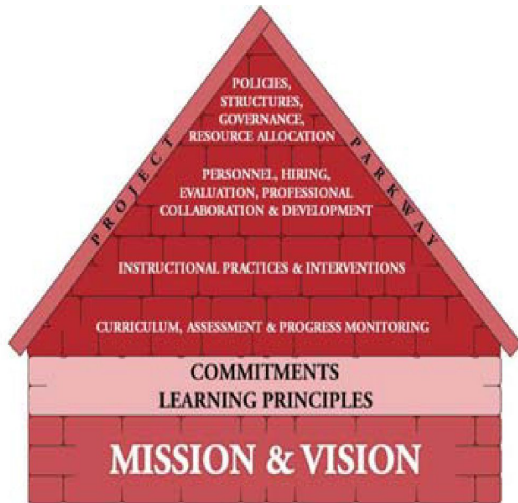


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*“Learning to Lead, Leading to Learn”*

Reviewed & Revised 8/2018

# Parkway School District



**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 graduate:

- transfers their prior learning to new demands, in and out of school
- is fully prepared for their next educational challenges
- is creative, thoughtful and effective problem solvers
- is increasingly self-directed, skilled and persistent as learners
- is literate and critical consumers of information and ideas
- is an articulate speaker and effective listener
- acts out of a strong sense of personal, social and civic responsibility
- always seeks to understand the views, values and cultures of others
- works skillfully with others to achieve common goals
- pursues a personal direction based on an understanding of their talents and interests

## **LEARNING PRINCIPLES**

The conditions under which optimal learning takes place are observable in our classrooms and confirmed by educational research. Therefore, as a learning institution, we commit to ensuring learners:

- understand the purpose and outcomes of their learning as well as the standards required for success
- transfer their learning to new situations beyond the classroom and school
- make meaning of content within helpful conceptual frameworks and multiple contexts
- use feedback to improve products, performances, key skills and transfer of learning
- self-assess and self-adjust their learning through reflection against rigorous goals
- construct new knowledge by building on prior knowledge and activating earlier ideas
- test ideas, take intellectual risks and learn from mistakes in pursuit of understanding
- experience learning challenges that match their abilities, needs and interests
- realize that the capacity to learn is not fixed; ability and understanding can always improve

## **COMMITMENTS**

To accomplish our mission, the Parkway School District will:

- 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 each student
- recruit, employ, develop and retain an exceptional staff dedicated to and representative of Parkway's diverse community

[www.parkwayschools.net/projectparkway](http://www.parkwayschools.net/projectparkway)

## Introduction

Our goal is for Wren Hollow to be a positive and safe learning environment for your child. This handbook is designed to explain to the policies and procedures at Wren Hollow Elementary School. Please keep this copy for reference during the school year. If you any have questions, please contact the school. This will also be available digitally online at <https://www.parkwayschools.net/wrenhollow>.

## Wren Hollow Fast Facts

Wren Hollow Elementary School is one of 18 Elementary Schools in the Parkway School District. Our school services over 400 students and focuses on relationships, respect, leadership and learning.

Wren Hollow first opened its doors in 1976 and is entering its 41<sup>st</sup> year serving the Ballwin/Manchester community. Throughout the years, Wren has focused on many different aspects of the child, while always maintaining a strong emphasis on learning. That emphasis continues today and is accompanied by character education through the Leader in Me Program. The Leader in Me and other Character Education structures ensure that students are meeting the expectation of working toward their fullest potential in both social and academic endeavors.

The main mission of Wren Hollow is learning, however, our students are provided countless opportunities and experiences that make Wren Hollow truly special. The sense of community that has been fostered and nurtured makes for a quality educational and relational experience for our staff, students and parents.

**School Colors:** Red, Blue, White

**Motto:** “Learning to Lead, Leading to Learn”

**Start and End Times:** 9:05 A.M. – 4:05 P.M.

**Building Open for Students:** 8:45 A.M.

**Website:** <https://www.parkwayschools.net/wrenhollow>

**Main Office Number:** 314-415-6850

**Attendance Reporting Line:** 314-415-6855

**Nurse’s Number:** 314-415-6860

**Parkway Transportation Office:** 314-415-8400

**Voluntary Transfer Student Transportation Office:** 314-721-8657

**Principal** Dr. Christa Warner 314-415-6851

**Assistant Principal** Mr. Dan Bredenkoetter 314-415-6853

## ADVENTURE CLUB

Adventure club is a before and after-school program made available through Parkway-Rockwood Community Ed. Services also include Late-Start Care and some Holiday Care. For more information on this please call Community Ed at 636-891-6675 or Register online at [www.prcommunityed.org](http://www.prcommunityed.org) When the school day has ended, Parkway's responsibility to provide a safe and secure environment for children in the care of Adventure Club continues. As a result, playgrounds *will not be available for public use until 6 p.m.* with the start of this school year.

## ARRIVAL/DISMISSAL

**Arrival:** *In order to ensure student safety and supervision, children are expected to arrive at school no earlier than twenty minutes before the start of school. (8:45 A.M.).*

It is very important that your child arrive on time to school to start their day of learning. However, if you arrive after 9:05 A.M., we do require parents to sign their child in at the office. In the morning, car riders should be dropped off on the West side parking lot. The front of the school is reserved for buses. Staff members are available to help your child out of the car on the side lot.

**Dismissal:** We will begin dismissal at 3:55 P.M. each day. The order for dismissal is as follows:

Day Care Vans, Adventure Club students, Walkers and Parent Pick Ups, then Bus Riders. Each grade level will be repeatedly called so students know when to go to the buses. If you are picking up your child, please proceed to the parent pick up area. Children that are picked up by parents will report to the West side door near the playground lot. *Please do not park in the front bus lane as it causes a dangerous situation with the mixture of cars and buses.*

## ATTENDANCE

*All Missouri children over six years of age and under sixteen years of age are required to be under school jurisdiction during the hours school is in session. The normal class load for elementary students is six hours of instruction per day. Exceptions can be made upon the approval of the principal, counselor and parent. The school year is defined as the period of time from the opening of school in August to the close of the regular school term in May of the following calendar year. Pupils who are absent due to illness may be required to submit a doctor's statement. Pupils are required by law to attend a school continuously until they have reached age sixteen (16). Parents have the responsibility for their child's regular school attendance, the first step in achieving academic success. Parents are responsible for notifying the school office of their child's absence. A phone call will be made to verify the absence on the day of the absence. If we are not notified the attendance secretary will contact the parent or guardian.*

Studies show that regular attendance and punctuality relate positively toward school achievement. Irregular attendance creates insecurity and stifles learning. If your child is absent, please report the absence by phone to the attendance line or main office. The attendance line is always available; however, if it is during the school day, please call our main office. Our main office is open from 8:00 a.m. to 4:30 p.m.

All Parkway Schools operate a Dial Safe program, which means we will call you if your child is not at school and we have not heard from you.

Attendance is tracked and contact will be made with the district social worker regarding any student that has a history of being tardy or excessive absences.

## **BEHAVIORAL EXPECTATIONS**

### *STUDENT STANDARDS OF CONDUCT*












All District personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on returning from school, during school-sponsored activities, or during intermission or recess periods. Violation of guidelines and policies will be administered according to the Parkway Policies.

In addition to the Parkway Discipline Policy, high standards of behavior are required of Wren Hollow students, for the safety and well-being of all. Wren Hollow is a Leader in Me school, with emphasis on four core values/practices, which will continually result in positive student behavior outcomes. Our core values matrix makes use of proactive measures, positive reinforcement, instructional strategies, and logical consequences. The expectations are, without exception, regardless of the school situation, that Wren Hollow students are: **Respectful, Responsible, Safe and Caring**. Individual classroom expectations will reflect our Core Value Expectations Matrix and may have additional, reasonable expectations, independent of our Core Values.

Below you will find general expectations along with a detailed matrix of expectations for each area within our building. The Core Values Matrix may also be found on our Wren Hollow website for reference.

#### General Wren Behavioral Expectations

- Follow directions and school policies
- Work quietly and productively
- Listen to instructions
- Use appropriate eye contact
- Complete assigned schoolwork
- Raise hand to be recognized
- Show effort
- Use appropriate language and tone of voice
- Voice level zero when others are speaking
- Use proper body language
- No threatening
- Respect others and property
- Keep hands and feet to yourself
- No physical harm to others
- Be kind and caring to others
- Solve problems peacefully
- No teasing
- Use good sportsmanship/teamwork
- Walk quietly in the building

WREN Values	All Settings	Classroom	Hallways	Cafeteria	Library	Assembly	Bathroom	Bus	Playground
<b>Respectful</b> 	-Follow adult/staff directions -Always be honest	-Careful listening -Raise your hand for help	-Hallway hands (by your side) -Hair Stare (eyes forward)	-Speak to students at your table (voice level 1-2) -Listen to all adults	-Voice level 0 while waiting for directions	-Voice level 0 -Eyes on speaker	-Be aware of others privacy 	-Voice Level (1-2) -respond positively to bus driver requests	-Take turns on equipment -Include others
<b>Responsible</b> 	-Keep school clean -Focus on being the best you	-Complete all assignments -Take charge of your learning	-Voice Level 0 -Take a direct route 	-Push in chair and clean up your area -2 minutes at voice level 0	-Return books on time -Sit down and wait for directions	-Stay seated (criss-cross applesauce) -Respond to give me 5	-Throw trash in trash can -Return to class promptly	-Sit in assigned area 	-Take care of recess equipment -Line up immediately (line order, voice level 0)
<b>Caring</b> 	-Use kind words -Work cooperatively	-Use your manners 	-Smile at others -Be mindful of personal space	-Give each person a chance to talk 	-Respect learning environment 	-Follow speaker's directions -applaud speaker when finished	-Wait your turn	-Keep bus clean -Include others in conversation	-Treat others the way you want to be treated
<b>Safe</b> 	-Keep hands feet and other objects to yourself -Use walking feet	-Use school supplies safely and correctly 	-Tight and to the right -Calm bodies and walking feet	-Eat only your food -Walk to your spot (line order) and sit (hair stare)	-Use walking feet -Keep the furniture in place	-Quiet calm bodies -Enter and exit with walking feet	-Wash hands with soap and water -Feet on the floor	-Walk into building -Back to back, seat to seat, feet to floor	-Stay on the blacktop or soccer field -Nature stays on the ground

Student behavior should seldom require attention from anyone but the classroom teacher. The administrators are notified if behavior should require additional assistance. The principal or assistant principal will discuss the situation with the child. A planned program of positive action will be used to help solve the problem. The school will notify the parents/guardians when a student's behavior is extreme and persistently requires an administrator's attention.

Please read and become familiar with Parkway Policy JK, Student Discipline, provided by the district and available for review [HERE](#). The district makes it available electronically and it can be accessed by going to Parkway's main website and clicking the tab labeled PARENTS. A dropdown menu will appear and you will need to click *Disciplinary Policies*. Keep a copy with this student handbook for future reference. Additional copies are available from the Wren Hollow office upon request. Although "Standards of

Conduct” and the academic/behavior intervention plan defined in Policy JK Student Discipline, apply to all students, specific consequences for violations of these standards by students with disabilities will be determined in accordance with Policy JK, Disciplining Students with Disabilities

## **BUS TRANSPORTATION**

The district provides transportation for students residing one-half mile or more from Wren Hollow School. Students must comply with the following regulations and responsibilities when riding the bus:

1. Listen to bus driver directions.
2. Remain seated on the bus at all times.
3. Keep hands, arms, head and belongings inside the bus.
4. Keep hands, feet, and objects to yourself.
5. Speak quietly at all times, using a voice level 1.
6. Use appropriate language.
7. Keep the bus clean.

Repeated negative behaviors may result in a bus suspension or loss of the right to ride the bus. **Your child is to ride on the assigned bus. Exceptions can be made with written parent consent, for special occasions. This consent should be given to the main office at the beginning of the school day.** Our office will assign a special bus pass for that day only. If a student should miss the bus, he/she may call home from the office.

## **CAFETERIA**

Our cafeteria offers a balanced hot lunch for a reasonable charge. Students use a personal identification number (PIN) to make deposits to their personal cafeteria accounts. As well, there is a locked lunch money box, available for dropping monies off. This is located in the main office. When sending money, please place it in a provided envelope and if you pay by check, make them payable to **Parkway Food Services**. All envelopes should have the students name and account number. Parkway also offers an Internet Deposit System. Information on this can be found on their website here at [Parkway Food Services](#)

Parkway publishes monthly menus that are available on the above webpage. Follow these for daily choices. Students who bring their lunch may buy a milk or juice. If a student forgets lunch or money, the student may charge lunch for that day. Students may not charge for more than three days without repaying the account.

## **COMMUNITY SCHOOL**

Wren Hollow is committed to the Community School Program and this building is used after regular school hours and during the summer by children and adults. Community School offers a wide variety of enrichment and recreational classes. We publish a bulletin with course offerings which is sent home with your child. Please direct any questions to the community school coordinator. Classes begin immediately after school dismisses. Parents are responsible for transportation home from these classes. You can also visit [Parkway/Rockwood Community Ed](#) for more information.

## **COMPUTER/CHROMEBOOK USE GUIDELINES**

Wren Hollow classrooms have chromebooks available for student use. In grades 2-5, there is one chromebook for each student in the class. K-1 has one for every two students in the classroom. At all times, under all conditions, every individual who makes use of any of the equipment is required to abide by the rules.

### ***General Expectations***

- An adult should be present when technology is being utilized.
- Work only on the machine to which you have been directed/given.
- Keep hands off of all others' equipment.
- Show respect for all individuals and their work.
- Handle all equipment with care and respect for property.
- Only go to assigned websites or complete tasks directed by your teacher.
- Maintain a high-level of digital citizenship and integrity.

### **CONFIDENTIALITY**

Wren Hollow respects the confidentiality of all students and families. Our staff members will not discuss or release information on students to parties other than their parent or guardian. This includes academic progress and scores, discipline incidents, and other sensitive information. Additionally this includes releasing the names or grades of students to other people.

### **DRESS**

School clothing should be appropriate, comfortable and functional. Most importantly, dress should be reflective of the student's attitude toward their job—learning. Under no circumstances should clothing distract from the learning environment. **Hats/caps and outerwear are not to be worn inside the school.** Please be sure to put your child's name on any outer garment (coat/hat) they wear to school. During recess and Physical Education students will spend time outside, please make sure they dress accordingly for the current weather. Students are also encouraged to wear tennis shoes in the fields and on the playground.

### **EMERGENCY SCHOOL CLOSING**

Due to unforeseen and unexpected weather, power failure, heating or building issues, schools may close or dismiss early. If we dismiss early, your child needs to know what to do if you are not home and have accurate numbers to contact you. Please discuss these situations with your child so they are prepared for these unexpected events and please make sure our office has your most up-to-date contact information.

In an event of a school closing, parents will be notified through an Alert Now message. If the whole district is closed, you can expect the announcement through the local media (specifically due to weather in the mornings) and you will receive a phone call, text and/or email from the district.

**SNOW SCHEDULES** - A snow schedule will be used in the event weather conditions do not warrant cancelling school, but are problematic enough to cause delays. This option gives students and staff additional time to arrive safely at school. If Parkway decides to use a SNOW SCHEDULE/Late Start Schedule, an announcement will be carried over TV stations between 6:00-9:00a.m. Additionally, you will receive a phone call from the district. Parkway's snow schedule will include a 2-hour delayed start using the same schedule as Parkway's monthly delayed start days. Wren Hollow start time for a SNOW SCHEDULE is **11:05-4:00**.

### **EXCUSING STUDENTS DURING SCHOOL HOURS**

Come directly to the office if it is necessary to pick up your child from school before regular dismissal, and we will call for your child. Teachers are instructed not to release a student unless authorized by the office. Please alert the office of the upcoming early dismissal with a note or phone call in the morning. It is important that children be released ***through the office only***. This is for your child's protection. **Please note:** In the event that someone other than the primary/secondary guardian is picking up the child, please



notify the office of the name and relation of this person and have them prepared to show ID to the front office staff.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) ANNUAL NOTIFICATION**

Please click [HERE](#) for FERPA information and annual notification. Other annual notifications and policies can be found [by clicking here](#) or under the Parents tab, by clicking 'Back to School' on Parkway's Main webpage.

## **FORGOTTEN MATERIALS**

If your child forgets to bring his/her belongings to school (lunches, violins, books etc.), you may bring them to the office for us to deliver. This limits classroom interruptions.

## **GIFTED AND TALENTED PROGRAM**

Parkway's Gifted Program (MOSAICS) is multifaceted. In keeping with state guidelines, the program's goal is to provide experiences that serve the needs of formally identified students and members of the school community (as the gifted and talented teacher's schedule provides.) Wren Hollow has a certified Gifted Specialist on staff that strengthens the students' higher order thinking skills while nurturing their creative abilities. This specialized instructor serves as a resource to classroom teachers to modify curriculum through compacting, acceleration and enrichment.

## **LIBRARY MEDIA CENTER**

Wren Hollow has an outstanding Library Media Center for students. It is utilized in various ways and serves as an area for Makerspace, creative and collaborative activities as well. The library is open daily for students and teachers to check out books, work on projects, and make general use of the library resources.

When books are checked out, they have a return date and may be renewed once. A total of three books can be checked out at any one time. We also have several check out dates during the summer time for you and your child(ren) to visit Wren Hollow and enjoy the books our library has to offer.

When a student has an overdue library book, they may not check out any other books, until the overdue book(s) is returned. While there are no fines charged for overdue books, it is the child's responsibility to pay for any lost or damaged books.

## **LOST AND FOUND**

As mentioned before, please put your child's name/initials on items brought to school. Our lost and found is located outside of the gymnasium doors (come through the front doors and make a left). Charitable organizations receive unclaimed belongings.

## **MONEY AT SCHOOL**

Students should only bring money to school for expenses related to the school day and expenses authorized by teachers and administrators.

## **NON-DISCRIMINATION/ACCOMMODATION NOTICE**

It is the policy of the Parkway School District not to discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs, activities or employment practices. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. **If anyone with a disability needs**

**accommodations to attend or participate in a school or District activity, please contact the staff member responsible for that event at least four (4) business days in advance.** Questions, concerns, or requests for information/assistance can also be directed to the designated District coordinator for each applicable federal law.

### **PARENT-TEACHER CONFERENCES/GRADE CARD**

The school year is divided into three reporting periods. Parents receive Student Progress Reports after the completing of each trimester. Parent-teacher conferences are at the end of the first and second trimester. We will send a sign-up genius link to sign-up for conference times. If additional conferences are needed, please contact the teacher.

### **PERSONAL BELONGINGS**

Students should not bring personal belongings, toys or electronic devices to school during the school. These can impede the learning process and Wren Hollow will not be responsible for any lost items while at school. If you feel that your child needs to bring their cell phone to school, we completely understand. Please understand that all phones will remain off and zipped in their book bag during school hours. Wren Hollow will not be held responsible if a phone is lost or stolen. If your child is found with the phone out or in use during the school day, it will be taken by an adult and the privilege of bringing it to school could be removed.

### **PHYSICAL EDUCATION**

Physical Education is an integral part of the curriculum at Wren Hollow. Students will participate in their regular clothes. We encourage loose, athletic clothing for freedom of movement. For safety reasons, students must wear tennis shoes during physical education class. Students must present written consent from a parent or physician for extended (more than a day) excusal from physical education class.

### **PLAYGROUND**

Playground supervision is provided by selected staff members, teacher assistants, counselors and the principal or assistant principal. During outside recess, children are not allowed back in the building without the permission of the teacher. All parents are requested to encourage children to wear clothing that is suited for the weather.

*On the playground children will:*

- \* Walk to and from the blacktop using the sidewalk, not cutting across the grass
- \* Stay on the playground area, in sight of the supervisor, and not go into the streets, parking lot
- \* Refrain from throwing mud, dirt, stones, snow and/or ice. Use kind words and show respect to peers and adults. Keep hands and feet to yourself
- \* Refrain from eating on the playground
- \* Share equipment and make sure that all equipment is placed back where it belongs
- \* Refrain from playing tackling games, chase, and tag
- \* Refrain from standing on the parallel bars, horizontal bars or monkey bars
- \* Report any damaged or dangerous equipment to the supervisor
- \* Do not bring toys (fidgets, pokemon cards, etc.)
- \* Do not bring sleds, skates, skateboards, balls, or other outdoor equipment
- \* Line up when the whistle blows, according to class and follow the supervisor quietly inside

### **Safety Rules for Using Swings**

- \* One person at a time on each swing
- \* Stay seated at all times - no standing or jumping off

- \* Do not swing from side to side, twist the swings, or throw over top bar
- \* No running through swing area

### **Safety Rules for the Slide**

- \* One person at a time on the slide
- \* Going up slides or pushing others on slide is not permitted
- \* Use proper sliding method - feet first, and on your seat
- \* Go down the slide only after the person in front of you is off

### **PRINCIPAL'S UPDATE**

Regular updates will be sent home to inform parents and guardians of school functions. This update will be sent via the Blackboard Connect program. Please make sure that your information, including email and phone number, are updated and current on your Parent Portal. If you would like a paper copy, please let the office staff know.

### **PTO**

Our PTO is always looking for members of the community to volunteer, help and serve in various roles. We will also hold community meetings on various topics of community need and want. If you are interested in getting more involved in the Wren Hollow community through our PTO, please visit their webpage (via Wren Hollow's main page) [HERE](#). Contact information can be found under "Meet the Board".

### **REGISTRATION**

Registration to attend Wren Hollow Elementary takes place at the Instructional Services Center (ISC) **12657 Fee Fee Road, Creve Coeur 63146.**

Parkway's Registration Hotline number is **(314) 415-9900.**

Documents Needed for Enrollment:

- **Birth Certificate issued by Bureau of Vital Statistics** (Baptismal/hospital certificate **not** acceptable.)
- **Immunization Records**
- **Custody Papers.** A copy of the section of the dissolution decree (not the petition), which stipulates custody in cases of parent divorce.
- **Individual Education Plan and Evaluation (IEP) and/or Section 504 Accommodation Plan (IAP) and Evaluation** (if student has a disability)
- **Previous School Information:** name, phone number, address, contact
- **Two Proofs of Parent/Guardian's Residency.** These documents should contain parent/guardian's name and address.
  - Deed/sales contract of residence, current real estate tax receipt, mortgage statement or contract to lease/rent **and**
  - One other proof of residency such as: current unpaid utility bill, credit card statement, employer's record of address, bank statement, or governmental acknowledgment of address (i.e., Social Security, welfare, voter registration, etc.).

### **RECESS**

Recess is an important part of the day at Wren Hollow. We believe that this free time to play, socialize and engage in activity is integral to whole-child development. Recess will normally be outside if weather

permitting. As with Physical Education, please make sure that your child is wearing appropriate attire for the current weather.

### **INDOOR RECESS**

Indoor recess will occur when the weather or outdoor conditions are unfavorable. Children will remain inside their assigned classroom for indoor recess. There will be activities provided for students to maintain engagement, have fun and remain quiet (as instruction continues in neighboring pods).

### **SCHOOL NURSE INFORMATION**

Please communicate with the nurse if your child has any physical or medical condition. These could be as follows, but not limited to—diabetes, asthma, hearing or vision concerns, etc. Also, keep the nurse and office staff informed of any changes in medication or conditions that arise throughout the school year. If a child is seen by the nurse and is not able to return to class, the school will contact the parents to pick up the student. In the event of a medical emergency, your child will be cared for by the nurse until emergency responders arrive. Additional staff members are trained and certified in adult and child CPR should the need occur.

### **RETURNING TO SCHOOL AFTER AN ILLNESS**

The school nurse and staff expect that your child will return to school, only after their temperature has been normal for at least 24 hours following an illness. If a student's absence is extended, please provide a doctor's note for the nurse's reference.

### **MEDICATION IN NURSE'S OFFICE**

Medicine administered by the school must be accompanied by **all** of the following:

1. A label affixed by a pharmacy or physician showing the child's name, the dosage, and the schedule of administration
2. What the prescription contains
3. The date purchased
4. The physician's name
5. The guardian's written request for the medication to be administered.

When the above conditions are met, the administration of the medication is limited to the school nurse (or trained staff member). All medication is kept in a locked cabinet in the nurse's office. Over-the-counter medication for administration must be in the original container and accompanied by a written consent from the doctor and the guardian. The school nurse's direct office number is 314-415-6860.

### **SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES**

The Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973, protects students with disabilities. The Student's Individualized Education Program (IEP) or similar document defines those students entitled to a "free appropriate public education." Several documents are available at the Parkway Administrative Center explaining the rights of students with disabilities and the responsibilities of Parkway and the Special School District (SSD) of St. Louis County. These include the SSD's Compliance Plan, the county-wide General Assurance Document, the DESE (Missouri Department of Elementary and Secondary Education) Procedural Safeguards for Children and Parents brochure, and Parkway policies. Copies of the DESE brochure are available at school. Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to inspect, review, request amendment of, and file complaints concerning personally identifiable information maintained on their children.

All individuals from 3 to 21 years of age residing in St. Louis County, as well as St. Louis City residents attending Parkway schools, are eligible for special education services offered by SSD if they are diagnosed with educational disabilities. The SSD provides special education services to students diagnosed with any one of the following educational disabilities: learning disabilities, speech/language disorders, mental retardation, emotionally disturbed, physical/other health-impairment, hearing impaired, visual-impaired, deaf/blind, multi-handicapped, autism, traumatic brain injury, or early childhood special education.

The SSD offers a variety of programs and related services for preschool and school age children, most of who are served in Parkway facilities. The SSD also provides audio logical and special education evaluation, hearing and speech/language screening services, Special Non-Public Access Program (SNAP) for special education services to students with educational disabilities attending private/parochial school, and Homebound Instruction for home-or hospital-bound students (both with and without disabilities). The SSD also offers a variety of adult education and “transitional” programs, while the Career Education District offers applied technology/vocational programming.

Staff, parents, or anyone else who has significant educational concerns about a student or believes an individual may have a disability can initiate the special education and/or Section 504 identification process. When there are educational concerns about a student, the school is to begin considering and implementing intervention strategies. If the educational concerns about a student are not resolved or a parent requests a special education referral/evaluation, the staff is to document any concerns and interventions. The school’s Building Level Team, which includes a representative of the SSD, then determines if an evaluation is warranted or not. Parents are notified in writing of the decision, the reasons for it, and their rights. Appeals of any disability-related decisions should be submitted in writing to the SSD and/or Parkway Superintendent of Schools.

### **SMOKING POLICY**

Parkway School District *prohibits* smoking inside our building or anywhere on the outer premises.

### **STUDENT RECORDS**

Parents may inspect and review their child’s education/health records upon request. Submit to the principal a written request identifying the record(s) you would like to review. The principal or other appropriate school administrator arranges access.

Likewise, Parkway School District discloses information from a student’s education/health records only with the written consent of the parent and/or eligible student.

### **TEXTBOOKS AND SUPPLIES**

The district provides textbooks and the major supplies required for learning. Children are responsible for the care of all books, materials, and furniture supplied for their use. The school requests payment for lost or damaged items. Check the grade level or class supply list found on the website and in the office or class. Parents need to furnish certain items that are consumed by the students (i.e. – pencils, paper, erasers, scissors and crayons).

### **TREATS**

Children have the opportunity to celebrate their birthdays with their class. ***Board policy does not allow for any type of birthday/party treats.*** Parties and birthdays can be celebrated with non-food items. This is a

student safety issue in response to the high occurrence of allergy-related emergencies. We appreciate your patience and support as we implement this policy.

### **UPDATES/CONNECT**

- Please visit us on [Twitter \(click here\)](#) for updates, pictures and other news. (Twitter: @wrenhollow)
- You may also find your child's teacher and others staff members through our staff directory [here](#).
- We also work very hard to keep our calendar up to date. It can be found [here](#). Please notify the office staff if you have any questions.

### **USE OF TELEPHONES**

Each classroom is equipped with a telephone. If your child needs to contact you, he/she will use the phone with teacher permission. If you need to contact your child, you may leave a voicemail on the teacher's line or call the office to be sure that the message is delivered.

### **VISITING SCHOOL**

Parents are encouraged to visit school at any time. All visitors must first check in at the office for security purposes. Children from other schools may not visit the classroom due to liability issues.

### **VOLUNTEERS**

In our efforts to educate all children, the help of volunteers is greatly appreciated. When you are in the building and working in any capacity, we ask that you wear your volunteer badge found in the office.

### **WITHDRAWAL AND TRANSFER**

Please notify the office as soon as possible prior to a move from the community or transfer to another Parkway school. We can then prepare transfer information enabling the new school to place your child in the proper program. Wren Hollow sends additional records to the new school after receipt of their written request. It is especially important that parents sign a "Release of Records" form and return all Wren Hollow books and materials prior to departing.

### **WORKING TOGETHER**

Parents, children and Wren Hollow staff, working together, create an unbeatable team for providing a superior educational program. Each child is considered a unique and extraordinary person, developing into a mature adult. Let us work side-by-side, with respect for each other, for our children as they grow and mature. Thank you!



