

Parent to Parent: Top 10 Things you Should Know as a Hanawalt Parent

*Translation services are available. Call 242-8324 or contact Meredith Bell at Hanawalt.

1. Hanawalt Elementary School Office Hours & Contact Information

Office Hours (school year): 7:45am – 3:15pm

Office Hours (summer): 8:00am – 2:30pm

Office phone: 515-242-8411

Mrs. Hutton, Office Manager, deborah.hutton@dmschools.org

When calling Hanawalt, typically Mrs. Hutton or Ms. Willet, the school nurse, answers the phones. Please call the office before 8:00am if your child is going to be late or absent that day. Also, for proper documentation in the DMPS attendance database, please provide the reason for the absence. You may also email Mrs. Hutton at deborah.hutton@dmschools.org.

All doors of the school are locked for the majority of the day. For entrance, please ring the “doorbell,” on the right hand side, just inside the main north entrance, to be buzzed in by office staff.

Never hesitate to contact school with any questions. Ms. Schofield, Hanawalt Principal, or PTA President and President-Elect, Heather Welch Puri and Jill DeLancey, are happy to help you. Their contact information is provided at the end of this document.

2. School Hours, Arrival & Pick-Up

School Hours:

Monday, Tuesday, Thursday & Friday - 8:15am - 3:00pm

Wednesday Early-Out Dismissal - 8:15am - 1:30pm

Morning Arrival & Drop Off: Parents of children who do not ride a bus are encouraged to drop students off as close to 8:05am as possible. All traffic flows east on Robertson Drive in the morning during Drop Off. Students are not to arrive at school prior to 7:50am unless there is an organized event planned by the staff or PTA. If they arrive between 7:50am and 8:05am, K-1st students will be instructed to go to the Library, 2nd grade to the Art Room, 3rd grade to the Music Room, and 4th-5th grade to the Gym to silently read books. All students eating breakfast at school in the morning will eat in the cafeteria. At 8:05am, the first bell rings and students may proceed to their lockers and classrooms.

Parents of children not riding a bus are encouraged to enter Robertson Drive from 56th Street and utilize the assistance of the parent volunteers on “Parent Patrol” to help their children exit cars. **FOR THE SAFETY OF STUDENTS, please DO NOT PASS to the left of the car drop-off line.** Also, please have your child(ren) exit your vehicle on the side closest to the school/curb, not the side of your vehicle that exits into the middle of Robertson Drive. Parents who wish to walk their child into school are asked to park on either 56th St. or along Robertson Drive just east of the parking lot.

8:15am: The final bell rings. Student participate in the National Anthem and Pledge of Allegiance. Student announcements are made. Any student not in their classroom at this time is considered tardy.

Afternoon Dismissal: New Student Pick-Up Procedures

All traffic flows east on Robertson Drive in the afternoon during Pick-Up. There is no longer any parking in front of Hanawalt at the end of the school day.

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Tips for Picking up Car Riders (students dismissed from classrooms to the gymnasium, where they wait for car pick-up)

- The pick-up line begins in the parking lot near the playground blacktop, as designated by the orange cones.
- As you join the pick-up line, pull forward so you are close to the car in front of you.
- Stay aware without distractions during the pick-up line to avoid unnecessary delays.
- Be sure to leave the crosswalk open as you enter the parking lot.
- If you are in line on 56th Street before the line starts moving at 3:00 pm, pay attention to drive-ways and try to not block them completely.
- You will receive a pick-up sign with your student's name and grade level. This sign should be visibly displayed on the driver's side windshield/dashboard. Your student's sign only needs to be placed in your window while you are in line. Store it somewhere in your car when not in the pick-up line.
- If your child needs extra time to buckle in, you can always pull forward and assist them before leaving the parking lot. This will give you extra time and still allow the next group to load.
- Please do not attempt to pass any vehicle in the parking lot, and please turn right (east) onto Robertson when exiting the parking lot. Robertson should be a temporary one way street going east at dismissal.
- There is no longer parking in front of the school on Robertson at dismissal. If you need to park, park either south of the stop sign on 56th Street or east of the parking lot on Roberston.

Tips for those Parents Parking and Walking up to School to meet Students

- Park either south of the stop sign on 56th Street (south of Hanawalt) or east of the parking lot on Roberston.
- Try not to park on 56th Street between Grand Ave and Robertson, as this is where the car rider pick-up line is and you will likely get boxed into your parking spot.
- If you park on 56th Street, DO NOT attempt to turn around on 56th Street and head back toward Grand. Continue south of Hanawalt on 56th Street and take the first right onto SW 58th Drive, which loops back up to Grand Ave.
- DO NOT pass to the left of the car rider pick-up line.

3. How does DMPS & Hanawalt communicate with families?

Your teacher will communicate with you directly regarding happenings in your child's classroom. School-wide announcements may be distributed in the following ways.

a. Infinite Campus Portal. If you do not have a login to Infinite Campus or want to make sure the email registered is correct, please talk to Office Manager, Deb Hutton. Emails are delivered to you through "Infinite Campus Portal" from Hanawalt and DMPS and will go directly to your Inbox. If you have not received emails yet from Hanawalt, you are missing them. There is also an Infinite Campus application that you can download for a smartphone. Important messages/emergencies (i.e., school closing due to inclement weather, etc.) are communicated through Infinite Campus. Shorter text messages may be used for emergencies, so please be sure to sign the Parent Text Messaging Approval form, also available with Deb Hutton, in order to receive these types of messages.

b. Newsletters and flyers go home in backpacks. Wednesday is the typical distribution day, but time-sensitive information may be sent home on other days as well. Please check your child's backpack on a daily basis for pertinent information.

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c. Sign Up Genius, www.signupgenius.com. Many teachers will ask for volunteers or supplies via this online sign up. Once the school year gets going, please look in your Junk Mail to ensure you are not missing Sign Up Genius email invites.

d. Websites. hanawalt.dmschools.org (school website) & www.hanawaltcommunity.com (PTA website). The websites have the current school calendar, information on special events and PTA programs. From the PTA website, you can link to Sign-Up Genius to view all volunteer opportunities. The Hanawalt PTA also has a Facebook account; for this, you will need to "Friend" the PTA on Facebook at "Hanawalt PTA".

e. "The Squawk." Ms. Schofield provides lots of great information and frequently updates her blog, "The Squawk." Hanawalt.blogspot.com

f. Twitter. "Follow" Ms. Schofield as well as your child(ren)'s classroom teacher on Twitter.

4. Adding money to your child's Breakfast/Lunch Account.

You have two options:

- 1) Log on to www.schoolpaymentsolutions.com. (Your child's student ID number is required. You may obtain this from the Food Service Dept. by calling 242-7636); or
- 2) Send a check to school with your child to give to food service staff in the cafeteria.

5. Student Pictures and Yearbooks.

There are two Picture Days – one in the fall and one in the spring. The fall photos are the "official" school photos. Spring photos are more casual. Hanawalt has an agreement with Lifetouch for two photo sessions in exchange for the donation of planners for 3rd, 4th and 5th graders and subsidies on the school yearbook (available at the end of the school year). Students are not required to participate in either photo shoot. You may wish to at least have pictures taken in the fall, even if you do not purchase them, so your student(s) will be included in their class composite, which is provided free of charge to every student.

6. Before School & After School Care, Metro Kids.

This is by registration only. For more information, call Metro Kids Care at 242-7951 or email Hanawalt's Metro Care through Susan Keyt at susan.keyt@dmschools.org.

7. What is PTA (Parent Teacher Association)?

An inclusive organization, the Hanawalt PTA strives to actively assist and support the education of the whole child through collaboration with parents, staff, and the community. Official membership is not necessary to participate. All Hanawalt students benefit regardless of their parent's membership or involvement. All activities are focused on fostering a sense of community. You or a member of your family can volunteer for any PTA committee or sponsored event. There is something for everyone and best of all, all our children thrive because of these great efforts. A few of the programs the PTA coordinated in past years:

- a. During the 2015-16 school year, the Hanawalt PTA held various fundraising events to help provide for enhancement to the school's curriculum and ongoing expenses to support student learning. In prior school years, fundraising activities supported the construction of the new track and new laptops for the computer lab.
- b. PTA paid for each grade level to take two or three field trips.
- c. PTA financially supports Hanawalt's annual A Day in the Arts each spring.
- d. PTA sells school supply kits for the first day of school and creates and sells Hanawalt Spirit Wear.
- e. PTA hosted a free Block Party in the fall and a free family Movie Night and small auction in the winter.

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f. Through Helping Hands, PTA provides help to Hanawalt families in need during the holidays and throughout the year.

8. How can we give to Hanawalt and our community with our everyday purchases?

a. Box Tops for Education. Box tops may be dropped-off in the Box Tops for Education box in the office, or in the colorful PTA mailbox outside the Music Room. In 2011, we collected over \$1,000 from box tops to help support classroom field trips.

b. (Soda) Pop Tabs. Hanawalt Girl Scouts collect pop tabs for the Ronald McDonald House. Pop tabs should be deposited into the large, see-through container outside of the Office.

9. How to I contact other families at Hanawalt?

Each fall, the Hanawalt PTA produces an All-School Directory. If you have chosen in your registration forms to release your child's contact information, it will be included in the directory. Flyers and emails will be sent home in the fall with more information.

10. How can I volunteer at Hanawalt?

As the Des Moines Public Schools continues to strengthen policies regarding student safety, Hanawalt is required to have all families and community members who volunteer with students to complete an electronic volunteer application. This application can be accessed through the Hanawalt Elementary homepage, hanawalt.dmschools.org under the "Resources" tab. Any questions can be directed to Dianna Thompson, Hanawalt's Volunteer Coordinator, dianna.thompson@dmschools.org.

There are many volunteer opportunities at Hanawalt! You can contact your student's individual teacher for classroom volunteer opportunities, or Ms. Schofield or the PTA to volunteer on one of the PTA's many committees or at a PTA-sponsored event.

You are not alone! Sending your child off to school, especially for the first time brings about a range of emotions. Please always remember our open door policy. If at any time you have any questions or concerns, or simply want to discuss your child's experience at Hanawalt, feel free to contact us at your convenience.

Contact Information:

Main office: 515-242-8411

Ms. Schofield, Hanawalt Principal, and Mrs. Hutton, Hanawalt Office Manager
kelly.schofield@dmschools.org / deborah.hutton@dmschools.org

Mrs. Mireles, Counselor and Co-Dean of Students, and Mr. Lovell, Co-Dean of Students
judi.mireles@dmschools.org / eric.lovell@dmschools.org

Heather Welch Puri and Jill DeLancey, PTA President and President-Elect
hwelch7@yahoo.com / jill.delancey@gmail.com

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