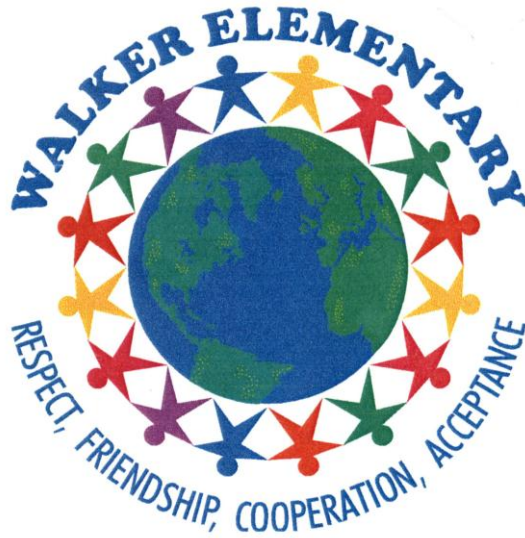


Walker Elementary School

Parent/Student Handbook



“Every Student A Reader And Writer”

School District of West Allis-West Milwaukee, et al.

Walker Elementary School
900 S. 119th Street
West Allis, WI 53214
(414) 604-4700

<http://www.wawm.k12.wi.us/walker>

W.A.W.M. District Mission Statement
School District of West Allis-West Milwaukee, et al.

The mission of the School District of West Allis-West Milwaukee, et al, in partnership with family and community, is to provide challenging curriculum and engaging instruction so that every student may attain academic success.

The School District of West Allis-West Milwaukee, et al, provides a learning environment where all students will achieve academic excellence in schools in which teachers are involved in continuous professional development so that they can provide exciting, relevant instruction in a school setting that fosters respect, integrity and character.

Beliefs:

Student achievement is the primary responsibility of the district.

Instruction must be delivered to reflect that learning occurs in different ways and at different rates.

Learning is the shared responsibility of students, staff, family and community.

A positive, supportive environment contributes to an individual's success.

Respect for diversity is essential.

Every student is entitled to a safe and secure learning environment.

Each student is entitled to an equitable education that maximizes his/her potential.

On-going professional development and staff collaboration are vital to student success.

Pupil Nondiscrimination Policy

The School District of West Allis-West Milwaukee, et al. is committed to equal educational opportunity for all students. It is district policy of the School District of West-Allis-West Milwaukee, pursuant to s. 118.13, Wisconsin Statutes, and PI 9, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil services, recreational, or other programs activity. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Federal Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution is available, however, to address allegations of violations of the policy in the School District of West-Allis-West Milwaukee, et al.

Any questions concerning this policy should be directed to:

Superintendent of Schools
School District of West Allis-West Milwaukee, et al.
1205 S. 70th Street
West Allis, WI 53214

Welcome to Walker School!

Dear Parents:

At Walker, we realize that teaching your child is a privilege, as well as a tremendous responsibility. We will do our best this year to ensure that each student has a motivating and safe learning experience. However, we cannot do this alone: we need to be partners in this process.

This handbook includes some information that may help answer some of your questions about our procedures, and expectations. Please read through the handbook and familiarize yourself with the contents to help your child understand the guidelines that keep our school running smoothly.

I'm looking forward to becoming acquainted with each child and family. Please feel free to contact me with questions or concerns. I can be reached at 604-4711 or fisct@wawm.k12.wi.us.

I know with your help we are going to have great year!

Sincerely,

Tracy Fischer-Tubbs

Tracy Fischer-Tubbs
Walker Principal



Mission Statement



AT WALKER SCHOOL...

We believe everyone is a learner. Shared leadership and collaboration in a safe and respectful environment embody the student-centered spirit of our school. The Rigor of high academic standards, the Relevance of 21st century learning, and the Relationship between students, staff and community result in the success of every student.

Instructional Framework

Purpose: The Walker Elementary School Community believes that all students in all grades can perform at high levels. This means that students will be engaged in real world projects where they:

- ✓ apply high level conceptual knowledge
- ✓ are accomplished readers and writers
- ✓ utilize technical and thinking skills as tools for research
- ✓ can communicate their views and findings with supporting data

We expect our students to develop an understanding of social responsibility and ethical leadership. These acquired skills will enable Walker students to be knowledgeable of social issues, work with diverse groups of people and engage in community learning projects. Our students will learn to use technology responsibly, capably and daily across content areas and instructional settings.

Walker's instructional framework is centered on a core set of beliefs that focus on each student's mastery of clear, high performance standards. We believe that learners need to be engaged, active and thoughtful students who can learn, love to learn, and learn for a variety of purposes. Our students work independently and in teams. They are able to communicate the ways in which they acquire, synthesize and make sense of new information.

Consistent with these beliefs and expectations, Walker staff implements an instructional program that accommodates the learning styles of all students, supporting each student's personal development while promoting independent strategic learning. These goals are embedded in a curriculum context that integrates assessment activities as a pathway for ensuring success for all students learning, supporting continuous improvement of our instructional program and framing leadership activities.

We believe in:

- ✓ **Children first**-Children are the key to our instructional program. The focus is on what our children are able to do, can learn to do and how they do it.
- ✓ **Developmental learning**-All children go through the same broad general patterns of learning, yet children acquire information in unique ways and at different times.
- ✓ **High expectations**-Children strive to reach challenging goals within supportive environments. We promote 'rigorous' learning, believe that learning is hard work and offer invitation to all to begin the journey.
- ✓ **Collaboration**-Children who are actively involved in purposeful, real world activities learn much from interacting with others. This interaction increases the rate and depth of understanding they can demonstrate about information and their learning process.
- ✓ **Equity**-All children are included in our learning community. We believe all children should receive equal opportunities to learn and meet high expectations for performance.

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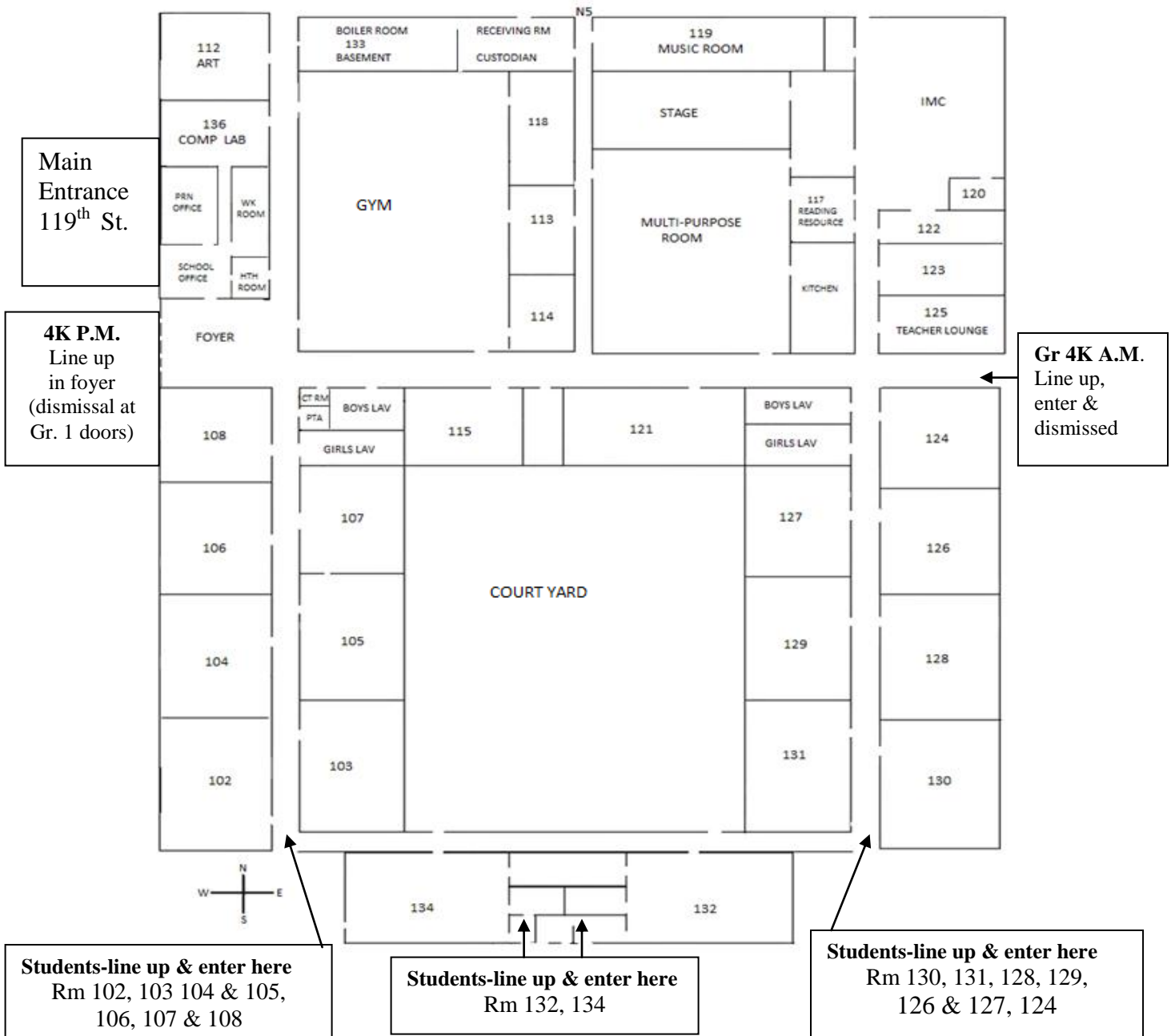
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SCHEDULE/ATTNEDANCE

DAILY SCHEDULE & SCHOOL MAP

8:00	Breakfast Bell	11:10	K4 A.M. Dismissal
8:10	Safety Cadets go on duty	11:45-1:00	Lunch/Recess (staggered)
8:25	Entrance Bell/A.M. classes begin	12:50	4K arrival
8:30	Tardy Bell	3:30	Dismissal Bell



Arrival-all students line up when the bell rings. The teacher will pick up students and escorts them to their classroom. Doors will then be relocked. The front door entrance is used for students that are tardy and signed in by an adult. **Dismissal**-all students are escorted to the door they entered (in the A.M) and released.

ARRIVAL/DISMISSAL

Students **should not** arrive to school before 8:15 a.m. The first bell rings at 8:25 and the tardy bell at 8:30. We strongly suggest that students arrive no earlier than 10 minutes before the bell. There is no supervision before or after school. It is the parent's responsibility to provide supervision at these times.

Parents picking their children up after school are requested to wait **outside** . PLEASE.... select a designated meeting place outside, to limit additional hallway traffic at dismissal.

Parents needing to speak with their child's classroom teacher after school, must first obtain a visitors pass from in the office. Please schedule an appointment directly with the teacher, for other times during the school day.

TARDIES

We are committed to supporting the academic success of your son/daughter and an important part of that is enforcing a tardy policy that encourages their timely arrival to school each day. Your child's attendance will be monitored closely. Students who are tardy are responsible for letting the office know their lunch selection.

Students arriving after 8:30 are considered tardy. Parents/guardians are to sign them in at the office; a tardy slip will be given to the student to give to the classroom teacher.

Your child will be considered **EXCUSED TARDY** when:

- *They have a written medical/dental excuse
- * District buses are late (does not count against their record)
- * Severe weather related conditions deter travel

All other Tardies are **UNEXCUSED**

EARLY DISMISSALS

Early dismissals require a parent note and should include the date, time, and reason for the dismissal and who will pick up the child. When checking the child out/in, please report directly to the office and sign the student out/in. No child will be released without adult supervision. It is vital that we know where the students are.

ABSENCES

When your child is unable to attend school, a parent or guardian is required to notify the office before 8:45 A.M of that day or your child will be considered truant. We encourage you to call as soon as you know your child will be absent—the sooner the better, our telephone hotline is 604-4700 #1. If we do not receive **a phone call from you, we will call you at home or work to verify the absence.** Also, a written note to the teacher should be sent with your child when they return to school. Students may not call in the absence for themselves or brothers/sisters. Any absence not reported by note or phone call will be recorded as a truancy.

Regular attendance is essential for successful progress in your child's educational program. A child should be in school every day he/she is physically able to attend. When a student misses school, he/she could be missing the introduction and/or development of necessary skills.

Parents are encouraged to make routine medical appointments and to take family vacations, which coincide with the school calendar, however, if this is not possible please inform in writing your child's teacher in advance of the intended absence. Any time the student goes to the Doctor, Dentist, etc... turn in a slip from the appointment to the office to excuse that absence/tardy. Students absent from school more than three consecutive days for illness are required to bring in a written doctor excess.

HABITUAL TRUANCY

A "habitual truant" is a pupil who is absent from school without an acceptable excuse for either of the following: Part or all of five or more days (including tardies) on which school is held during a school semester. Our school office and pupil service department closely monitor and works with families to improve attendance.

According to 118.15, of the Wisconsin State Statues, any person having control of a child between the ages of 6 and 18 shall see to it that the child attends school regularly until the end of the school term of the school year in which the child becomes 18.

According to 118.15 (5) of the Wisconsin Statues, a parent or guardian or a child may be held responsible for the child's non-attendance, and if convicted, he/she may be fined not more than \$500 or jailed for 30 days, or both, and/or revocation of vehicle registration.

Ordinance 6.06 of the Revised Municipal Code of the city of West Allis makes it unlawful for any pupil to be truant from any school in the West Allis-West Milwaukee School District. If a parent knowingly allows their child to be truant from school, the parent can be issued a citation.

HOMEWORK (ABSENTEE)

Arrangements can be made with the classroom teacher for you to pick up an absent student's homework. Please indicate in your absence message that you wish to pick up homework at the end of the day. The teacher can then be notified before 9 a.m. and has the opportunity to prepare needed materials throughout the day. **Please do not expect homework to be ready-to-go without having notified the teacher or the office well in advance.** All homework can be picked up at the end of the school day in the office.

WALKER SCHOOL PROGRAMS

(MUSIC PROGRAMS)

BALLADEERS

Students in grade 4-5 have an opportunity to join the Balladeers, a choral performing group. Children learn the elements of music in a positive and playful atmosphere. It allows for participation for all, and at their own level. The students learn to listen, sing, play, dance, create and perform with a sense of achievement that affects both pride and joy. Meeting times will be announced.

BAND

Band offers instruction to students in grade 5 and higher on all of the brass, woodwind and percussion instruments. Students meet with the teacher twice a week.

ORCHESTRA

Open to all students in grades 4-5. Weekly lessons and group rehearsals are given during the school day. Students are able to rent Violas, Cellos and Bases through the school. Rental information for Violins and the other instruments as well, will be sent home upon request.

SUZUKI

Open to all students Grades K-3. This program, which has been in our schools for approximately 20 years, encourages students to study the Violin, Viola and Cello. Dr. Shinichi Suzuki's philosophy was that every child has talent; it is up to us to nurture that talent. Students are scheduled for weekly lesson plus weekly group lesson. **PARENTS MUST BE ABLE TO ATTEND ALL LESSONS WITH THEIR CHILD!** This is part of the Suzuki Talent Education philosophy. We give two concerts a year at Walker, and a third in the spring with ALL Suzuki students from the district.

(OTHER PROGRAMS)

CADETS-STUDENT LEADERS

The Safety Cadets at Walker School is an organization of selected 4/ 5th grade students who help their schoolmates to avoid street traffic and playground accidents. Those chosen to serve have displayed qualities of leadership, reliability, and good citizenship. Cadets come to school early and stay late to help students cross in front of the school and across Washington Ave. They also supervise the playground and help students to and from the busses. **Morning's = 8:10 - 8:25, Afternoon's = 3:25 - 3:35.**

Post #1 – Front of School 119th Street
Post #2 – Front Hallway / Gym

Post #3 – 1st Grade Door
Post #4 – Washington Street

Please advise your child(ren) to cross at the street corners. All students are expected to show respect for all cadets and crossing guards. Any child who does not obey the cadet should be reported to his/her teacher. Any child wishing to be a cadet may apply, but the final decision will be made by the Safety Cadet Advisor. The City of West Allis provides a crossing guard on 116th W. Greenfield & 116th and Washington Street from 7:45-8:35 A.M. & 3:20-3:50 P.M.

NEWSPAPER

The Walker STAR is a student-run newspaper and is printed quarterly. Fifth grade students can be part of this club that meets before school, once a week. Students choose what they want to write about. Our school newspaper has everything from an advice column and movie reviews, to teacher interviews and jokes. Staff advisors help with supervision and revising, but students are in charge of producing and finishing the paper.

PEER MEDIATORS

Walker's Peer mediators are fourth and fifth grade students that have volunteered their time and efforts to help out at Walker School. They help out at recess time. Peer mediators are out on the playground and are available to play with kids. They want every child to belong at our school. Peer mediators also help kids solve problems by using the PEACE WALK. This is a step by step process of fixing misunderstandings between kids.

If you are interested in becoming a Peer Mediator contact the office for the teacher in charge of the mediators. If you see a peer mediator at recess, ask them to play with you or show you some of our new games and books. They can help!

STUDENT COUNCIL

Our student council provides valuable leadership opportunities for students and also provides various service activities and school spirit. The council consists of elected members in grade 4 and works under the leadership of a staff advisor.

VIDEO CLUB

Walker Video Club is a 5th grade club. Students learn the process of video production using the latest technology. Students participate in developing, videotaping, performing in, and editing original productions. These productions are then broadcast on our local cable television, Channel 13. The club consists of approximately 10-12 students, chosen through an application process. The students meet 1-2 times a week during the lunch hour to discuss current productions. Students then meet at various times throughout the week to videotape these productions. Walker Video Club has gotten high praises for their original productions school-wide, district-wide, and communitywide.

YOUNG AUTHORS NIGHT

Young Authors' Night, in March, is a fun filled event where students from 4 year old Kindergarten - fifth grade volunteer to read a piece of their own writing. Young Authors' Night also combines with our PTA's ice-cream social, and our school's Scholastic Book Sale. All together, it is a sweet trio!

ENROLLMENT/ADMISSION

ENROLLING A STUDENT

Parents of all new students in grades 4K-5 may pick up enrollment forms from the school office. You will be asked to provide the following information along with the complete enrollment forms:

- A birth certificate (with seal)
- Verification of residency (signed rental agreement/current tax bill or utility bill)
- A copy of the child's immunization records
- Your child's last report card from the previous school-if applicable
- Copy of any current IEP-if applicable

All grade level & classroom placements are conditional pending the arrival of previous school records

LEGAL RESTRICTIONS

Parents must notify the school annually of any restrictions involving a child's custody if it pertains to the child's school day and/or arrival and dismissal from the building. A copy of these legal restrictions must be on file in the school office. This information is necessary for your child's safety.

SCHOOL FEES

School fees are an important revenue source and covers only a small portion of book rental, workbooks and materials used in lieu of books and computer access/updating. **School fees must be paid** the first week of school or upon enrollment during the school year for a new student. There are district procedures established for a waiver of fee to families that qualify because of low income. This application is available in the school office and should be completed the first week of school or upon enrollment during the school year.

ADDRESS CHANGES

Parents are responsible for promptly notifying school officials when they have a change of address. Proof of residency will be required along with a updated enrollment form. The District does request the Police Department to assist in school district residency verification.

- If a student moves within the Walker attendance area, an updated enrollment form must be completed with proof of residency.
- If a student moves to a new address within the West Allis West Milwaukee School District, they will be permitted to complete the current school term. An updated enrollment form must be completed. You must register at your new school and provide them with proof of residency.
- If a student moves to a new address outside the West Allis West Milwaukee School District and chooses continued attendance at Walker School, you must complete a Tuition Waiver form and updated annual enrollment form. Acceptance of a Tuition Waiver allows a family to continue

school for the remainder of the approved term. Extensions are possible through the State of Wisconsin Open Enrollment Program. Please check with the school office for details.

KINDERGARTEN ENTRANCE

Walker conducts classes for 4-year-old kindergarten through 5th grade. Four-year-old kindergarten is offered as a half-day program. Students must be four on or before September 1st of the year they enroll in school. There is no early admission for the 4-year-old kindergarten program.

Five-year-old kindergarten is a full day program. Students must be 5 (for K5) on or before September 1st of the year they enroll in school. (If the new student will not be five years old, please contact the principal for information on “Early Admission to Kindergarten”)

There is annual Kindergarten Round-Up during February or March of the preceding school year. Parents are encouraged to enroll their pre-kindergarten & kindergarten (not attending 4K) child at that time. You will be asked to provide an original birth certificate (with seal), verification of residency, and a copy of the child’s immunization records.

KINDERGARTEN SCREENING

State law requires that all new 5 year old kindergarten pupils be screened to determine if specific learning concerns may exist. Kindergarten students who register in spring are screened at that time. Any newly enrolled kindergarten students will be screened during the school day, sometime during the month of September. Parents of these students will be receiving information about the screening process shortly before the actual screening occurs and will also receive the results of the screening after all students have been screened.

COMMUNICATION

QUESTIONS & CONCERNS

During the year, questions and concerns often arise regarding your child's progress in school. When this happens please contact the teacher to resolve the situation. Each teacher has a voice mailbox and E-mail which is checked daily. It is helpful if you include in your message a good time for the teacher to contact you along with a brief explanation of your concern. A complete list of these extensions and E-mail addresses will be included in the Walker Newsletter.

Teachers are happy to meet with parents to discuss issues. Please make an appointment to do so. The time immediately before and after school is busy and many meetings are scheduled during those times. Making an appointment in advance ensures you the teacher will be available to meet. Teachers are unable to talk with parents while students are in class.

Addressing concerns directly with your child's teacher allows all parties involved to have a clear understanding of the issue and work toward a solution. If after working together a solution can not be found, feel free to contact the Walker School principal.

VOICEMAIL & E-MAIL

Voicemail & e-mail are available for two way communication. Teachers are unable to take calls during the day when instruction is taking place, and your calls will be transferred to the teacher's voice mailbox. The staff is instructed to check their voicemail & e-mail on a regular basis during the day. Do not leave messages that need immediate attention. When the message is immediate in nature, such as a change in pick up arrangements, be sure to speak with someone directly

PHONE MESSAGES TO STUDENTS

Unless you have a real emergency, please do not call the office to convey messages to your children. Information regarding rides, after school activities or appointments should **be discussed before or after school hours. We need to limit interruptions to the classrooms and our students during the school day.**

CONFERENCES

Parent/teacher conferences are conducted after the first and second marking periods. **All parents are scheduled for the first set of fall conferences in November.** A sign up sheet will be available to parent outside of the gym during Walker-fest. The second "follow-up winter conference in February is designed for teachers to meet with parents on an as-need bases. If you are not contacted and desire a conference, please contact your child's teacher to schedule.

It is not necessary to wait for the regular conference times if parents (or teachers) are concerned or have comments or questions about their child during the year. Parents are encouraged to call/e-mail or write a note to the classroom teacher requesting a meeting. Our intent as a school is to solve the little problem

before they become larger ones. Parents are the most important resource in seeking a solution to an existing problem.

NEWSLETTER

The School newsletters will go home with the youngest/only child or e-mailed. Be sure to give the office your current e-mail address. Editions will go out in September, October/November, December/January, February/March, April/May & June.

WEBSITE

The school website is up and running. The website provides a valuable source of information for parents & students. Here is how to get to the site:

Go right to the West Allis-West Milwaukee School District Site at: <http://www.wawm.k12.wi.us> Click on the words “Our Schools”>Next Click on “Walker” >under the elementary schools>click on “View our school site” OR <http://www.wawm.k12.wi.us/walker> to go directly to the site.

HEALTH ROOM

HEALTH ROOM PROCEDURES

Our health room provides valuable services to students who are ill or in need of first aid while at school. It is supervised by trained staff, and trained volunteers. They are limited to cleansing the affected area and putting on a Band-Aid. We **do not** have a Nurse on staff. Minor illness or injuries obtained at school can be treated, however, **we are not allowed to treat old injuries, diagnose illnesses, or dispense medication.**

Parents are notified when illness or injuries are serious enough to warrant communication. If the parent is unable to be reached, we will attempt to reach alternate contacts provided by the parent. It is advisable to list “local” emergency contacts to minimize the response time. Your assistance in keeping the office informed of any changes in your phone numbers or your emergency contact information is greatly appreciated. When picking up a sick or injured student, please report to the office.

If your child seems to be seriously injured, we will contact 911 and contact you. Under the District adopted Red Cross guidelines, any student with a temperature of 100.° F or greater must be excluded from class and sent home. Home is the best place for a sick child. Also, students who have vomited in school must also be sent home. Again, please make sure that your emergency forms have up-to-date telephone numbers (work and home) and emergency contacts so that we may reach you immediately if necessary.

HEALTH ROOM VOLUNTEERS

The health room is run by the office staff and some parent volunteers. All volunteers attend a first aid training course sponsored by the West Allis Health Department/Red Cross. The school does not have a registered nurse on duty. Parent volunteers are needed each year for the health room. Please call the office if you are interested.

MEDICATIONS PROCEDURES

At times during the school year, it may be necessary for children to take various medications. These can be **prescription or non-prescription medications**. Parents are reminded that the School District has specific policies regarding school personnel administering medications during the school day.

They are as follows:

1. For all **PRESCRIPTION** medications, a permission form signed by the parent/guardian and the child's doctor must be placed on file in the school office. Copies of the permission forms are in the school office.
2. For all **NON-PRESCRIPTION** medications, the same permission form must be signed by the parent and placed on file in the school office.
3. **Without all completed forms school can not administer any medications** and it will be necessary for the parent to come to school and administer the medication

4. Medication will need to be brought to the school office by the parent/guardian in the original container with the students name and room # on. **(no medications are to be brought into school by students)**

Forms should include all necessary information for properly administering the medication, including dosage, duration, and time of administration.

Also, there is an asthma form that must be completed for any student who suffers from asthma.

School personnel should under no circumstances provide medications to students without all criteria in the aforementioned section. Again students are not allowed to transport prescription or non-prescription to and from school.

HEARING/VISION SCREENING

Hearing and vision screening for grades 4K, 5K, 1st, 3rd & 5th is conducted annually for by the West Allis Health Department. This is a screening only and parents will be notified of any necessary follow up through a written letter. Parent volunteers are needed to assist. Please contact the office if you wish to assist.

IMMUNIZATION

Wisconsin State Law requires that all students enrolled in public schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. In addition, all student's who will be in five years old Kindergarten through grade 5 in September, of the current school year, must have had two doses of the Measles-Mumps-Rubella (MMR) & (4K one MMR) dose vaccine prior to enrolling in school. All children entering kindergarten will be required to have the Hepatitis B series. Also, Varicella (chicken pox) vaccine will be required for students or the history (year) when the student had chicken pox.

If youngsters do not have the proper immunization, state law indicates that these youngsters are to be excluded from school until appropriate immunization procedures have begun. Parents are reminded that waivers from immunizations are available for health, religious, or personal reasons. Health waivers need to be signed by a doctor.

If you have general questions regarding immunizations, you should contact your doctor or HMO, or your public health department. Immunizations can be obtained free of charge at the

West Allis Health Department
7120 W. National Avenue.

HEAD LICE

The prevention and control of head lice begins in the home. Remember, schools and daycare centers do not get head lice, people do! After a member of the family is diagnosed with head lice, the following recommendations may help prevent the spread of head lice in the home.

When Head Lice are Confirmed on a Family Member

- Check every household member for lice and nits.
- Anyone with whom the infested person has recently had physical contact or may have shared lice-carrying objects should be notified that they may have been exposed to head lice.
- If the infested person is a student, their school should be notified.
- Do head lice treatment if have lice & nits

DISTRICT SPECIAL NEEDS NURSING DEPARTMENT

The goal of the Special Needs Nurses is to remove or reduce health concerns as a barrier to learning. General responsibilities include overseeing medication administration concerns as well as chronic and acute student health conditions. The nurses function as a communication liaison among physicians and other allied health care professionals.

The Nursing Department constructs Asthma and Emergency Care Plans for each child with potentially life threatening conditions e.g. severe allergic reactions, diabetes, seizures. These plans are updated and reviewed annually with the teacher and involved school staff. Each school has an assigned district nurse. The Nursing office is located within Irving Elementary School building, room 107. Please do not hesitate to contact one of the district nurses at 604-4000 x1107 if you have a concern or question regarding the health of your child.

LUNCH

SCHOOL LUNCH PROGRAM

School Lunch and Breakfast Programs

Walker School offers both a breakfast and lunch program to its students. Our food service provider, Sodexo, offers menu selections determined through the guidelines of the United States Department of Agriculture (USDA). Meals offer a prescribed amount of meat or meat alternatives, fruit or juice, vegetables, bread or bread alternatives, and milk. The required quantities were established to provide an average of one-third of the recommended daily nutrients for school age. Both the breakfast and lunch programs offer hot and cold choices to the students. Menus are sent home with students on a monthly basis. To avoid confusion we recommend your child knows which entrée he/she wants each day.

School breakfast is \$1.30 per meal. School lunches are \$1.80 per meal. Families can apply for participation in the free and reduced program, an income based program. The reduced rate for breakfast is \$.30 and lunch is \$.40. Milk is included with the breakfast and school lunch program, but can be purchased separately for bag lunch and extra milk at \$.35. Applications for the free/reduced lunch program must be completed annually.

Payment for school food services is collected by Sodexo. Participating families deposit money into student accounts using the PaySchool link on the school website or send money in a sealed envelope labeled lunch money with your child's name, room number and amount paid. Checks should be made payable to the West Allis-West Milwaukee School District.

LEAVING THE BUILDING FOR LUNCH

For the safety and security of your child, **anytime your child goes home with a parent/guardian for lunch.** Parents must send a note that day to notify the teacher. Students are to be picked up from the office and signed out when leaving the school, then signed back in upon return to school by parent/guardian/person released to.

WALKER CAFÉ

Please help us to create a safe, positive dining experience for all to enjoy. We ask that you:

- **Respect ALL CAFÉ** guests and lunch teachers.
- Enjoy a peaceful quiet conversation with classmates sitting next to you, just like you would at a restaurant. (**Quiet indoor voices**)
- Be responsible to eat a **healthy lunch**.
- **Finish eating** when the lights turn off. There will be five minutes left to eat.
- **Freeze and listen** for important announcements from the lunch teacher holding a STOP sign when the lights turn on and off.
- **Stay seated** at your assigned table. A lunch teacher will help you when you raise your hand.
- **Clean up** after yourself. You will be excused by table to form a line and dispose your garbage.
- Use hallway behavior (**straight, quiet lines**) when you leave the CAFÉ to return to class or go outside.

LUNCH & PLAYGROUND SUPERVISION

Lunchroom Supervisors will be on duty in the lunchroom and on the playground. They will supervise and assign section of the playground when outside to insure that every child is playing safely. When in the lunchroom, they will supervise the students to insure the lunchroom is safe and orderly. Peer mediators are also available during the noon recess period.

For the safety of all students the following expectations exist:

- Respect yourself & others
- Students are encouraged to play safe, have fun and get some fresh air and exercise!
- All play is to stop when the bell rings, students are to line up in their designated classroom lines
- Fighting is not acceptable and will not be tolerated—suspension could result
- Fair play, good sportsmanship and safety are to be used at all times
- Balls and jump ropes may be checked out at lunch & returned by the same person
- Equipment brought from home must have the principal's permission & labeled with students name
- No one is to play in areas where car's are parked or car's entrance to the playground
- Bicycles and skateboards are not to be ridden on the playground
- Balls are not to be kicked or thrown against the building

BIRTHDAY TREATS & SNACKS

During the course of the year, many children bring in snacks to celebrate special occasions such as birthdays. We do have some students in our school with food allergies. Families, or teachers, generally keep special treats for these students to enjoy when treats are shared with the class. Parents and teachers work together to ensure the safety of children with food allergies. Please do not send in special treats for specific children in a class who may suffer from allergies. The allergies are often complicated and many similar foods may prompt an attack. The kindness of parents wishing to send “safe” snacks is appreciated but parents fear an ingredient may be overlooked. Please know that we will ensure each child has a safe treat for them when snacks are distributed.

HEALTHY SNACKS

We at Walker try to reinforce our healthy lessons about nutrition with the student learning to bring in a quick, healthy snack each day. High sugar snacks or snacks without nutritional value (such as chips, cookies and pudding) should not be brought to school. Below are some suggestions. Because of the limited time, please have the snack be quick and easy snack to eat.

Acceptable

Fresh fruit or raw vegetables	Yogurt	Fruit muffins or bread
Pretzels or popcorn	Raisins	Crackers
Cheese	Bagels	

Not Acceptable

Chips	Doritos	Cake	Candy
Soda	Cookies	Pudding	Cup Cakes

GENERAL INFORMATION

ACCIDENT INSURANCE

A student accident insurance program providing broad coverage at nominal cost to parents shall be made available to all students. Payment of medical/hospital bills for students injured in our facilities or when engaged in school-sponsored activities shall be the responsibility of the parent or the student's insurance company.

ASSEMBLIES

Throughout the school year, special programs are presented for student to enjoy and from which to learn. Students are expected to show respect and respond appropriately to each program. Parents and friends are always welcome to attend any school program.

BICYCLES

If a student rides a bike to school, it should be parked in the rack provided. Students must bring their own lock to secure their bike; the school is not responsible for them. Bike licenses can be obtained from the West Allis Police Department. No riding bikes on school property, students should walk their bikes to the rack in the morning and off the school grounds at the end of the day.

CLASSROOM INTERRUPTIONS

We need to limit the interruptions to our instructional day for students. Information regarding after school plans, rides, appointments, etc. should be discussed before students come to school in the morning. All calls will be forwarded to the teacher's voice mail. The only interruptions to the class should be for emergencies.

CLASSROOM PLACEMENT

Each spring, in preparation for the upcoming school year, teachers divide their classes into instructional groups designed to promote the most effective learning environment possible. These groupings are based upon teacher observations, test results, student's classroom abilities, boy and girl ratios, and special programming.

If you have thoughts regarding your child's strengths, needs and personality characteristics that you would like us to consider, put them in a letter addressed to the principal. Please take time to describe a classroom environment you feel would benefit your child academically, socially, and emotionally, etc.

While it is tempting to request a particular teacher, we discourage this practice. Each summer we have changes in staff and sections of students. Requesting a teacher rather than an environment may leave you without a request at all.

CLOTHING

We expect our students will wear appropriate clothing that does not interfere with the instructional process. Students with shirt, t-shirts, and other articles of clothing with slogans or pictures that would interfere with the learning process will be asked to turn the shirt inside out for the remainder of the day or return home with the parent to change to more appropriate school clothing. Students should not wear oversized pants or loose pants without belts as they cause safety hazards in gym classes, and on the playground. Summer playwear such as short shorts, tank tops, and tops not covering the midriffs are not appropriate for school.

Parents should set this dress standard at home and check their child(ren) daily as to the clothing being worn to school. Please check that they are dressed warm enough as the season starts to change. Children without sweater, or a light jacket in their backpack, can be cold at recess if weather changes during the school day. Each classroom at Walker has an area outside or inside the classroom for hanging up jackets and book bags/backpacks.

Please give special attention to the following:

- Mark all coats, sweaters, hats, mittens and boots. This will assist us in returning lost articles to the owner
- Children should wear boots to school during the winter months. Make sure boots are larger enough to be put on without assistance.
- Please avoid black-soled shoes that mark up floors and slip-ons, which are a safety hazard for your child.
- Dress children so they can participate in outdoor activities at recess and lunchtime. Most days' children are expected to be outside for morning recess (grades K-2) and during the lunch hour.
- Parents can help children become more independent in dressing themselves and in caring for their belongings.

DISCIPLINE

An orderly, purposeful, cooperative school climate is essential for learning. The faculty works together to provide positive, self-directive student discipline. An atmosphere respecting each child's right to learn will be maintained. If a child's behavior trespasses upon the safety of rights of others or disrupts the learning environment, appropriate disciplinary action will be taken. Parents, please be sure to review the Code of Student Rights and Responsibilities booklet carefully with your child (ren).

ELI/ILI

The **E**arly **L**iteracy **I**ntervention program is for grades 1st – 3rd. The **I**ntermediate **L**iteracy **I**ntervention program is for grades 3rd – 5th. These programs provide additional small group reading instruction to help students improve their reading skills. Along with extra practice in decoding, comprehension and writing which gives students many opportunities to make advances in reading.

FIELD TRIPS

Each student will need to have written permission to attend field trips. Parents are notified when field trips are scheduled. Students without the “official” completed permission slip will not be able to attend the field trip experience. If the permission slip is lost, a new one may be secured from the teacher. A nominal fee is usually required. Parent should contact the teacher immediately if they are unable to meet the cost of the field trip so that alternative arrangements can be made.

It is especially important to dress children appropriately for field trips. A child who is warm and comfortable will benefit most from out of school learning. Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who become discipline problems may remain at school for future trips.

GCT

The **G**ifted, **C**reative and **T**alented program provides exciting, challenging and academic experienced for students. Creative, critical thinking and problem solving skills that lead to intellectual growth and learning success are modeled and developed.

HUMAN GROWTH AND DEVELOPMENT

Parents are invited to attend the Human Growth and Development portions of the health curriculum conducted for 5th grade students during the school year. Students attend with written permission from their parents. Parents are encouraged to attend the actual classes with their child. The program is conducted by the West Allis Health Department Health Trainers.

A parent preview meeting concerning the actual presentations materials and topics is conducted prior to parent’s giving permission to attend the classes. Students whose parents opt them out of the classes are provided and alternative assignment and work on the assignment while their classmates attend the presentations.

LOST AND FOUND

Every year many articles of clothing are left unclaimed at school. Many children cannot identify what they have lost. Be sure to **label coats, jackets and other items brought to school. Please check the lost and found box during the school year.** At the end of the school year all unclaimed items are recycled or donated to a charitable organization.

NCLB (No Child Left Behind Act):

The elementary and secondary education act, also known as “No Child Left Behind” is legislation ensuring all the students are meeting learning exceptions before being promoted. Our district is required to test children in the areas of reading and math at grades 3, 4, 5, 6, 7, 8, and 10. In addition, children in grades 4, 8, and 10 are also assessed in science, social studies, language arts and writing. Students are tested to see if they have met proficient levels for understanding. Each year the number of students required to be

proficient is raised. This year our goal is proficiency 67.5% of students in reading and 47.5% -- in math. The goal is that by the 2013-2014 school year 100% of students will be proficient in reading and math.

Our school sets goals and plans learning activities to meet these goals each year. Our teachers plan learning activities each week to meet the needs of all of our learners. Regular education, special education, Title reading, transition ESL teachers all meet each week to design lessons. Students are assessed on a regular basis to measure their growth toward mastering district standards and benchmarks. Our report cards assess students' movement toward proficiency of standards. Students are given a ranking of minimal, basic, proficient or advanced based on their knowledge, understanding and application of learning. In addition, progress reports are sent to students not making adequate progress five weeks into each grading period.

PASS

PASS is a tutoring program designed to meet the needs of students who need extra instruction. Sometimes groups work on skills that have already been taught and need to be practiced some more. Other times students are taught skills prior to working on them in class so they have a head start. PASS targets one or two grade levels at a time. Small groups come in before or stay after school with a teacher to have small group instruction.

PRIDE IN OUR SCHOOLS & NEIGHBORHOOD

Our school grounds and buildings are privileges which most children could not have if it were not for community cooperation. Good citizens take pride in caring for the good things which they enjoy in common.

At the beginning of the school year and at frequent intervals when the opportunity arises, the teacher should bring this responsibility before the children. Dropping trash on the playground and neighboring yards, marking the sidewalks and buildings, beating erasers on the side of the building; all these may be largely prevented by discussions to build the right attitudes.

REMAINING AFTER SCHOOL

Students should not remain after school later than 3:35 P.M. Dismissal time is 3:30. A case may arise from time to time when a child may remain after school between 3:30 P.M. and 3:35 P.M. for additional help, make-up work or disciplinary reasons. In these cases arrangements must be made ahead of time with parents. Remember, children should not remain later than 3:35 P.M. so they can cross safely while the crossing guards are on duty.

REPORT CARDS AND PROGRESS REPORTS

Report cards are sent home with Gr. 1-5 students four times per year (approximately every 9 weeks). Five year old kindergarten students receive their report cards for the second through fourth quarters. Parents are asked to sign and return the report card envelope to your child's classroom teacher, keeping the report card.

Six week progress reports are sent with students who are performing below expectations. This report is sent three weeks prior to the regular report card. Parents are asked to sign and return the bottom portion of the six-week progress to their child's classroom or specialist teacher.

RIGHTS AND RESPONSIBILITIES BOOKLET

Pupil Rights and Responsibilities Handbook will be distributed to all students during the first week of school. The book contains Courteous Behavior, Dangerous Student Behavior, Dress and Behavior, Electronic Devices, Fire Regulations, Locker Regulations, Harassment/intimidation/bullying, Alcohol and/or other drug violations, Weapons, Cases Not Covered by specific Rules, Student use of Computer Hardware/Software, Laser Pointers, Computer, Internal Network, Electronic Mail and Internet Acceptable use Policy for students. **Please review it with your child(ren) than sign and return the tear off sheet to the teacher.**

SAFE PROGRAM

SAFE PROGRAM (After **S**chool **A**ctivity **F**ield house **E**xperience)

The WA-WM Recreation Department will be offering after school programming in the school cafeteria, gymnasium and playground. The program is open from 3:25 – 5:30 p.m. Monday through Friday when school is in session. A minimal cost per semester per child, no matter how many days a student participates. The SAFE program will feature a new format which includes a more structured and smaller student group schedule. Students will be checked in and out. Daily activities will include directed play, study time, fun and fitness and a variety of enrichment activities. Special events, movies and community service projects will also be integrated into the program. Staff, parents and students will work together on behavior expectation. A snack is provided daily. Students will not be able to leave the program unless checked out by a parent/guardian.

Mail or drop off your registration at the Parkway Center, 2903 S. Root River Parkway, Monday through Friday, 8:00 a.m.–5:00 p.m. A 24-hour notice is required.

SAFTY FIRST

When the area is congested with children arriving at or leaving from school, visibilities at these times are restricted by buses parked in the right hand lane and by pedestrians who are not using the safety zones for crossing. This creates hazardous conditions for our children. Please direct your children to the corner and to the marked safety zone. Please help our Safety Cadets by modeling and practicing good safety behaviors be careful in front of our school, and remember to come to a full stop at the stop sign.

No parking in the bus lane & North Parking lot area **designated no parking and especially not on the north parking lot sidewalk**. Do not drop off students in the middle of the road without pulling over. The WAWM police department has been notified of our concerns, and does monitor traffic periodically and will issue tickets. Please read the parking signage.

SCHOOL PICTURES

School pictures are scheduled to be taken at “Walkers Form and Fee Day” each school year. Pictures must be paid for on the day they are taken. The date for make-up pictures will be given to us at a later date usually after pictures are received.

SCOOTERS, SKATEBOARDS & ROLLERBLADES

Skateboards, Rollerblades, Inline Skates and Scooters should not to be ridden on school property. There have been too many injuries and problems on the playground with skateboards and scooters. As parents, please help enforce this rule.

SMOKE FREE SCHOOL POLICY

There is NO SMOKING or use of any tobacco products in any school building or on any portion of the school district grounds. Your cooperation is appreciated.

SOAR TO SUCCESS

Soar to Success is a reading program that targets students who need extra instruction and time in reading everyday. The program is comprehension based, and focuses on comprehension by Clarifying words (decoding) and ideas, Questioning, Summarizing and Predicting. The students in Soar to Success read small amounts of text each day, and critically look, talk and write about it. The Soar to Success program is meant to help students increase reading skills at an accelerated pace.

STUDENT ACHIEVEMENT GUARANTEE IN EDUCATION “S.A.G.E. PROGRAM”

Walker School is a S.A.G.E. School. We received a five-year Department of Public Instruction Grant. Its major programs include the following:

- Reduction of the student/teacher ratios in grades Kindergarten through Grade Three to eighteen students for each teacher.
- Develop a “Lighted Schoolhouse” that provides learning opportunities for Students and adults beyond the regular school day.
- Establish and implement a plan for staff development and accountability

Research clearly shows that lowering class sizes in early grades impacts significantly on acquiring basic academic and social skills. We look forward to continued growth in the supportive relationship we already enjoy between home, school, and community.

SUPPLY LIST

Each grade level requests that students have particular school supplies that they will need to have for the classroom. A supply list is posted on the Walker School front door and website. Supplies may need to be replenished during the school year

SURVIVE ALIVE

The Survive Alive Program has been designed to give the students the necessary background information and reinforcement that they would need to evacuate safely in an actual fire situation by giving them the best possible simulated fire experience. The training is conducted by the West Allis Fire Department and trained volunteers at the school district Recreation Department.

Program goals are to:

- To teach children the proper techniques of evacuating a burning building
- teach children the proper method of reporting fires
- reduces the fear and panic of a fire situation
- increases children's knowledge of safety methods to prevent fires

TOYS/PERSONAL ITEMS

Each year there are new playthings that are popular with elementary age kids, but tend to disrupt the learning process if they come to school. Such objects may be broken, misplaced or stolen. We request that students do not bring their own toys/personal items to school. With your help and supervision, all these treasured playthings will stay at home safe and sound. Thank you very much for helping our school to remain safe and orderly.

VISITATION

It is hoped that parents will feel free to visit our schools. We do ask that before you visit the school you make arrangements with the teacher or principal. On the visitation day, the parent are to stop at the school office to sign in before going to the classroom. Parents and visitors are requested to check in and out of the school office so that we may direct you to a specific area as well as keep track of the visitors in the building.

All visitors during the school day are to use the 119th street entrance that is equipped with a security camera and buzz-in system. This is for the safety of all students/staff in the building. All other doors in the building will be locked.

When you approach these doors, you will need to press the call button located on the wall to your left. Office personnel will answer this call and ask you the purpose of your visit. After office personnel deem a visitor to be valid, the left locked door will then be opened in order for the visitor to enter the building and report directly to the office to sign in. Visitors will then receive a "Visitor's" badge and can conduct their business.

All visitors must check into the office and wear a visitor's badge.

Please, do not wave the student's/staff over to the doors to open them. Student's/staff are instructed not to open the door. To enter use the front door-119th street entrance and sign in. PLEASE.... to limit interruptions to our classrooms, we will not allow visitors to go directly to the classroom without prior approval from office personnel, teaching staff, or the principal.

WALKER PRIDE

We want Walker School to be a safe place for kids to learn and grow. A school should be a community where everyone is valued and respected. We are working to make sure that happens everyday for everyone. We pledge that at Walker all teachers and students will Work and learn, Show respect, Belong, and Communicate and problem solve. We know that teaching and encouraging positive behaviors impacts our students' behaviors. Every year we have quarterly themes that teach and encourage positive behaviors. This year we will be learning about:

Perseverance
Respect
Integrity
Dignity
Excellence

PBIS

Positive Behavior Intervention Support-is the process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior supports systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or curriculum. It is a team based process for systemic problem solving, planning, and evaluation. It is an approach to create a safe and productive learning environment where teachers can teach and all students can learn.

WEDNESDAY ENVELOPES

All students are provided with one Wednesday envelope (if lost another can be purchased from the office) on Wednesday the envelope will be sent home with the student's. Parents are to view content, sign and return on Thursday. The Wednesday envelope will contain graded homework, fliers and teacher to parent information.

WELCOME BACK TO SCHOOL

Three separate activities are planned to welcome students and families back to school.

- **Forms and Fees Day** is scheduled in mid August. During this time, families complete the annual registration process including the updating of biographical and health information and identification of class placement for the upcoming school year. Families are able to pre-purchase lunch tickets and enroll in the after school SAFE program. Information about involvement in PTA is also available.
- **Meet Your Teacher Day** is held a few days before school begins. Students are invited to visit their new classroom, meet their teacher and drop off their school supplies. PTA holds a picnic to welcome new and returning families to another fun filled year.
- **Parent Information Nights** are scheduled by grade teams to stagger so parents can attend more than one session. The sessions will take place in early September. This information evening is designed to support students in having a successful school year. Important information regarding routines, curriculum, and expectations for the year are shared.

WEATHER SHELTER AREAS

A “Shelter Open” sign will be placed in the window of the north and south entrance as a signal to the student that they may enter and wait in the corridor at 8:15 a.m. during days of inclement weather. On all other days the students are to remain outside unless they have a teacher pass.

WEATHER EMERGENCY PROCEDURES

As residents of Wisconsin, we all recognize the need to make special preparations for the safety and welfare of students in the event severe weather conditions develop. School personnel will attempt to take every precaution in planning for the well being of your children.

In planning for unusual weather conditions, your assistance will be appreciated. When it appears that severe weather conditions are developing, please:

- 1. Listen to area radio and TV stations for early announcements regarding the possible closings of schools. The announcements will be made periodically starting about 6:00 a.m. over the following local radio/TV stations:

WTMJ AM620	WXTI FM94.5	CBS-58
WOKY AM920	WMIL FM.....106.1	FOX6
WXSS FM103.7	WLTQ FM97.3	TMJ4
WEMP AM.....1250	WMYX FM.....99.1	WISN-TV 12
		W.A. CABLEVISION

- 2. Make arrangements as to where your children should report if you would not be home in the event that classes are dismissed early. A decision to dismiss early will only be made on those rare occasions when dismissing at the regular time will result in our inability to get large groups of students home safely. In such instances, radio stations will be asked to make early announcements of the time of dismissal.

On those few winter days when a decision is made to conduct classes as usual but as a parent or guardian you believe it is in the best interest and safety of your child to remain at home, we encourage you to make that personal decision. You know your child and your situation better than we do and should act accordingly.

The intent of the District is to offer a regular program of classes on every school day. On those few days when this is not possible, your planning, cooperation, and patience will be greatly appreciated.

P.T.A

Walker PTA is made up of parents, grandparents, neighbors, teachers and staff -- all people interested in providing a great school experience for our students. Being a member of PTA shows that you care about the students at Walker. Membership allows you free entrance to fun events like the Halloween Party, Dances, etc.

PTA Meetings are the 2nd Monday of each month from 6:30-7:30 in the Multi-purpose room. The meetings consist of discussions about school happenings and upcoming events as well as an informational report from the principal and the teachers.

