



# **FAMILY HANDBOOK**

## **2021-2022**

**LULU WALKER ELEMENTARY SCHOOL**

**1750 E Roller Coaster Rd., Tucson, AZ**

**Phone: (520) 696-6518**

**Fax: (520) 696-6555**



This handbook is designed to familiarize parents and students with the policies, procedures, programs, and personnel at Walker Elementary School during in-person learning. Please take time to read through the handbook and discuss it at home. If you have questions that are not answered in this booklet, feel free to call the school office at 696-6518 for further information. The policies and procedures within this handbook may be changed to ensure students and staff safety in regards to the COVID-19 virus.

**Amphitheater Unified School District does not discriminate on the basis of race, color, religion/religious beliefs, gender, sex, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies are handled at 701 W. Wetmore Road, Tucson, Arizona 85705 by Anna Maiden, Equal Opportunity & Compliance Director, (520) 696-5164, [amaiden@amphi.com](mailto:amaiden@amphi.com), or Kristin McGraw, Executive Director of Student Services, (520) 696-5230, [kmcgraw@amphi.com](mailto:kmcgraw@amphi.com).**



**AMPHITHEATER**  
*Public Schools*

# Lulu Walker Elementary School Strategic Plan

*August 10<sup>th</sup>, 2020*



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## *Strategic Plan*

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### **Goal 1: Student Achievement**

<b>GOAL 1</b>	<b>Lulu Walker Elementary School will develop the intellectual skills and academic knowledge necessary for our students to be prepared for college and careers in the 21st Century.</b>
<b>Goal 1, Objective 1</b>	Students will engage in daily lessons that are aligned with the Portrait of a Graduate by the end of the 2021-2022 school year.
Strategy 1	Teachers will engage in professional development that incorporates strategies that address Portrait of a Graduate.
Strategy 2	Teachers will identify one component of the Portrait of a Graduate to be implemented each day.
<b>Goal 1, Objective 2</b>	By 2023 Walker Elementary students will demonstrate proficiency in academic areas, as measured by standardized tests.
Strategy 1	Teachers will participate in vertical planning and curriculum alignment in all content areas.
Strategy 2	All students will set SMART goals for the year and will track their progress.
Strategy 3	Teachers will collect and analyze student data bi-monthly with their PLC to monitor student growth and to determine the appropriate interventions.
Strategy 4	Teachers and administration will identify and implement school wide interventions and extensions.
<b>Goal 1, Objective 3</b>	By 2023 all Walker students will be engaged in a STEAM continuum that is aligned across the grade levels.
Strategy 1	Teachers will develop school STEAM curriculum that is aligned with state standards for science and across the grade levels.
Strategy 2	Teachers and administration will identify additional resources to supplement the STEAM curriculum.
Strategy 3	Teacher will develop one unit a semester that integrates science with at least one other subject area.
Strategy 4	Teachers will engage in professional development related to the use of makerspaces.
<b>Goal 1, Objective 4</b>	AVID elementary will be implemented in all grade levels by the 2021-2022 school year.
Strategy 1	All teachers will participate in AVID in training in order to be AVID certified.
Strategy 2	All teachers will implement WICOR strategies in their daily lessons.
Strategy 3	All teachers will plan and implement their instruction using AVID vocabulary.

### **Goal 2: Community Collaboration**

<b>GOAL 2</b>	<b>In order to support the growth and development of students, Lulu Walker Elementary will foster partnerships with all stakeholders through communication, collaboration, and</b>
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	<b>community events.</b>
<b>Goal 2, Objective 1</b>	<b>Walker Elementary will cultivate regular, meaningful communication regarding the school to highlight its programs with the Walker community.</b>
Strategy 1	Administration and teacher will develop strategy to identify school events and positive news to be highlighted in school communications.
Strategy 2	Administration and teachers will create and implement consistent school wide communication tools and strategies.
Strategy 3	Teachers will implement one grade level event or night each semester.
<b>Goal 2, Objective 2</b>	Walker Elementary will strengthen ties to current organizations and develop two new partnerships by the 2022-2023 school year.
Strategy 1	Classes for parents will be offered at Walker at least once a month with the support of outside organizations.
Strategy 2	Teachers and administration will identify and develop relationships with organizations that can support current Walker programs or assist in the development of new programs.

### **Goal 3: Climate and Culture**

<b>GOAL 3</b>	<b>Lulu Walker Elementary will support the student achievement by creating a culture and climates that connects all stakeholders to the school.</b>
<b>Goal 3, Objective 1</b>	Lulu Walker will create a physically inviting environment for students, parents, and staff.
Strategy 1	Teachers and staff will develop a school wide beautification plan.
Strategy 2	Teachers and staff will evaluate and improve safety features and plan.
<b>Goal 3, Objective 2</b>	Lulu Walker staff will implement Tier 1 positive behavioral support strategies for students.
Strategy 1	Teachers, administration, and staff will identify and implement a school wide positive behavior program.
Strategy 2	Staff will identify and implement a social emotional curriculum to be taught across all grade levels.
<b>Goal 3, Objective 3</b>	By 2022 Lulu Walker will increase the visibility of school pride and sense of belongingness within the school community.
Strategy 1	A school store will be developed for families and staff to purchase Walker clothing and accessories.
Strategy 2	Monthly assemblies will be implemented for school spirit and student recognition.
Strategy 3	Students will be provided opportunities to be involved in the school through a variety of programs including peer mentoring, morning announcements, student council, service projects etc...

# SCHOOL/FAMILY COMPACT

The following compact describes the roles of students, parents, teachers, and principal. This compact will be distributed at parent information nights and signed by all four individuals.



## LULU WALKER ELEMENTARY SCHOOL COMPACT 2021-2022



### **Student** I agree to the following

<b>L</b>	<b>Be at school every day, on time, ready to learn.</b>
<b>E</b>	<b>Complete assignments and homework on time and with quality.</b>
<b>A</b>	<b>Do my personal best on my work and my behavior.</b>
<b>R</b>	<b>Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.</b>
<b>N</b>	<b>Be Respectful, Responsible, Safe, and Kind</b>

### **Parent** I agree to the following

<b>P</b>	<b>Seek ways to provide adequate rest, nutrition, and medical attention for my child.</b>
<b>A</b>	<b>See that my child attends school regularly and on time.</b>
<b>R</b>	<b>Reinforce the concepts of being Respectful, Responsible, Safe, and Kind.</b>
<b>E</b>	<b>Provide a place and time for homework.</b>
<b>N</b>	<b>Sign all papers, read "Wolf Bites" newsletter and attend parent teacher conferences.</b>
<b>T</b>	<b>Volunteer or provide other support to the school.</b>

### **Teacher** I agree to the following

<b>T</b>	<b>Provide a safe, positive, and caring environment.</b>
<b>E</b>	<b>Provide curriculum that meets or exceeds AZSCCR.</b>
<b>A</b>	<b>Explain assignments clearly and provide appropriate homework.</b>
<b>C</b>	<b>Work with families in order to understand student needs.</b>
<b>H</b>	<b>Teach students the expectations for being Respectful, Responsible, Safe, Kind.</b>

### **Principal** I agree to the following

<b>L</b>	<b>Cultivate a safe and positive school environment.</b>
<b>E</b>	<b>Provide community leadership that supports and enhances student learning.</b>
<b>A</b>	<b>Foster/model open and positive communication.</b>
<b>D</b>	<b>Communicate options and opportunities for families to help students learn.</b>

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

# **Parent Right to Know Notice**

## **What are Parents' Rights under Title I?**

Title I schools must notify parents/guardians of their right to receive certain information.

## **Parents Right to Know Must (from ESEA amended by ESSA, Section 1112(e) (A) and (B))**

Parents may request and have the right to know information regarding the professional qualifications of the student's classroom teacher including the following:

Whether the student's teacher -

- has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or another provisional status through which State qualification or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher.
- Parents may also ask if the child is provided services by paraprofessionals and, if so, the paraprofessional's qualifications.

Title I Schools must also notify parents timely that the student has been assigned or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you would like to request this information, please contact the office at (520) 696-6518.

# **Title 1 - School Parent Involvement Plan 2021-2022 (Updated)**

## Lulu Walker Elementary School Title 1 School Parent Involvement Plan

Lulu Walker Elementary School believes parent involvement is a vital component of a successful Title I program. Parent involvement shall include, but not be limited to, participation by parents in school activities and programs, volunteering in the schools, and by the school providing parents with training and materials to help their child's learning both in the home and the school.

The following goals will help to build a partnership between the home and school:

1. The Title 1 staff will inform parents of the student selection criteria for participation in the Title 1 program.
2. The Title 1 staff will conduct annual parent meetings to explain the Title I program.
3. The Title 1 staff will consult with parents on a regular basis to provide parents with opportunities to make recommendations for changes and improvements in the program.
4. School personnel will respond to parent recommendations in a timely manner, within 24 hours.
5. School personnel will provide opportunities for the participation of parents with limited English proficiency or with disabilities in a language and form that parents will understand.

Lulu Walker Elementary School will ensure that parents participate through selected activities such as:

- conducting parent/teacher conferences;
- providing student progress reports regularly;
- sponsoring parent/family curriculum nights;
- distributing parent newsletters;
- creating teacher web pages, school web pages and district web pages;
- using class DOJO school wide to communicate to parents;
- utilizing school parent compacts;
- soliciting parent input through questionnaires or surveys;
- responding to parent recommendations in a timely manner;
- arranging classroom visitations;
- publishing and explaining school performance profiles;
- delivering individual student assessment results in a timely manner;
- describing and explaining the curriculum;
- discussing the forms of academic assessment used to measure student progress
- explaining the proficiency levels students are expected to meet;
- providing parents opportunities to volunteer on campus in classrooms and library.

# **PUBLIC NOTICE to Parents, Guardians, and Students Educating Arizona Homeless Children and Youth**

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## **The McKinney-Vento Homeless Education Assistance Act**

*is a federal law that provides certain rights and protections to students who lack a fixed, regular and adequate nighttime residence.*

### ***Eligible students have the right to:***

- Go to school, no matter where they live or how long they have lived there.
- Be given access to the same public education provided to other children, including preschool education.
- Continue in their school of origin or school of residence.
- Receive transportation, if it's feasible, to the school of origin, if forced to move outside their school's attendance boundary.
- Attend school and participate in school programs with children who are not homeless.
- Enroll in school without having a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records, or other documents required for enrollment.
- Enroll and attend classes even while the school and you seek to resolve a dispute over enrolling your children.
- Participate in the same special programs and services, for which student qualifies, as provided to all other children served in these programs.

### ***What are the qualifications?***

Students qualify under the McKinney-Vento Act if they are living in one of the following situations:

- In an emergency or homeless shelter
- In a hotel or motel due to lack of alternative options
- In a vehicle
- In a campground
- On the street
- In an abandoned building (or other place not meant for human habitation)
- Doubled up with friends or relatives due to lack of ability to find or afford housing
- In Other inadequate housing accommodations

**NOTE:** If you are a **youth living on your own** in one of the situations listed and attending an Amphitheater school, you may qualify. For more information call Mary Beth Santillan at (520) 696-5061 or e-mail [mbsantillan@amphi.com](mailto:mbsantillan@amphi.com).

# Mission and Vision

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## Mission

Lulu Walker Elementary is committed to educational excellence and the empowerment of students to achieve their highest potential academically, socially, and emotionally. At Walker Elementary, we prepare all students to become lifelong learners and productive citizens.

## Vision

Lulu Walker's culture exhibits a shared sense of pride through a safe, caring environment and respect for diversity. Walker's exemplary learning community promotes a wide range of support and enrichment opportunities, which foster an array of experiences to discover and build individual strengths.

Our instruction and high expectations stimulate intellectual curiosity, reflect best practice, and elevate student engagement and achievement. We strive to guide our students in accepting responsibility and to be actively engaged in their learning, decisions, and actions. We recognize and accommodate individual differences, interests, and abilities through a variety of assessments, curriculum, and technology. We honor and support the emotional well-being of each member of our community.

## ATTENDANCE POLICY

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Walker's teachers and staff are focused on your child's education. To achieve the goals we share with you for your child, we need your support to have your child here *every single day*. Every minute of instructional time that students miss is a lost opportunity for learning.

School hours are **7:30 A.M. – 2:00 P.M.** each day. It is absolutely vital that students arrive at school on time. Our teachers hit the ground running at the beginning of the day, and when students are late, they miss essential learning. Arriving late to school can throw a student's whole day off, and they miss out on morning activities that help them feel like a part of the Walker family. Students are allowed to enter the school grounds as early as 7:15 A.M. for supervised recess or breakfast.

## DAILY SCHEDULE

7:25 A.M.	First Bell
7:30 A.M.	Late bell
2:00 P.M.	Dismissal M,T,Th,F
12:00 P.M.	Dismissal Wednesday

**Arizona law requires that a parent or legal guardian ensure that their child is not absent excessively from school while it is in session. Absences may be considered excessive when the number of absent days exceeds ten percent of the possible days.**

If your child will be absent from school, please contact the office at 696-6571 to report your child's absent. If leaving a message, please be sure to include your child's first and last name, teacher, date of absence(s), and reason. Please support your child by ensuring that any absences and tardiness are unavoidable and when they do occur contact is made with the office.

## **TARDIES**

School begins at 7:30 A.M. each day. We have a full schedule and it is important that students are at school on time in order to take full advantage of their day. Your child misses essential learning with each tardy.

**Remember, students who are tardy past 7:35 A.M. must be signed in at the office by a parent or legal guardian.** Repeated late arrival may result in loss of privileges, parent conference, or a truancy notice.

## **LEAVING BEFORE THE END OF THE SCHOOL DAY**

Students who need to leave school for an appointment must be checked out through the office. Students will not be allowed to leave with adults who have not been authorized by legal guardians.

We encourage parents to schedule all appointments after school; if that is not possible, parents must pick students up before 1:30 P.M. This plan is in place for the safety of all students: teachers and staff have all hands on deck preparing for dismissal, and teachers are not in a position to alter a student's plan for getting home. A parent conference will be scheduled for any student who is repeatedly picked up early.

# **ACADEMICS**

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## **GRADES**

Students will receive report cards at the end of each grading period, on the following dates:

October 5<sup>th</sup> 2021

January 7<sup>th</sup>, 2022

March 25<sup>th</sup>, 2022

May 19<sup>th</sup>, 2022

**Ask your child for the report card, and call us if they say they did not receive one!**

The academic grades will reflect the academic progress for that period.

## **HOMEWORK**

Homework is an extension of what has been taught in class. Students will have homework every night, Monday through Thursday.

Students may be assigned long-term activities such as outside reading or projects. These assignments help students learn to budget their time and to take advantage of learning opportunities outside of the classroom.

Work with your child to schedule time and space each day to complete homework assignments and check to see that homework is done each day. Help your child to organize his/her materials so that they can get to school each day with all the things they need (including homework) for a

successful day, and check his/her backpack for messages or work the teacher may have sent.

## **HONOR ROLL**

Walker Elementary strives to recognize the hard work and academic achievements of our students, and our Honor Roll is one of these recognitions. Students in the **4<sup>th</sup> and 5<sup>th</sup> grades** who have met the criteria for Walker Honor Roll and Principal Honor Roll will receive a certificate at the end of each quarter.

The following are the criteria for receiving the designation of Honor Roll:

Walker Honor Roll:            All A's and B's for the quarter

Principal Honor Roll:        All A's for the quarter

\*\* Students must receive a satisfactory grade in conduct (O or S).

## **GRADE PROMOTION POLICY**

Walker Elementary abides by the Amphitheater Public Schools and State promotion policies. Walker considers each student's academic performance on an individual basis to determine if the student is ready for work at the next level. The following may affect a student's promotion to the next grade:

- Attendance
- Classroom grades
- Benchmark test performance (MAP, DRA, Waterford Reports)
- Performance on AzMERIT assessments (3<sup>rd</sup> grade)

## **FIELD TRIPS**

Field trips are scheduled during the school year to support classroom activities.

For any field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form. A Medical Emergency Treatment form must be on file with the nurse for any student with medical needs.

Some field trips are considered extracurricular activities; therefore, they are optional. Students who choose not to participate will receive instruction at school.

In order to be eligible for field trips, students must be in good academic standing, have no excessive absences (as defined by the Code of Conduct), and should have good conduct. Exclusion from a field trip may be used as a consequence for specific acts of misconduct, and parents will be notified of this decision.

Amphitheater Public Schools Student Code of Conduct still applies for field trips, as field trips are still part of the instructional day. A high standard of conduct is expected of students who participate in field trip activities. If students misbehave on field trips, consequences will be assigned per District policy.

## STUDENT GROUP GUIDELINES

At Walker Elementary we want our students to not only develop as scholars, but as leaders. Students may develop their leadership skills through our student groups, including the Girls on the Run, Fitness Funatics, Art Studio, Student Council, Odyssey of the Mind team, band, orchestra, and choir.

## PARENT PARTICIPATION

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### Parent Visitor and Volunteers

At this time we are limiting visitors to the campus before and after school for prearranged meetings only.

### VOLUNTEERING

Parents and outside organizations will be allowed to volunteer in classrooms during the school day. However, parents must prearrange to volunteer in their child's class with the teacher. The classroom teacher will then notify the front office that the parent will be coming in to volunteer on a specific date. Parents who wish to volunteer on campus to assist with lunch, recess supervision, or assist with dismissal can contact me for more information.

**The Parent-Teacher Organization (PTO)** is the core parent organization that drives fundraising and parent events, and they invite you to become an active member. The yearly membership drive begins in August. Through participation in the PTO's activities, parents assist in providing additional teaching aids and materials for our school. There also is great value and satisfaction in the friendships fostered through participation in school endeavors. PTO meetings will be announced and posted on the school calendar.

### CONFERENCES

Parent/Teacher conferences are a valuable tool to be used in helping children achieve academic success and remain motivated at school. Be sure to take advantage of this tool! Because it is so important, please follow these guidelines to ensure that you have the best possible conference with your child's teacher.

To arrange for a conference:

1. **Make an appointment**– call the teacher on their classroom phone, write a note to the teacher, or email the teacher to arrange an appointment time (Teacher emails can be found on our website, and teachers will respond within 24 hours).
2. Conferences can be arranged with teachers after the school day. Please contact your child's teacher for the soonest time they are available to meet.
3. Stay "tuned in" to your child so you know when to request a conference.
4. Review all test papers, Progress Reports, and communications from the teacher that signal trouble areas.
5. **Please do not drop in for just a minute at the beginning, middle or end of the day.** These are crucial times when the teacher and students need each other's' full attention.
6. Teachers will not be called out of class for a conference. Instructional time belongs to the students, but teachers may meet during planning time or outside school hours.

## **HELPING PARENTS RESOLVE PROBLEMS AT SCHOOL**

Lulu Walker Elementary School prides itself in welcoming parent participation and involvement. Our teachers and principal communicate often to keep parents informed of school events and procedures. Since our primary concern is the well-being and education of our students, the Walker Elementary staff is committed to open, honest communication with parents.

Despite our very best efforts, questions and concerns do arise. When parents have a question concerning a classroom situation, their first contact should be with the classroom teacher, since the teacher is likely the closest to the question or concern and is most able to resolve it quickly and effectively. We expect all school employees to respond to non-emergency inquiries within 24 hours. To ensure the success of our students, we recommend that the following five steps be followed when a question or concern arises:

1. A student should go to the teacher first with their questions, concerns, or comments unless it is a building-wide or system-wide concern.
2. Parents should go to the teacher with their questions, concerns, or comments.
3. The teacher will follow up with the parent on the resolution of questions, concerns, or comments.
4. If questions or concerns continue, the parent may choose to contact the principal. The principal may be able to resolve the issue or offer to set up a meeting with the concerned parties.
5. The teacher, parent, and principal will follow up on resolution of questions or concerns.

### **Contact List:**

Superintendent: Todd Jaeger 696-5205

Ass. Superintendent Elementary Education: Tassi Call 696-5173

Director of Student Services: Kris McGraw 696-5230

Executive Manager of Operational Support: Richard LaNasa 696-5144

Director of Facilities: Tom Gill 696-3756

Director of Transportation: Norma Frye-George 696-3783

Director of Food Services: Teresa Cribbs 696-5132

Principal: Christopher Trimble 696-6517

Health Aide: Maricela Galligan 696-6516

Cafeteria Attendant: Patrick Arent 696-6554

School Clerk: Francisca Leon 696-6518

Administrative Assistant: Karen Wadhams 696-6519

BIM: Mary Sierra 696-6529

## **ADDRESSING SCHOOL RELATED CONCERNS**

Please use the following guide to help you decide whom to contact first when there is a school related issue:

Questions/ Concerns	Step 1	Step 2	Step 3	Step 4
Academics/ Student progress	Classroom teacher	Principal	Associate Superintendent Elementary Education	Superintendent
Scheduling/ Classroom	Classroom teacher	Principal	Associate Superintendent Elementary Education	Superintendent
Procedures and Policies	Classroom teacher	Principal	Associate Superintendent Elementary Education	Superintendent
Curriculum	Classroom teacher	Principal	Associate Superintendent Elementary Education	Superintendent
Behavior	Classroom teacher	BIM/Social Worker	Principal	Superintendent
Budget	Principal	Associate Superintendent Elementary Education	Superintendent	Governing Board
Extra-curricular activities	Program Coordinator or Club Organizer	Principal	Associate Superintendent Elementary Education	Superintendent
Health issues	Health Aide	Principal	Director of Health Services	Superintendent
Governing Board Policies	Principal	Associate Superintendent Elementary Education	Superintendent	Governing Board
Special Education	Classroom teacher	Principal	Director of Student Services	Superintendent
Transportation	Transportation Department	Principal	Executive Director Operational Support	Superintendent
Safety	Principal	Director of Facilities	Executive Director Operational Support	Superintendent

Free/Reduced Meal Program	Cafeteria Attendant	Director of Food Services	Superintendent	
Student registration	School Clerk	Principal	Associate Superintendent Elementary Education	Superintendent

## STUDENT TRANSPORTATION

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Walker students use a variety of methods of transportation to come to and leave from school, and it is essential that you put a consistent plan in place for your child. Establish a routine that your child understands and can follow. If you must alter the pattern due to an appointment or other plans, be sure your child knows the changes before leaving home in the morning, and call or send a note to the main office. Our teachers will be aware of how your child typically gets home in the afternoon.

Any changes in the usual routine must be discussed with your child. **The school must be notified even if the person picking up your child is on the emergency contact list.**

### BUSES

Amphitheater Public Schools provides buses for students who live over two miles from the school to which they are zoned. Each bus rider should catch the bus and be delivered to the bus stop closest to home. To ensure your children's safety, students may not ride on another bus route without a prior approved change in route. **All kindergarten students that ride the bus must be met by a parent or guardian at their stop.** If no one is there to meet a kindergarten student, they will be returned to the school.

Students will be required to wear a bus tag provided by the district in order to ride the bus to and from school.

It is important that we work closely with our children to teach the importance of good bus conduct. The rules and procedures are reprinted here for reference. Please read and discuss them with your child.

### BUS RULES AND PROCEDURES

1. **Bus riders should** be at their assigned stop ten minutes before the bus is scheduled to arrive. (Parents/Guardians should supervise students until they have loaded bus. For safety reasons, no child should be left unsupervised at a bus stop).
2. Students should respect the property of others.
3. Students should board and exit the bus in a quiet and orderly manner (no pushing, shoving, shouting, or other disruptions).
4. Students must stay seated with their seatbelts on, until the bus driver dismisses them.

5. If a bus is late in the afternoon, students will remain in the dismissal area where supervision is provided until the bus arrives.
6. Students are to treat drivers with respect and courtesy.
7. No fighting, horseplay, throwing of items, or obscene language will be allowed on buses, at the bus stops, or walking to and from the bus stop.
8. Students **must** stay seated when the bus is in motion.
9. Students must not shout out the windows or throw objects.

When a violation of these rules is reported, school administrators will issue a consequence in accordance with Amphitheater Public Schools Board Policy and the Student Code of Conduct. **Misbehavior on the bus or at the bus stop may result in suspension from the bus. Repeated misbehavior can result in exclusion from riding the bus.** Parents will be responsible for transporting their children to school and home should they be suspended or excluded from riding the bus.

Each bus rider must be responsible for his/her own behavior at the bus stop, in bus lines, on the bus, and traveling to and from the bus stop. Misbehavior and rowdiness jeopardizes the safety of all riders and cannot be tolerated.

## **BUS ELIGIBILITY**

Parents and guardians can determine their child's bus number, stop and pick-up/drop-off times at [Transportation Services / Bus Stop Finder \(amphi.com\)](http://amphi.com). All routes and eligible zones are established by the Amphitheater Public Schools Transportation Department. Drivers must run the route and pick up at the locations determined by Routing and Scheduling—please do not ask drivers to make changes in the route.

## **BUS LANE**

The bus lane is a “**NO PARKING**” and “**NO DROP OFF**” zone for passenger cars.

## **Car Drop-Off**

**Students should not be dropped off at school before 7:15am.** Teachers and staff are not able to supervise students until this time. All students that are dropped off by their parents should be dropped off on the west side of the school, where they are picked up in the afternoon. This gate will be opened at 7:15am and will be monitored by Walker staff members. Please do not drop student off in the front of the school as this is where buses and cars pass through and is extremely dangerous.

## **Car Pick-Up**

Walker has a dismissal system that places student safety first!

All car pick-up students wait in grade level lines on the west side of campus. Students will be called to wait at one of five different colored cones, based on where their pick-up car is in line. To make this process as fast as possible, please display the sign in your front window that has your students name, teacher, and grade on it. This will be given to you by your child's teacher the beginning of the year.

Parent/Guardians should not park in the parking lot and wait for their children to walk to them—this is extremely dangerous. **Do not park along Roller Coaster Rd. to wait for your student. This is not Walker property. The Pima County Sheriff can ticket cars parked along Roller Coaster Rd. This is also extremely dangerous.** Drivers may not move cones that are placed to direct traffic, because this creates additional traffic and slows the process. Please follow any signs that are posted, and please be courteous to staff and to other drivers—we are all part of the Walker family.

For the safety of all children and adults at dismissal, please adhere to the following guidelines:

- Please refrain from using your cell phone in the car pick-up line.
- Remain in your car at all times when using the car pick-up line.
- Do not ask your child to cross in the middle of the street. Students must be picked up in the car pick-up line.
- **Use your car pick-up sign by placing the sign in the front window on the passenger side.**
- Do not park your car in the pick-up line to wait in the school building for your child.

Students who walk or are dropped off should not arrive at school before 7:15am, as no one is on duty to supervise them and ensure their safety. Similarly, parents/guardians must pick up students at 2:00pm unless students are participating in an after school program. Teachers and staff are not available to supervise them.

Please be sure that your child knows how to get home each day. Any changes in the usual routine must be discussed with your child and **the front office and teacher should be notified.**

## **DAY CARE VANS**

Students that travel to after school care programs at local day cares on a day care bus or van will wait in the car line with their classmates. The daycare vehicles will move through the car line with parents so that they can pick up students on the west side of the building.

## **WALKERS**

Students who walk to and from school should obey the following rules:

- Cross streets only at the designated cross walks at the east end of the school.
- Follow the route planned by parents.
- Meet friends or siblings outside the building, not at the classroom.
- Go straight to your own home.
- Have a plan for rainy days (parents should inform teachers and office staff of the rainy day plan and keep emergency numbers current)

## EMERGENCY PROCEDURES

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It is imperative that all information on each child's enrollment card be complete and kept current. If phone numbers (home, work, emergency or doctor) change, please notify the school office immediately. In the event of an emergency we must be able to reach a parent/guardian. Directory information is considered part of the public record. If parents do not wish to have such information released, they must submit such a request to the principal in writing. Be sure that you have a plan for picking your child up during the day should he/she become ill at school.

**Students should not be picked up from school early except in emergency situations or for appointments that cannot be scheduled at other times. Every minute of learning counts.**

Students will not be called out of class to talk on the phone. In emergency cases, messages will be relayed to students. Your child's instructional time is too important.

Photo IDs will be checked for verification any time a student is picked up. Persons that are not on the enrollment form will not be permitted to pick a child up without notification from a parent or guardian.

## MEDICAL INFORMATION

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For the safety and protection of all students, medication (either prescription or over the counter) may not be brought and kept by students to be taken during the school day. This includes cough drops, sunscreen, insect repellent, and inhalers. **Never send your child with medication on their person to take during the day.**

The school health assistant may dispense medication during the school day if the parent brings a bottle with a prescription and completes the appropriate paperwork. Even for over the counter medications, parents must have a prescription label. The label must clearly show the child's name, type of medication, and dosage. Please request the medical form from the health office if your child will need medication during the day.

Students must be free of fever and/or vomiting for 24 hours before they may return to school.

Certain communicable diseases require special handling or restrictions in the school setting. The Amphitheater School District policy regarding communicable disease control measures can be found online.

## STUDENT DISCIPLINE

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At Walker, we follow the Amphitheater Student Code of Conduct, which is available on the school website at <https://www.amphi.com/site/Default.aspx?PageID=5355>. A hard copy of the handbook will be distributed to all students at the beginning of the year or when a new family registers during the school year. In accordance with district guidelines and policies, we have implemented a school wide set of expectations and consequences for academics and behavior.

Our core values of being **Respectful, Responsible, Safe, and Kind** drive our school rules. The Walker Behavior Management Plan is based on the recognition that behavior can be modified, controlled, and improved through instruction and positive reinforcement.

Walker elementary has implemented a Positive Behavior Intervention and Supports system as its school wide behavior plan. A Positive Behavior Intervention and Support (PBIS) system focuses on prevention of behavior issues, rather than consequences. PBIS calls on school staff to teach positive behavior strategies, just like we would teach reading or math. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are. Common language is used throughout the school campus when talking about appropriate behavior. Our PBIS system at Walker Elementary School focuses on teaching students to be **Respectful, Responsible, Safe, and Kind**.

In order for our PBIS system to be successful, it is imperative that expected behaviors are explicitly taught to students at the beginning of the year and are continuously retaught as the year progresses. These expectations for behavior are taught to students by their classroom teachers, through videos during announcements, and through grade level and school wide assemblies. To support this, Walker Elementary school has created a school wide behavior matrix that lists for students, the positive behaviors they are expected to demonstrate in all areas of the campus. This includes the hallways, cafeteria, bathrooms, playground, buses, and classrooms.

Once the students have been taught the positive behavior expectations, they will be held accountable to demonstrating these behaviors. Rather than focusing on consequences for not meeting the expectations, the PBIS system instead focuses on rewarding students for demonstrating the appropriate behavior. Students can and will be verbally recognized by any adult on campus for demonstrating the appropriate behavior. They will receive a token for this and the adult will commend them for the specific behavior and for being **Respectful, Responsible, Safe, or Kind**. The tokens that are earned by a students can be collected to earn a recognition as an individual student, to earn a whole class reward, and ultimately to earn a school wide celebration.

# Walker Wolves are Respectful, Responsible, Safe, and Kind



## School Wide Expectations

	Classroom	Cafeteria	Hallways/ Walkway/ Stairways	Playground	Bathroom	Arrival/ Dismissal Bus and PPU
<i>Respectful</i>	<ul style="list-style-type: none"> <li>Think before you speak</li> <li>Listen while others talk</li> <li>Respect others' space and property</li> <li>Voice level 0-2</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit quietly</li> <li>Pick up <u>your</u> trash</li> <li>Voice level 1-2</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door</li> <li>Silent wave to friends</li> <li>Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>Be a peaceful problem solver</li> <li>Play by the rules</li> <li>Be a good sport</li> <li>Voice level 0-3</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet</li> <li>Respect others' privacy</li> <li>Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 1</li> <li>Respect others' space and property</li> <li>Save snacks for home</li> </ul>
<i>Responsible</i>	<ul style="list-style-type: none"> <li>Raise your hand</li> <li>Clean up after yourself</li> <li>Complete assignments</li> <li>Participate</li> <li>Use a growth mindset</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Sit and face forward your table</li> <li>Get all supplies before you sit</li> <li>Keep food on tray</li> </ul>	<ul style="list-style-type: none"> <li>Have a hall pass and go straight to destination</li> <li>Stay in line</li> <li>Keep hands and feet off artwork and backpacks</li> </ul>	<ul style="list-style-type: none"> <li>Play in designated areas</li> <li>Clean up after yourself</li> <li>Line up quickly and safely</li> <li>Ask for permission to leave playground</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Keep walls and stalls clean</li> <li>Use supplies correctly</li> </ul>	<ul style="list-style-type: none"> <li>Have your bus tags and belongings</li> <li>Know how you are getting home</li> <li>Stay in line</li> <li>Listen for your name or bus</li> <li>Go straight to your destination</li> </ul>
<i>Safe</i>	<ul style="list-style-type: none"> <li>Walk only</li> <li>Keep hands, feet and objects to yourself</li> <li>Use supplies correctly</li> </ul>	<ul style="list-style-type: none"> <li>Stay in line</li> <li>Wash hands before and after eating</li> <li>Raise your hand if you need something</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay on right side</li> <li>Keep hands and feet to yourself</li> <li>Use the steps properly</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Keep hands and feet to yourself</li> <li>Walk on sidewalk and under ramadas</li> </ul>	<ul style="list-style-type: none"> <li>WASH your hands</li> <li>Walking feet</li> <li>Open bathroom door slowly</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Keep hands, feet and objects to yourself</li> </ul>
<i>Kind</i>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Be encouraging</li> <li>Set a good example</li> <li>Include and invite others to collaborate</li> </ul>	<ul style="list-style-type: none"> <li>Use polite manners</li> <li>Invite and welcome others to sit with you</li> </ul>	<ul style="list-style-type: none"> <li>Do the right thing even when no one is watching</li> <li>Give everyone personal space</li> </ul>	<ul style="list-style-type: none"> <li>Take turns</li> <li>Use kind words</li> <li>Include others in games</li> <li>Share supplies and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>In and out quickly</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Wait your turn</li> <li>Be Polite</li> </ul>

# MEALS AND FOOD SERVICE

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## **BREAKFAST**

Breakfast is available to all students from 7:15 – 7:30 A.M., Unfortunately, students arriving late will not receive breakfast. Breakfasts will be provided to students in the classroom and will be free. Please be sure to have your child at school on time if you wish them to receive breakfast at school.

## **LUNCH**

Students may bring lunch or purchase lunch at school. Free or reduced lunch is available to Walker families. Applications can be picked up in the cafeteria. Families can apply online at <https://secure.ezmealapp.com/ApplicationScreen.aspx>.

All students have a lunch account that can have money put into it for purchasing breakfast and lunch. Money can be put onto accounts by bring in a check or cash to the cafeteria or online at <https://www.ezschoollpay.com/Login.aspx>.

The Amphitheater Public Schools Food Service Department prints a calendar of menus each month, and parents can refer to the Amphitheater Public Schools website for more information.

## **LUNCHROOM RULES**

1. All students will wash their hands for 20 seconds at the hand washing station prior to entering the lunchroom.
2. Students will be quietly enter the cafeteria and take their assigned seat.
3. Purchased lunches will be at the table waiting for a student.
4. Students can remove their mask when they take their seat.
5. Students will be polite to the Food Service Personnel.
6. Students may bring thermos bottles and non-carbonated drinks in cans (NO Coke, Dr. Pepper, or other sodas).
7. Students may talk in quiet voices during lunch.
8. Students will stay seated during the lunch period unless they raise their hand and are granted permission.
9. Students will be responsible for leaving the tabletops clear and cleaning up their own mess.
10. Lunch items may not be bought, sold, shared, or traded.

If students violate cafeteria rules disciplinary consequences may be implemented by teachers and administration.

## **BIRTHDAY CELEBRATIONS**

Outside food is allowed to be brought into the school for celebrations, as long as it is store bought. The classroom teachers will recognize student birthdays.

## CELL PHONES, ELECTRONICS, and TOYS

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Parents and guardians will determine whether it is appropriate for their children to carry cell phones at school. Students may always use the front office phone to contact parents in case of illness, and parents may always send messages to students through our front office. Students who do bring cell phones are allowed to have them in their backpacks to use only to communicate with parents after school starting at 2:00 P.M. Cell phones should be turned **OFF** for the entire school day. Cell phones that are visible (turned on, in use, or heard) during the school day will be confiscated and turned in to the office. The student's parent will have to come to the office to retrieve the phone.

Please do not allow your children to bring toys, electronics, or other valuable items to school. Items that cause a disruption to the learning process will be picked up and may be kept until the end of the school year. It is the parent's responsibility to retrieve any items from the office that have been picked up from a student. All items left in the possession of the school two weeks after the last day of school will be disposed of. The school will not be held responsible for valuable items lost on school property.

## EARLY DISMISSAL DAYS

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Amphitheater Public Schools has selected Wednesdays as early dismissal days that are to be used for professional development or parental involvement. In addition, October 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> will be early release days for Parent-Teacher Conference. Early release days will be from **7:30 A.M. – 12:00 P.M.**

## LOST AND FOUND

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Please do not allow your child to bring toys, electronics or other valuable items to school. The school will not be held responsible for toys or valuable items if they are lost on school property. Please see that your child brings only the necessary clothing and supplies to school.

Jewelry, clothing, and other personal items may not be loaned, sold, bought, traded, or given away at school. Lunch items may not be bought, sold, shared, or traded.

All removable articles of clothing as well as other belongings should be clearly and securely labeled with the child's first and last name to prevent loss. Lost and found articles are kept on the hooks outside of the cafeteria. Any unclaimed items will be donated to charity.

## PESTICIDES

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As required by law, the school district is providing notification that the district periodically applies pesticides at school sites. Information concerning these applications will be posted in the front office.