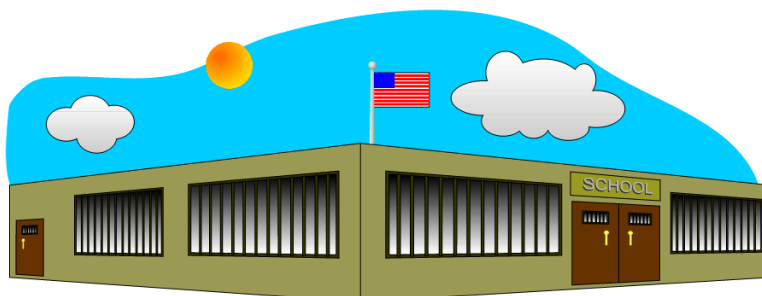


Student Handbook

2016-2017

GERTRUDE WALKER ELEMENTARY STAFF

Principal	Mr. Phil Keidel
Kindergarten.....	Ms. Daniella Garcia
Kindergarten.....	Mrs. Dalana Billinger
Kindergarten.....	Mrs. Ashley Villafana
First Grade.....	Miss Tammy Eppinger
First Grade.....	Mrs. Carrie Moser
Second Grade	Ms. Nancy Wilson
Second Grade	Mrs. Quinn Walker
Second Grade	Mrs. Kelly Rivas
Third Grade.....	Miss Ana Castaneda
Third Grade.....	Mrs. Ann Kopper
Fourth Grade	Mrs. Amanda Johnson
Fourth Grade	Mr. David Brager
Counselor	Mrs. Terra Hill
Art Teacher	Miss Heather Shiloh
Interventionist	Mrs. Mary Hamlin
ESL Para	Mrs. Ann Adams
Librarian.....	Mrs. Jane Richardson
Music Teacher.....	Mrs. Wynema Cessna
Physical Education Teacher	Mr. Shon Thornton
Special Education Teacher.....	Miss Lauren Bendert
Special Education Para.....	Mrs. Carol Warren
Special Education Para.....	Mrs. Esther Gone
Title I/Literacy Coach.....	Mrs. Rhonda Roth
Math Coach.....	Mrs. Dianne Deniston
Interventionist.....	Mrs. Peggy Patterson
Interventionist	Mrs. Elizabeth Clark
Interventionist.....	Mrs. Le Deibert
Science	Mrs. Theresa Schurle
Science (Kindergarten).....	Mrs. Elizabeth Clark
Nurse	Mrs. Teresa Utz
Secretary.....	Mrs. Cindy Elliott
Secretary.....	Miss Jennifer Harmon
Sysop.....	Mrs. Carol Luetters
Burmese Para.....	Miss Victoria Hlaing
Head Custodian	Mrs. Phyllis Partin
Night Custodian	Mr. David Rangel
Head Cook.....	Mrs. Roberta Hernandez
Cook.....	Ms. Claudia Rubalcaba
Cook.....	Mrs. Lupe Martinez



DOORS ARE LOCKED FOR SECURITY

Our front doors are locked during the day. The door on the right (east) is the door we will unlock for you to enter. There is an intercom on the wall by the door with a button to push to notify us you are there. You may be asked to identify yourself before you are given access to the building.

Students must not arrive before 7:30 a.m. Doors do not unlock until 7:30 a.m. Parents will be contacted if students arrive before 7:30 a.m.

Student arrival time should be no later than 8:20 a.m. to be prepared for class.

CLASS STARTS AT 8:30 A.M.

PLEASE CALL

WHEN YOUR CHILD IS ABSENT.



You must call in when your child is absent and state the reason why. You may send a note with a sibling but we must hear from an adult in order for it to be excused. You must call in each day.

Absences due to vacation, etc. are discouraged. It is very important for your child to be present in class in order to learn. **Absences due to being out of town must be excused through the office.**

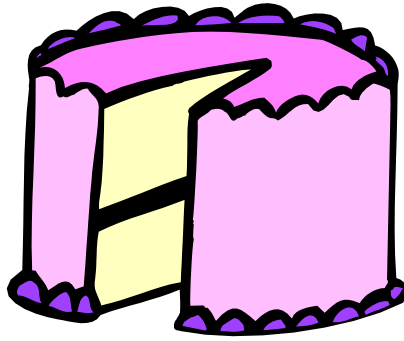
Excessive absences due to illness of more than seven (7) days may require a doctor's authorization at the discretion of the administration. (Policy JBD-R)

Phone No. 805-7600

Please do not call any other GW number to report absences.

MEDICATION

WE MUST HAVE DOCTOR AND PARENT
WRITTEN PERMISSION TO GIVE
MEDICINE AT SCHOOL.



BIRTHDAYS WILL BE CELEBRATED ONLY IN THE CAFETERIA ONCE A MONTH.

District policy does not allow individual birthday parties in the classroom.

Birthday invitations cannot be passed out at school unless they are for the entire class.

More information is available in this handbook.

Birthdays

Celebrating birthdays in the classroom is not allowed. Students will celebrate birthdays once a month in the lunchroom. The kitchen will provide a treat for the birthday students. This is a district wide policy.

The date for the monthly celebration will be in the newsletter. If you want to bring stickers, pencils, or any nonfood treat for their class, you may bring it then. They will be passed out at end of day.

Invitations for personal birthday parties are not allowed to be passed out at school unless there is an invitation for the whole class.

PLEASE CHECK IN AT THE OFFICE WHEN ENTERING THE SCHOOL.

We welcome all parents to come to school and visit or eat lunch with their child. Please check in at the office and we will give you a visitor's badge. The exception to this will be conferences and programs. Please call the office by 9:00 a.m. if you want to eat lunch with your child so we can add you in the lunch count.



SCHOOL HOURS

Grades K-4

8:30 a.m. - 3:50 p.m.

At the close of the school day, if you must wait for someone such as a brother or sister, **you must wait outside or in the front lobby for them.** Unless you have permission from a teacher or the office, all students must be out of the building by 4:00 p.m.

Recess

Kindergarten	12:00-12:15
Grades 1,2	11:50-12:05
Grades 3,4	12:20-12:35

Lunch

Kindergarten	11:35-12:00
Grades 1,2	12:05-12:30
Grades 3,4	12:35-1:00

Breakfast Served from 7:45-8:15 a.m.

GERTRUDE WALKER ELEMENTARY

Attendance

Please call in each time your child is absent and state the reason why. A note may be sent the next day, but if your child misses more than one day you need to call. **The truant officer has requested that we not take excuses from other students.** You may send a note with another child. We have to hear from an adult in order to excuse the absence. **If you go out of town for a few days, you must make arrangements with the office ahead of time in order for this to be excused.** Exceptions would be death or illness in family out of town. We have our answering machine on all night or asking a friend to call the next day would be appreciated.

Please do not pick up students early unless they have an appointment. Picking up students early because of convenience is very disruptive to the classroom and they miss out on instruction and notes going home.

If you pick up a sick child early, please make arrangements to come back and pick up their sibling. It is important for the sibling to finish their classes.

Change of Address, Emergency Number, etc.

Please report any change of address, phone number, place of employment, etc. to the office. This is very important, especially in an emergency.

Also, if you are going to be out of town for a day or longer, and your child will be in school, please leave a number of a friend or relative in the office in case of an emergency.

Crosswalk

There is one crosswalk for children to cross the street in front of the school. **Students should not cross the street anywhere else.** Parents, please pull to the curb to pick up your child.

Parents, please do not pull in the parking lot to pick up your child. Students are crossing the parking lot to go to the bus. We do not want traffic in the parking lot at that time for the safety of the children.

Bus Students

If your child is a regular bus student, he/she **must** have a note or a parent must call the office if he/she is **not** to ride the bus. Otherwise, your child will be put on the bus.

Dress and Grooming

Student dress and grooming must be neat and in good taste so that each student shares in a positive, healthy, and safe environment at school.

Student dress will be the responsibility of each student. Dress or grooming may not interfere with the teaching/learning process or cause undue attention to an individual student. Short shorts, tight bike shorts, halter tops, tube tops, crop tops, muscle shirts, spaghetti straps, or fishnet T-shirts are not appropriate school clothing, even during hot weather. **Athletic or canvas shoes are encouraged for school due to running in PE and on the playground.**

No fingernail polish, lipstick, hair spray or perfume is to be brought to school.

Guidelines for Attendance

If the student arrives after 10:00 a.m. - ½ day absence.

If the student leaves before 10:00 a.m. - 1 day absence.

If the student leaves before 2:20 p.m. - ½ day absence.

Homework

If your child just misses one day of school, it is not necessary to call for homework. If he/she misses more than one day and you would like to pick up homework, please call in the morning so that teachers will have time to get it ready. If you call for homework, **please** pick it up. When you have work for each excused absence, you are given one day to make up your work for each day missed. That means if you miss on Tuesday and are back Wednesday, your make up work is due on Thursday or it is a zero (0).

Last Day of School

Fees, library books and textbooks are to be taken care of by the last day of school or parent names will be turned over to the credit bureau.

Leaving School Grounds

After a student arrives at school, they must not leave the grounds unless they have permission from the Principal. The school is responsible for the student's welfare during school hours.

For the safety of each child, when it becomes essential that a student be dismissed early from his/her daily schedule, the parent must visit the office to properly release the student and notify the teacher. We will not release any student to anyone other than parents or legal guardian unless they are listed on enrollment attachment. Any changes to that attachment must be made in person in the office.

Library Books

Students can check-out two library books each week. However, if the student has any books overdue, check-out privileges will be suspended. The cost of any book that is overdue more than one month or lost will be the obligation of the student.

Moving

If you are going to be moving out of town, please let the school office know a few days ahead of time so that we can get information ready for your new school.

Newsletter

A newsletter will go home the first of each month. It will include dates of importance for the month, lunch and breakfast menu.

Playground

Playground equipment should be used for its designated use only. No sitting or standing on tires, parallel bars or any playground equipment not designed for such activity. Baseballs are not allowed on playground.

Religious Materials

Religious materials are not to be passed out on school property.

Snowballing

Throwing snowballs is **not allowed** on school property.

Toys, Etc., to School

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (show and tell, for example). The students will assume responsibility for any items brought to school. Items specifically not to be brought to school include electronic games, radios, cameras, tape recorders or other equipment. Sports equipment should also be left at home. Such belongings can be lost or broken at school. We would appreciate your help in keeping toys and equipment at home.