



# **Student Handbook**

**2019-2020**

## GERTRUDE WALKER ELEMENTARY STAFF

Principal .....	Mrs. Amy Hollingsworth
Kindergarten.....	Ms. Daniella Garcia
Kindergarten.....	Mrs. Dalana Billinger
First Grade.....	Mrs Amanda Johnson
First Grade.....	Mrs. Carrie Moser
Second Grade ...	Ms. Nancy Wilson
Second Grade ...	Mrs. Quinn Walker
Third Grade.....	Ms. Andrea Stevenson
Third Grade.....	Mrs. Ann Kopper
Fourth Grade ....	Mr. Chad Armstrong
Fourth Grade ....	Mr. David Brager
Counselor .....	Ms. Betty Palomino
Art Teacher .....	Mrs. Heather Shiloh
ESL Para .....	Mrs. Ann Adams
Librarian.....	Mrs. Roni Knight
Librarian Para .....	Mr. Samuel Brandt
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. Lana Pratt
Title I/Literacy Coach.....	Mrs. Rhonda Roth
Interventionist.....	Mrs. Peggy Patterson
Interventionist.....	Mrs. Le Deibert
Science .....	Mrs. Kelly Rivas
Nurse ...	Mrs. Teresa Utz
Secretary.....	Mrs. Cindy Elliott
Secretary.....	Ms.
Sysop... ..	Mrs. Carol Luetters
Title I Para .....	Ms. Sara Sprowls
Title I Para.....	Mrs. Sara Crane
Title I Para .....	Mrs. Katie Watie
Head Custodian .....	Mrs. Phyllis Partin
Night Custodian .....	Mr. David Rangel
Head Cook.....	Mrs. Roberta Hernandez
Cook.....	Mrs. Dorothy Favela
Cook.....	Mrs. Lupe Martinez



## **DOORS ARE LOCKED FOR SECURITY**

Our front doors are locked during the day. The door on your left (west) 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 7:45 a.m. Doors do not unlock until 7:45 a.m. Parents will be contacted if students arrive before 7:45 a.m.**

**Breakfast is served from 7:45 – 8:15 a.m. please be prompt.**

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

**School Begins at 8:30 A.M.**

# 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 to sign in/sign out when leaving, we will give you a visitor's pass before going back to the classroom area. 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.



## **Absences and Excuses**

Regular attendance is one of the best predictors of success in school. It is necessary that students come to school regularly if they are to progress with their class. Everyday something new is presented in each subject and if a student misses the introduction of new work, it is difficult for them to make it up.

When absence from school is necessary due to illness, family emergency, or any other reason, parents should call the school office before 9:00 AM. The Gertrude Walker Elementary school phone number is:

# 620-805-7600

An excused absence must meet one of the following criteria:

- An absence because of a school sponsored trip.
- An absence that is for the general welfare of the student (dental and medical appointments, illness).
- An absence to be with relatives because of a serious illness or death of an immediate family member.
- An absence due to inclement weather or road conditions.
- An absence, in the opinion of the building principal, that was in the best interest of the student.

**All excused absences must be confirmed with a phone call from the parent/guardian.**

Students are expected to complete school work missed for an excused absence.

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

**Prearranged Absence:** If a student is going to be gone for an extended period of time arrangements with the school office and the student's teacher should be made regarding makeup work. A prearranged form must be completed and approved through the school office before the absence.

**Unexcused Absence:** An unexcused absence is simply an absence not covered by any of the previously described excused absences. A truancy report will be filed for any student with three (3) consecutive unexcused absences or five (5) total unexcused absences in a semester or seven (7) unexcused absences in a school year.

**Tardiness:** Tardy is any time after the beginning bell to start the school day. The beginning bell for school this year is 8:30 AM.

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

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

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

## **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 them to be passed out in the classroom on their birthday. They will be passed out at the 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.**

# SCHOOL HOURS

**Breakfast is served from 7:45-8:15 a.m. you must be in line for breakfast by 8:15 to be able to receive a breakfast.**

**Grades K-4 8:30 a.m. - 3:50 p.m.**

At the end of the school day, if you are waiting for a student we ask that you wait outside of the building or in the front hall by the office to minimize interruptions. Unless you have permission from a teacher or the office, all students must be out of the building by 4:00 p.m.

<u>Recess</u>		<u>Lunch</u>	
<b>Kindergarten</b>	<b>11:55-12:15</b>	<b>Kindergarten</b>	<b>11:30-11:55</b>
<b>Grades 1,2</b>	<b>11:40-12:00</b>	<b>Grades 1,2</b>	<b>12:00-12:25</b>
<b>Grades 3,4</b>	<b>12:10-12:30</b>	<b>Grades 3,4</b>	<b>12:30-12:55</b>

## **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. When giving a new address, you must show proof of address change by bringing in an electric bill or rental agreement.

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 phone number of a friend or relative in the office in case of an emergency.

## **Crosswalk**

There is a crosswalk for children to cross the street in front of the school and at the end of the block. **Students should not cross the street anywhere else.** Parents, please pull up to the curb to pick up your child. Do not stop in the middle of the street to pick up your child. If you park across the street you must come over to the school crosswalk to walk your child across the street. Students will not be allowed to cross by themselves.

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, short skirts, crop tops, muscle shirts, inappropriate or offensive writing or pictures on t-shirts, and thin strapped tops are not appropriate school clothing, even during hot weather. **Tennis shoes or canvas shoes are encouraged for school due to running in PE and on the playground. Flip Flops are discouraged on PE day. Your child may not be able to participate if they are not wearing appropriate shoes for the activity.**

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

## Last Day of School

Fees, library books and textbooks are to be taken care of by the last day of school. Report cards will be sent home the last day of school.



### Field Trips

To clarify and make sure everyone has an understanding regarding outside of school adults accompanying classes/grade levels on field trips.

- It is acceptable for a **parent(s)/legal guardian** to meet the class/grade at the destination of the field trip and accompany their student with the group during the duration of the field trip. The **parent(s)/legal guardian** should not be a distraction to their student, or other students, during the field trip or prevent in anyway any student from participating fully in the experience.
- Because of **safety concerns** the **parent(s)/legal guardian** is the only outside of school adult permitted to accompany student groups during a field trip. No one else will be allowed to accompany the student group(s).
- School personnel cannot tell an adult they are not permitted to travel to the field trip destination, only that they are not allowed to accompany the student group during the field trip unless they are a **parent(s)/legal guardian**.
- School/district transportation will not be provided for a **parent(s)/legal guardian** to travel to or from the destination of the field trip. The only exception to this would be in the instance that a **parent(s)/legal guardian** is requested by school personnel to accompany the group as a designated sponsor.
- If requested by school personnel to help sponsor on a field trip, and provided there is space on the bus the parent could choose to travel with the group on school/district provided transportation or could choose to provide their own transportation to and from



the destination. This should be decided and planned before leaving and the **parent(s)/legal guardian** should be included in the count when submitting transportation request to the transportation department if they will be riding the bus. Their student is required to travel on school provided transportation to the field trip destination.

## **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 come into the office to sign their student out. 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 books from the library each week. However, if the student has any books that are overdue, check-out privileges will be suspended. The cost of any book that is overdue more than one month, lost, or damaged will be charged to the student and the parent is responsible for the payment of the book fees.

## **Moving**

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

## **Newsletter**

A newsletter will go home the first of each month. It will include dates of importance for the month, lunch and breakfast menu along with lunch prices for the month. Check out our school website <https://gw.gckschools.com/>, also check out our Facebook page at Gertrude Walker Elementary School.

## **Playground**

Playground equipment should be used for its designated use only. No sitting or standing on the 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 distributed on school property.

## Throwing Snowballs

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 student will assume responsibility for any items brought to school. Items specifically not to be brought to school include electronic games, other electronic equipment. No trading cards, such as Poke Man cards, are to be brought to school. If cell phones, iPad's or any other devices are brought to school they should be turned off and checked into in the office for safe keeping until the end of the day.

## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)