



# Family Handbook

*Home of the Wildcats*

Mrs. Tammy Farhit, Principal

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**Office Hours: 7:30am – 4:00pm**



# Walnut Elementary School

## Academic Excellence for All in a Safe, Enriching Environment

Walnut is a little school with a BIG heart, where every child is valued and encouraged to develop a lifelong love of learning. We're committed to developing the whole child, so we invest in the arts, technology, and character education in addition to our core academic program. We partner with parents and community members to provide the best possible school experience for our students.

If you would like to get more involved, please consider joining our PTA, English Advisory Council (ELAC), School Site Council, or volunteering on campus.

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### **Ways to Stay Informed**

We're proud of what happens at Walnut, and we want you to stay "in the know." Our digital newsletter is sent out via email each Sunday which is also accessible in Spanish and on our website.

Walnut Website: [conejousd.org/walnut](http://conejousd.org/walnut)

Facebook: [facebook.com/WalnutBEAT](https://facebook.com/WalnutBEAT)

Instagram: [@walnutelementarycvusd](https://@walnutelementarycvusd)

PTA Facebook: [facebook.com/Walnut.Elementary.PTA](https://facebook.com/Walnut.Elementary.PTA)

PTA Instagram: [@walnut.pta](https://@walnut.pta)

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### **Daily Schedule**

School gates open and playground supervision begins at 7:45am. There is no supervision before 7:45am or after 2:40pm. Students should not arrive on campus before 7:45 am, and they need to leave campus upon dismissal at 2:40pm unless they are enrolled in a specific after-school program.

School is in session for TK and Kindergarten students every day from 8:15am-1:20 pm. TK students will be dismissed through the gate on Lesser Drive. Kindergarten students will be dismissed through Gate 6 near the school marquee. Please wait outside the gate for your teacher to release your student to you directly.

School begins at 8:15 am every day for students in grades 1-5, and they are dismissed at 2:40 pm on Monday, Tuesday, Thursday, and Friday. Walnut has early dismissal every Wednesday at 1:30pm for grades 1-5.

***IMPORTANT NOTE*** – The first bell rings at 8:13am. The tardy bell rings at 8:15am, and gates are locked for security purposes. All students arriving after the 8:15am bell must report to the office for a tardy slip. Adults are kindly asked to exit the gates by 8:15am. Once the gates are locked, please exit through the gate by the front office. It is very important for students to be on time to school each day.

## **SNACK**

During first recess, students are welcome to eat a snack they bring from home or may order breakfast from the Cafeteria through their classroom. Snacks are eaten at the lunch tables by the MPR or at the playground tables. No food is allowed on the playground.

## **LUNCH**

Students may get lunch from the Walnut Cafeteria or bring lunch from home. Although there is no cost for a cafeteria lunch this year, we are asking all parents to complete the free/reduced price meal program application. The application is available in Q-Parent Connect as part of the annual update process. Our Title 1 funding is impacted by the number of families qualifying, so we appreciate everyone taking the time to complete the form.

Instructions are available for logging in to Q-Parent Connect and for accessing and completing the Annual Updates process using the Annual Updates tab at <https://conejo.vcoe.org/parentconnect/>

Our cafeteria does need to know the number of lunches to order each day, so students will be asked each morning whether they are getting a cafeteria meal and, if so, which entry they choose. Please be sure your child knows if they brought lunch from home. Daily menus are available under the Child Nutrition tab of the CVUSD website: [Cafeteria Menus](#) TK & K parents may mark the lunch sign-up sheet posted outside the TK & K classrooms each day.

For all grade levels, if there is an emergency and a parent needs to deliver a child's lunch during the school day, be sure to have the student's name clearly marked on the lunch and bring it directly to the front office for delivery.

## **EMERGENCY AUTHORIZATION**

Emergency cards will be printed by the office and used in the event of an emergency. Emergency Authorization cards must be kept up-to-date to enable the school to contact you promptly. A change in any of the following should be reported to the school immediately:

- Home phone number
- Cell phone number
- Parents' business phone number or address
- Names, addresses and phone numbers of friends or relatives you have designated as emergency contacts

The information is submitted through the Q-Parent Connect system during the annual update process in August. All parents must complete the update process annually, even if the child has recently enrolled. Other updates may be made any time during the year.

Instructions are available [HERE](#) for logging in to Q-Parent Connect and for accessing and completing the Annual Updates process using the Annual Updates tab at <https://conejo.vcoe.org/parentconnect/>

## **FIRST AID - HEALTH SERVICES**

Please be advised that Health Clerks are trained in CPR and first aid, but they are not Registered Nurses. Walnut Elementary School has the services of a Registered Nurse who is on-call and who supervises our Health Clerk.

By state law, the school staff cannot dispense any medication (including over-the-counter medications) to children without written permission. A form must be signed by your physician to allow us to dispense any medication. Forms are available through the Walnut School office.

**NOTE:** ANY CHILD WHO IS REQUIRED TO TAKE MEDICATION OR DIETARY SUPPLEMENTS OF ANY KIND DURING THE SCHOOL DAY MUST BRING SUCH ITEMS TO THE OFFICE BEFORE SCHOOL. The child will be excused to come to the office as necessary. The school does not allow any medications to be kept in desks or carried by a student (this includes cough drops, throat lozenges, and any prescription or over-the-counter medications) at any time.

Students returning to school wearing casts, orthopedic braces, using crutches, etc., must have a note from their doctor specifying that they may return to school. The note must also list any restrictions of activities, including PE and recess. Students in casts or braces will not be permitted on the playground during recess, but they may do a quiet activity at the tables.

## **ATTENDANCE**

Students and staff should not come to school if they are sick with a fever or viral symptoms. Please check the Walnut website or CVUSD website for the most current health regulations. <https://www.conejousd.org/> .

Attendance monitoring is required by state law. Please note the following procedures/policies regarding attendance:

- ▶ Call the school attendance voicemail system (805) 498-3608, ext. 300 before 9:00am when your child will be absent and/or late to school. Be sure to provide your name, your child's name, teacher's name, and reason for the absence. This voicemail system is conveniently available 24 hours a day, 7 days a week. We also have a reporting email [WAL-attendance@conejousd.org](mailto:WAL-attendance@conejousd.org)
- ▶ The attendance clerk will call you if your student is absent and you have not notified the school of the absence. All un-cleared absences will automatically become truanancies after 72 hours.
- ▶ In order to limit classroom interruptions, please do your best to schedule all doctor/dental appointments before or after school hours. If your child does arrive late to school after an appointment, they must report to the office for a readmittance slip before going to the classroom.

Following the above procedures greatly assists us in our daily attendance monitoring, and it also has the potential of identifying a student who may not have arrived safely at school. If absences and or late arrivals reach an excessive level, you will be referred to the Student Attendance Review Team or Board (SART/SARB) for guidance. Students who miss 10% or more of their school days fall in the "chronically absent" category, and families will be notified with a letter from the principal. Please contact the principal if you need support related to attendance.

You may request short term independent study to clear up to 15 excused absences each school year. Please notify the attendance line or the office by 9:00am. This allows the teacher time to prepare the work to be sent home after school. Requested Short Term Independent Study must be completed and returned per the contract for attendance credit.

We highly discourage scheduling vacations during school days. Class time is valuable and can never be made up completely. However, we realize there may be a family necessity. Please be aware that the state of California educational guidelines for attendance accounting treat vacations as unexcused absences. For vacations or absences lasting five school days or longer, please consult your child's teacher and the front office.

## **EMERGENCIES/DISASTER**

Emergency situations at Walnut Elementary School are met by the implementation of a School Safety Plan which is formulated by the principal and the School Site Council each year. It is regularly reviewed by the staff. Walnut holds fire drills, earthquake drills, and lockdown drills with the same frequency as all CVUSD schools. These drills are presented in a non-threatening manner and are designed to limit anxiety and confusion should a true emergency occur. Safety is our highest priority.

In the event of a major disaster such as a significant earthquake, a Student Release Area will be set up in front of the Walnut Office. The campus will remain locked, and students will be cared for in the Student Comfort area by teachers and other staff members assigned to this task.

Children are only released to their parents or other adults listed on the Emergency Authorization Card. A Picture ID will be required from any person attempting to pick up a student from school.

More details about our safety procedures are sent home in a letter from the principal each September. Feel free to contact the principal with any questions.

## **STUDENT REPORT CARDS AND PROGRESS REPORTS**

The Walnut Elementary School staff is actively engaged in reporting your child's progress. Each child receives a report card three (3) times during the school year. Report cards will be distributed in December, March, and June. Progress Reports will be distributed in October for all students, and in January and April as necessary. If a non-custodial parent wishes to receive their child's progress reports and report cards, they should contact the Walnut office. Reports are also available digitally in Q-Parent Connect.

Parent-Teacher Conferences are scheduled during October. ALL students (TK – 5<sup>th</sup>) will be on minimum day schedule for conference week with dismissal at 12:30 pm.

## **TELEPHONE/CELL PHONE/TEXTING**

Students are allowed to use the office telephone to call home for emergency needs. Students do need teacher permission to use the school phones. The Board of Education acknowledges that there may be legitimate reasons for students to possess and use cellular phones while going to/from school and before/after school. However, cell phones do disrupt instructional time and must be kept in a student's backpack silenced when at school. If a student is found using a cell phone without permission on school grounds during school hours, it will be confiscated and kept in the office for the parent to pick up. CVUSD assumes no responsibility for the protection, loss or damage to any cell phones. Families have a variety of data plans and firewall protections, so students may not show video clips or personal social media sites on their phones to other students before or after school.

It is important to know that the CVUSD's discipline policy against cyber-bullying applies to any texts and social media communications sent to another student, even if the messaging is done off campus. Our Walnut rules regarding student texting are as follows:

- Be sure your parents know you are texting with others.
- If you are allowed to text outside of school, use this privilege to build friendships rather than put them at risk.
- Do not text anything you wouldn't feel comfortable with if your parents, teacher, or principal were looking over your shoulder. This includes profanity and any negative statements about others.
- It is absolutely critical that you tell an adult you trust about any conversations regarding something dangerous, including if someone talks about hurting themselves or others.
- Parents/Guardians are responsible for taking an active role in monitoring their child's cell phone usage.

## **RELEASE OF STUDENTS TO PARENTS DURING SCHOOL HOURS**

There may be situations during the year when it is necessary for parents to take their children out of school during the day. When such circumstances arise, a parent or other adult listed on the Emergency Authorization Card must pick up the child at the office and provide a picture ID. No child will be released directly from the classroom or picked up at a prearranged time in front of the school during school hours.

## **VISITING CAMPUS**

Classroom visitations/observations must be arranged in advance through the school office. For safety, all visitors, including classroom volunteers, must use the digital Raptor system to register in the office prior to entering the campus. Visitors/volunteers must scan their legal photo ID, and the information will be cross referenced through sexual offender data banks. Once cleared, a visitor/volunteer badge will be issued for 1-time use. The system also records the location of visitors on campus. This process must be done before classroom parties, plays, etc., so please allow extra time for registration when there is a special event.

## **SCHOOL DISMISSAL**

To ensure student safety, the gates leading onto the campus are locked while school is in session. At dismissal, students will exit the campus through Gate 4 in front of the MPR or the Lesser Drive gate. **Reminder:** No campus supervision is available after school. Students **MUST BE PICKED UP PROMPTLY AT 2:40pm** unless they are in an after-school program on site.

To eliminate before and after school congestion, please observe the following:

- Meet your child in front of the school or at the Lesser Drive gate, not in front of the classroom
- Obey all traffic laws, especially in the congested parking lot
- Never leave your car unattended in the pick-up/drop-off line
- Pull as far forward in the pick-up/drop-off line as you can. Do not cut in front of other cars.

## **DOGS, CATS, ETC.**

Dogs, cats, and other animals are not allowed on school property. Even the gentlest of pets can become overly stimulated when surrounded by a group of children, and some children may be allergic.

## **HOMEWORK**

Homework assignments reinforce skills that have been introduced at school and are opportunities at home for further refinement through practice, observation, research, or experimentation. The CVUSD Homework Policy delineates the amount of time children should devote to homework assigned by the classroom teacher. For Kindergarten students, homework may take up to 10 minutes daily; for grades 1-2 it may take approximately 10-20 minutes daily; for grades 3-5 it may take approximately 30-50 minutes daily. If homework is taking longer than the expected amount of time, please contact your child's teacher.

Teachers will also set an expectation for daily reading at home. To help teach and strengthen study skills, students in grades 3-5 will use a school assignment notebook provided by PTA. Parents are asked to check and sign the assignment notebook daily.

## **COMPUTERS**

Walnut has 1:1 access to a digital device for all students. In grades 3-5, each student is issued a Chromebook and charging cord. Students are expected to bring their device fully charged back and forth with them to school each day. It is very important that students charge their computers at home each evening as part of their “homework.” Students are responsible for any loss or damages to devices and charging cables. We highly encourage families to purchase the inexpensive insurance which is offered through the school district each year through November in case the laptop or charging cord is lost, stolen, or damaged.

## **CHILD CARE**

Our CVUSD sponsored child care program is available on site for Walnut students. Child care is provided before school (7:00-7:45am), for TK/Kindergarten enrichment (1:30-2:40 pm), and after school (2:40-6:00pm) on days that school is in session. Students may participate part-time or full-time. The fee schedule varies according to the selected times. The child care program also operates on minimum days, pupil-free days and some holidays. For further information about the program or to register, please visit the CVUSD Child Care website at [www.cvusdchildcare.com](http://www.cvusdchildcare.com).

## **EXTENDED LEARNING PROGRAM**

Walnut offers an after-school enrichment program that runs until 5:30 pm each day. Students meeting specific criteria are invited to participate in this extended school day opportunity. For more information, please contact the Walnut office.

## **VOLUNTEERS**

Volunteers are an important part of our school community. Many opportunities are offered to assist at school, such as classroom helper, library aide, or accompanying a class on a field trip. In addition, volunteers serve on the PTA, English Language Advisory Council (ELAC), Safety Committee, and School Site Council. Requirements for volunteers vary depending on the nature of the volunteerism and how many hours the person is spending in direct contact with students. If you would like more information regarding volunteering, please contact your child’s teacher or the office at (805) 498-3608.

## **SCHOOL SITE COUNCIL (SSC)**

School Site Council (SSC) is a state-mandated school organization consisting of teachers, parents, support staff, and the principal who meet the third Thursday of each month at 3:00pm to discuss and oversee the use of school funds. Being a part of SSC allows you a chance to better understand the inner workings of the school and to have a direct part in the decision-making process regarding supplemental school programs. Parents on the committee are a voice for the families at Walnut. Please contact the office if you would be

interested in serving on this important decision-making body. Representatives are elected by their peers. All meetings are open to the public and everyone is welcome.

### **ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)**

The English Language Advisory Council (ELAC) meets 5 times throughout the school year to collaborate with the principal regarding programs and services for English Learners. An ELAC Board is elected each year, and the president and/or DELAC representative also serves on Walnut's School Site Council. Our meetings also include school updates and discussions of topics related to parents of English Learners. All parents of English Learners are welcome and encouraged to attend.

### **PARENT CONCERNS REGARDING STUDENT PROGRESS**

Parents often have questions concerning specific student progress. These concerns should initially be directed to the classroom teacher. District policy sets forth the following guidelines for clarifying parent concerns: A conference shall be held between the teacher and the concerned party. In the majority of instances, this conference will result in a positive solution to the problem. If the problem is not resolved and concerns still exist, a second conference will be scheduled with the parent, teacher and principal. Further steps are available if the concern remains.

### **LIBRARY**

Each classroom has a scheduled weekly half hour visit to the Walnut library. Students in grades K through 3 are permitted to check out one book per week, and they may check out the next book once the current book is returned. Students in Grades 4 and 5 are permitted to check out two books for two weeks if they have returned their library books on time. Our librarian often has the library open during recess and lunch for extra visits.

Library Volunteers play an integral part in making the library program successful at Walnut. Volunteers assist with check-out, processing of returned books, and our two Book Fairs each year. If you are interested in volunteering in the library, please contact your child's teacher or the Walnut Librarian, Mrs. Dyan Gennette.

### **SCHOOL PARTIES/BIRTHDAY CELEBRATIONS**

The room parent for each classroom coordinates classroom parties. Classrooms generally have three parties: Winter Holiday, Valentine's Day and an End-of-the-Year Party. Due to health and wellness guidelines adopted by the CVUSD, Walnut is asking parents who wish to celebrate their child's birthday in the class to do so with a small, non-edible item to be given to each student (pencil, eraser, stickers, etc.) A PTA Room Parent Coordinator will be in touch with all room parents throughout the year to offer support and helpful reminders.

## **DISTRICT POLICIES - ACADEMIC HONESTY AND HARASSMENT**

CVUSD District policy addresses the problem of dishonesty in a consistent, uniform manner (Policy 454). This policy is available for parents to examine in the District Discipline Handbook. The handbook and all Board policies are accessible on the CVUSD website and the bottom of the Walnut Webpage. <https://www.conejousd.org/walnut/>

Students are expected to treat others with dignity and respect at all times. Harassment of any type is not permitted in CVUSD schools. Students in grades 4 and 5 receive extra information on this policy from the principal, and a brochure is sent home for parents at Back-to-School Night.

## **DISCIPLINE**

Walnut uses a restorative, positive discipline model, designed to set clear expectations for students and promote both physical and emotional safety for everyone on campus. All students are instructed in the principles of The Wildcat Way, which was created by our student body, staff, and Site Council several years ago. Students are also familiar with Walnut's 3 Be's (Be Safe, Be Respectful, and Be Prepared) and the concepts of how to be a Bucket Filler—not a bucket dipper. In addition, the CHAMPS program is utilized in all classrooms and common areas on campus. This positive discipline program lets students know expectations for conversation level, how to get help, etc. in various situations. Students respond very well to these clear expectations, but sometimes poor decisions are made. At Walnut, our mission is to teach, so misbehaviors are viewed as opportunities to learn. Students are counseled and further consequences may be necessary, as well as making amends and rebuilding relationships. If a student is referred to the principal, parents will be notified. Further information, including more serious situations, may be found in the CVUSD Discipline Policy and Procedures online. See "Standards of Student Behavior" section at the end of this handbook for specifics about rules and procedures at Walnut.

## **BULLYING PREVENTION**

Students at Walnut receive direct instruction from the principal, school counselors, and teachers regarding bullying prevention and what to do if they believe they are being bullied. Along with other CVUSD elementary schools, we teach Kelso's Choices to empower children to handle "small problems" with actions such as walking away, telling someone to stop (we teach a strong hand signal as well), and talking out a situation. However, students are instructed to tell a trusted adult immediately when a "big problem" occurs (including anything physical), or if the other child does not respond to their use of Kelso's strategies. Campus Safety Assistants are ready to help, along with any other teacher or staff member depending on when/where an incident occurs. We differentiate between misbehavior/bad choices and bullying, as bullying is "unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has

the potential to be repeated, over time.” (National Bullying Prevention Center). Students are taught to report bullying to a trusted adult right away so that the problem can be resolved as soon as possible. Both the Walnut and CVUSD websites have a link to an official complaint document should that be necessary. The principal investigates any accusations of bullying, and confirmed cases result in a safety plan and are reported to the district office. Our primary focus is on prevention and creating a safe, kind, and respectful culture every day.

## **SOCIAL EMOTIONAL SUPPORTS**

In addition to classroom social-emotional learning lessons and our whole-school emphasis on kindness and bucket-filling, Walnut has staff members dedicated to the social-emotional wellness of our students. Our school counselor, Carmen Ayala, is available as a support for individual students, classrooms, and parents. She is at Walnut two days each week. In addition, we have a dedicated mental health associate, Amanda Tobias, on campus Monday through Friday to support students. She provides guidance with interpersonal issues on the playground, lends an ear to students who may need another caring adult to listen, meets with small groups to build friendship skills, and supervises the Wellness Room which incorporates games and sensory items. Parents will be given additional information and must sign a permission slip for any students who work with our social-emotional team on an ongoing basis.

## **DRESS CODE**

CVUSD Elementary Schools establish a Dress Code so that students feel comfortable being themselves and to maintain a safe learning environment.

### *Students Must Wear:*

- Top (shirt, tank top, etc.)
- Bottoms (pants, sweatpants, leggings, shorts, jeans, skirt, etc.)\*
- Closed Toe Shoes (due to recess and Physical Education)
- The equivalent to a top and bottom (dress, jumper, etc.) may also be worn.

### *Students Cannot Wear:*

- Violent language or images.
- Images depicting drugs, alcohol, or any other illegal item or activity.
- Hate speech, profanity, or pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Hats, helmets, hoods, or headwear (except as a religious, cultural, or ethnic observance, or medical purpose) when in an indoor classroom environment.

Additionally, district policy indicates that students cannot show visible underwear, not including straps and waistbands. Bathing suits are not allowed to be worn at school (except when as part of an athletic team or PE class). Board shorts are allowed.

## **PARKING LOT SAFETY**

Please help keep the parking lot safe for our children by using the following guidelines:

1. Observe the California Vehicle Code, including speed limits, at all times.
2. Use the designated crosswalks in the parking lot and to cross the street.
3. Observe the curb markings and posted signs:
  - Do not park in the red zones.
  - You may use any yellow curb for dropping off/picking up students.
  - Reserve the blue zones for handicapped parking.
  - Do not park in the designated bus loading area on Lesser Drive.
4. Do not stop in the lane reserved for through traffic.
5. Use the designated parking spaces or the street if you plan to park for an extended period. Do not double-park.
6. Never signal your student to cross between cars.
7. When using the loading/unloading lane, pull all the way forward to keep the line moving efficiently. Do not cut in or out of the line.

## **STUDENT RECOGNITION AWARDS**

Award assemblies are held three times a year, coinciding with reporting periods. Wildcat Awards, Classroom Awards, and Bucket Filler Awards are given to recognize good character, citizenship, and classroom performance. Parents of students being recognized during an assembly will be notified by their child's teacher and are invited to attend.

## **SCHOOL SPIRIT DAYS**

Every Friday is school spirit day! Show your Wildcat pride by wearing a Walnut shirt, sweatshirt, or our school colors—blue and white. Student Council will also sponsor specific school spirit days throughout the year, such as Pajama Day or Crazy Hair Day.

## **INDOOR/RAINY RECESS DAYS**

- Individual classrooms or the MPR will be open at 7:45am
- Students may not play outside if it is raining and should report immediately to their classrooms or the MPR as they arrive at school.
- Students will eat in the cafeteria at lunch time. They will remain in their classrooms or MPR during lunch recess, where they will be supervised by our Campus Safety Assistants.

## **BRINGING FORGOTTEN ITEMS**

Parents bringing “forgotten items” such as homework or articles of clothing must drop them off in the office. Parents may not interrupt classroom instruction by taking these items directly to classrooms. Please make sure these items are clearly marked with your student’s name.

## **LOST AND FOUND ITEMS - PLEASE CLAIM**

Lost and Found items are collected and stored outside the Multipurpose Room. Please label your child’s clothing and lunch boxes so we can make every effort to return lost items to students. Parents are asked to encourage their child to earnestly search for lost items and/or come to school themselves to look for lost items. Abandoned clothing or lunch boxes will be donated to a charity at regular intervals throughout the year.

## **HIGH SCHOOL EDUCATION AIDES**

Newbury Park High School students may choose to work in a Walnut classroom one period each day and earn credit towards graduation. Often these students are considering a career in teaching at an elementary school. This program benefits both our students and the high school students. Students sign a Code of Conduct designed to make this program a success for all.

## **TITLE 1 GRANT**

Walnut is fortunate to be the recipient of Title 1 Federal Grant funds. Walnut’s use of this extra funding is detailed in our Single School Plan for Student Achievement, which is overseen by our School Site Council and is available for anyone to view. This grant allows Walnut to hire additional credentialed teachers to support students in academics as well as technology integration. It is also used for professional development for teachers and parent education opportunities. For more details, refer to the Title 1 Parent Compact and 3-Way Pledge that is sent home with all students in October and published in our weekly e-Newsletter. In addition, the principal will share further details at Back-to-School Night, SSC, and ELAC meetings.

## **SPECIAL PROGRAMS:**

Wildcat WIN (What I Need) Time:

Students in grades 1-5 participate in WIN Time for 30-45 minutes four times per week. Students have the opportunity to work in a small, targeted group on skills they need most. This individualized instruction provides extra support whether the child needs remediation, on-level practice, or enrichment. Groups are flexible and based on regularly gathered assessment data. Additional credentialed teachers, along with our classroom teachers, teach WIN Time classes to ensure a low student-to-teacher ratio.

**Physical Education:** Physical Education is a twice-weekly program that provides each student the opportunity to develop athletic skills, practice teamwork, build healthy habits, and simply enjoy physical activity. The classes are run under the direction of our PE specialist and the classroom teachers. District-adopted SPARKS curriculum is utilized, along with the Leadership Development Through PE program. It is important to have closed-toed shoes and clothing that allows easy movement (this is important for recess, too).

**Dance:** Thanks to a grant from TO Arts, Walnut has its own dance studio. All students participate in our dance and creative movement program, which builds a dance vocabulary, promotes physical fitness, allows creativity, links to concepts learned in class, and supports social-emotional wellness. Our dance teacher teaches weekly classes for students in grades TK-3, and teachers from Dancing with the Future Stars work with grades 4 and 5.

**Art Education:** Classroom teachers integrate art experiences with other subjects throughout the curriculum. In addition, Walnut students participate in a supplementary visual arts program. Approximately once a month, our Art Specialist introduces students to a famous artist and selected art elements and then leads the students in a related art project.

**Music:** Walnut 1<sup>st</sup>-5<sup>th</sup> grade students participate in weekly music classes with our music specialist. Children enjoy learning the basics of vocal music and rhythms, and they are exposed to a variety of instruments.

**Performing Arts:** As part of our arts focus at Walnut, all grades participate in a musical performance each year. The musical themes tie in with grade-level instruction in another content area, such as social studies, science, or literature.

**Chorus:** Walnut's Chorus is an after-school program available for students in grades 1-5 and provided by Conejo Recreation and Parks District (CRPD). There is a cost to participate in Chorus, but scholarship help is available. Walnut's Chorus performs a Holiday Concert, a Spring Concert, and also participates in the All-District Choral Festival at the Kavli Auditorium each spring.

**Student Council:** The Walnut Student Council, overseen by Ms. Mutolo and Mrs. Farhit provides opportunities for students to learn about the democratic process and have a voice in campus decisions. The emphasis is on student involvement and responsibility. Officers from grades 4-5 are elected in the fall of each year. Ambassadors from each classroom also participate in meetings and decision making.

**Create Club:** Students in grades 1-5 have the opportunity to choose Create Club as a recess option up to two days per week. They primarily use recycled materials, and the art projects are driven by student imagination.

**After School Enrichment Programs:** A variety of classes are offered after school through outside vendors, including Conejo Recreation and Parks District (CRPD). These programs are supported through parent fees. Flyers will be sent home throughout the year, highlighting current classes such as Martial Arts, Spanish, Art, Lego Engineering, and *MORE!*

# STANDARDS OF STUDENT BEHAVIOR

**Be Safe:** Choose actions that will keep you and others from getting hurt.

**Be Respectful:** Treat others, their property, and the school environment with courtesy.

**Be Prepared:** Complete assignments and have all of your materials ready to help you learn. Learning is your most important responsibility at school.

**And Always Be Kind:** Treat everyone at Walnut with kindness and courtesy, just as you would like to be treated. Be a bucket filler, not a bucket dipper!

## Always Follow the Wildcat Way

### General School Rules

1. Students may arrive after 7:45am when playground supervision begins. Do not arrive early.
2. Students in grades 3-5 may ride bicycles to school. The campus gates are locked during school hours, but you may want to bring a bike lock for added security.
3. Bikes and scooters must be walked on school grounds. Helmets are required by law.
4. Skateboards, roller blades, and skates are not allowed on school grounds.
5. Leave all personal toys at home.
6. Students may not be in a building without adult supervision during any time of the day.
7. All students need to go home immediately after school unless they are participating in a specific supervised after-school activity. There is no playground supervision after school.
8. Appropriate language must be used at all times.
9. It is not safe to be in the halls during recess or lunch. The red lines serve as a reminder. Storage is provided in classroom bins at the end of each hallway if you need to store your lunchbox, jacket, etc. until recess ends.

### **Restrooms**

1. Remember the motto: Go-Flush-Wash-Leave. Go directly back to class or to the playground after using the restroom. Restrooms are never a place to play.
2. Keep the restrooms clean. We want to be proud of our school!

## **Playground Rules**

1. Always walk on the blacktop. Students may run on the grass only.
2. Play in specified areas only.
3. At Walnut, we include others. All students are allowed to participate in all games. We do not form clubs on the playground unless they are approved by the principal and open to all.
4. If you take out a ball, hula hoop, or jump rope, use it correctly and return it to its proper place.
5. If a ball goes over a fence or onto the roof, tell a Campus Safety Assistant. Do not go after the ball.
6. Body contact is not allowed. This includes tag, football, piggy-back rides, and any type of "play fighting."
7. All games should be played fairly, safely, and cooperatively. Follow PE rules.
8. Swings are used by one child at a time. Wait at the curb in front of the swing until it is your turn. Never stand behind a swing or play close by.
9. Use the slide from the top, always sitting and facing forward.
10. When the warning bell rings, return all equipment and line up at your classroom number. The final bell means that students should be in line and ready.

## **How to Solve a Problem on the Playground**

1. Remember and use Kelso's Choices
2. If someone is bothering you (Little Problem), try a Kelso's Choice like asking them to stop, ignoring them, or walking away.
3. If the behavior continues or if something dangerous is happening (Big Problem), tell a Campus Safety Assistant. They are here to help you.
4. Remember that superheroes protect others and stand up for what is right. Don't be a bystander. Be an upstander...If someone is being mistreated, say something!
5. Your teacher and the principal are also resources to help you with problem-solving.

## **Lunch and Snack Rules**

1. Help keep our campus clean. Put all trash in the correct compost, landfill, and recycle bins.
2. Always walk to and from the eating area.
3. Snacks are allowed at morning recess and must be eaten at the lunch tables.
4. Wait quietly in the lunch line.
5. Once you choose a table, remain seated there until dismissed by Campus Safety Assistants. All lunch tables are open to all students, unless there is a peanut allergy restriction.
6. Eat your own lunch without trading food. The Share Bin is available only for unopened food from the cafeteria.
7. Enjoy talking with other students but keep voices at a reasonable level (1 or 2). Other classes are in session while you are eating lunch.
8. Always use good manners. Do not stand while eating. Relax, it's your lunch break!



## The Wildcat Way

- Wildcats are polite and treat others with respect.
- Wildcats are honest and behave with integrity.
- Wildcats use appropriate language and would never tease, tell secrets, or use profanity.
- Wildcats follow directions given by adults.
- Wildcats show their best effort and turn in assignments on time.
- Wildcats never touch things that don't belong to them.
- Wildcats play fair and always include others in games.
- Wildcats walk quietly in the halls and don't play in restrooms.
- Wildcats stay seated and talk quietly to each other while eating at the lunch tables.

**Wildcats treat others the way they want to be treated!**

*\*The Wildcat Way was written by Walnut students of every grade level as a schoolwide project.*