WALLED LAKE ELEMENTARY

PARENT HANDBOOK

Mrs. Beth Timlin, Interim Principal
Mrs. Sharon McConnell, Principal’s Secretary
Mrs. Becky Kosaian, Building Secretary

Updated September, 2019
Dear Parents:

On behalf of our entire staff at Walled Lake Elementary, welcome to our educational family. Our community is composed of parents and staff committed to providing all children a quality education. With your support and involvement, together we can make your child’s school experience more meaningful and valuable. Our staff is dedicated to providing excellent instruction in all areas.

Our primary mission at WLE is defined by our Purpose Statement:

*The purpose of the Walled Lake Elementary School Community is to make sure that all students achieve high levels of learning.*

This handbook is created to help inform all community members of our general operating practices. Please become familiar with its contents and discuss them with your children. If you have any questions, please call us. We welcome your comments.

Sincerely,

Beth Timlin
Interim Principal
Walled Lake Elementary School
Personnel and Assignments 2019-20
1055 W. W. Maple Road
Walled Lake, MI 48390
248-956-4300
248-956-4305 Fax
248-956-4390 (24-hour attendance line)

Principal  Mrs. Beth Timlin
Secretary  Mrs. Sharon McConnell
Secretary  Mrs. Becky Kosaian

Kindergarten
Mrs. Pam Hayes  Room 9
Ms. Amy Miller  Room 13
Mrs. Ami Creech  Room 18

First Grade
Mrs. Shannon Cipriano  Room 3
Mrs. Jessica Leslie  Room 4
Mrs. Alyssa LeButt  Room 5

Second Grade
Mrs. Kimberly Knysz  Room 8
Mrs. Kelli Tarchalski  Room 10
Ms. Amy Flowers  Room 19

Third Grade
Ms. Estelle Wittbrodt  Room 11
Mrs. Nicole Watkins  Room 12

Fourth Grade
Mrs. Lynne Pfeffer  Room 17
Mrs. Erin Faley and  
Mrs. Katie Blouin  Room 14
Mr. Ben Malonis  Room 21

Fifth Grade
Mr. Matt Reed  Room 15
Mrs. Natalie Rohde  Room 16
Mr. Adam Lark  Room 33

Reading Recovery
Mrs. Karen Webber

Music
Mrs. Christine Moore  Room 25

Art
Ms. Lani Warner  Room 20

Physical Education
Mr. Bill Cox  Gym

Media Center
Mrs. Ann Hinterman  Media Specialist

Resource
Mrs. Carol Simmons  Speech Therapist
Ms. Tara Malburg  Resource Room
Mrs. Carrie Maki  Resource Room
Ms. Ewa Omahen  Psychologist
Mrs. Jessica Cohen  Teacher Consultant
Ms. Naomi Schwartz  Social Worker

ELL
Mrs. Lisa Ellis  Room 1
Ms. Torey Fifer  Room 2

EI
Mrs. Lisa Evans  Room 0

ECSE
Ms. Karen Mexicotte  Head Start Room 6
Ms. Julie Noe  GSRP Room 22

Paraprofessionals
Ms. Alma Aguirre  ELL
Mrs. Chris Ahren  EI
Mrs. Paula Aldrich  EI
Ms. Cathy Burtzloff  ECSE
Mrs. Mariya Choleva  Playground
Ms. Carolle Couveau  EI
Ms. Kimberly Cundiff  GSRP
Ms. Alicia Drost  Head Start
Mrs. Lisa Hoover  EI
Ms. Rachael Moorland  ECSE
Mrs. Jackie Rioux  Playground

Cafeteria
Mrs. Brenda Gonwicha  Supervisor
Mrs. Denise Maxon  Lunchroom Para

Prime Time Care
Mrs. Cindy Anolick  Supervisor
Mrs. Karen Harris
Mrs. Kathy Siepierski

Custodian
Ms. Ashley – AM PM – Ms. Vonita
2019 – 2020 PTA Officers

President: Jessica Pope
Vice President of Committees: Melissa Malesky
Vice President of Fundraising: Jolie Abreu
Treasurer: Rebecca Williams
Secretary: Jamie Evans
Membership: Darcell Baxtresser
Teacher Liaison: Pam Hayes

Contact us at: walledlakepta@gmail.com
Follow us on Facebook at @WLEPTA

WLE’s Snack List

Apple Sauce
Fruit Cups
Fresh Fruits
Fresh Vegetables
Raisins
Dried Fruit
Yogurt or GoGurt
Cheese of any kind
Fruit Juices
Water
Hard Boiled Eggs
Meat/poultry slices or cubes
**MORNING**

6:30 am Prime Time Care Opens  
8:00 am Office Opens  
8:50 am Buses arrive/Teachers in classrooms  
8:55 am School begins (Tardy after this time)  
9:05 am Morning News  

11:20-1:40 LUNCH – staggered times  

12:25 pm ½ DAY DISMISSAL  
4:00 pm Dismissal/Prime Time Care begins  
4:30 pm School office closes  
6:00 pm Prime Time Care closes  

**ABSENCES**

Michigan School Attendance Law provides that children must attend school between the ages of 6 and 16. Only illness or family emergency constitutes an excused absence. When your child is ill, he/she should not be permitted to attend school. We ask to be notified by the parent or guardian when pupils are absent or tardy. **Please call the school office absence phone line at 956-4390 before 9:15 am.** (This absence phone line is available 24 hours). The office checks on unreported absences and your cooperation saves valuable office time. **Please call each day your child is absent**, unless you have previously indicated he/she will not be in school.

**ATTENDANCE AND TRADINESS POLICY FOR ELEMENTARY SCHOOLS – WALLED LAKE CONSOLIDATED SCHOOLS**

Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Students are expected to be on time to school each day and ready for class to begin at 8:55 a.m. When your student is absent, please call the school office before school starts to verify his or her absence. We have a call back program in order to ensure the safety of all our students.

The Attendance and Tardiness Policy for Elementary School includes four progressive steps for both attendance and tardiness which are designed to be informative and to lend assistance whenever possible.

**The four steps of the attendance policy are as follows:**

- 5 or more absences - 1st parent contact by mail.  
- 10–19 absences - 2nd parent contact including meeting with principal and a health referral if appropriate.  
- 20–24 absences - Legal “Notice to Parents or Guardians of Non-Attendance of Children in School” sent to parent by certified mail and referral to local agency.  
- 25 or more absences - School district takes legal action through Juvenile court to return child to school.

**The four steps of the tardiness policy are as follows:**

- 5 or more times tardy - 1st parent contact by mail  
- 6 to 11 times tardy - 2nd parent contact including meeting with principal and a health referral if appropriate.  
- 12 – 40 times tardy - 3rd parent contact including meeting with principal and referral to local agency.  
- 41 or more times tardy - 4th parent contact including meeting with principal and referral for appropriate support services.
Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your continued support as we work together to provide a successful educational experience for your child.

ARRIVAL
Students should not arrive at school before 8:50 AM as supervision by staff cannot be assured until that time. If you drive your child to school, before school begins, your child must be dropped off at the yellow safety line. It is painted on the side walk near the gym doors on the east side of the building. Students may walk to the main entrance or the back entrance. School buses ONLY are permitted in the front drive of the school. Students are expected to be in school by the 8:55 A.M. tardy bell. If you are late, we recommend a parent walk your child into school. If you don’t do this, please make sure that your child knows where the main entrance is and how to use the intercom system.

OUR PARKLOT AREA IS A DRIVE -THRU TO WALLED LAKE DRIVE. There is NO LEFT TURN onto W. West Maple. Please drive through to Walled Lake Drive and make a left turn, there is no outlet to the right.

ART
The Visual Arts program at Walled Lake Elementary is well developed and includes much more than Production (the making of art). It includes Art History (what we can learn from art and its context), Aesthetics (how to look and value it) and Art Criticism (how to judge and evaluate art). Through the exploration of different artistic medium from clay to crafts and from fibers to fine arts, our students learn how to create drawings and objects that convey thoughts, ideas and emotions.

Children use critical thinking skills and talents that empower them to be creative problem solvers, cooperative workers, and knowledgeable citizens. If we are able to open your children’s eyes to the visual arts, they will enjoy benefits of enhanced vision throughout their whole life.

BICYCLES/WALKING
Students who walk to school are also allowed to ride bicycles if they are a 4th or 5th grader. Children who ride bicycles must have permission from home. A signed and dated parent note must be filed with the office and students must wear helmets. Bike riding is limited to students who normally walk to school. Students are NOT permitted to rollerblade, use a scooter, or skateboard to school. A bike rack is available near the Walled Lake Drive exit, and parents will need to provide a lock for their child.

BIRTHDAY TREATS
If you choose to send in birthday treats in celebration of your child’s birthday, we request that you select non-food items. Pencils, erasers or a special book for the classroom will be appreciated. With your PTA membership you will receive a school directory for birthday party invites. Our teaching staff cannot pass out birthday invitations.

BOOKS AND SUPPLIES
Textbooks and library books are provided for students use without charge. Students are responsible for the care of these books and will be asked to pay for them if the books are abused or lost. This includes books and personal classroom items loaned by teachers. The school furnishes the basic supplies your child needs on a scheduled basis. Notes may be sent home from time to time requesting items like facial tissues or pencil/crayon box for the convenience of your child.

BUS TRANSPORTATION
The majority of students attending Walled Lake Elementary are transported to school by bus. A set of bus rules
is listed on the District Website under “Transportation”. Please review these rules with your child. Students should arrive at the bus stop no earlier than five minutes before scheduled pick up and should behave in a manner which ensures their own safety and that of their fellow students. The bus driver will notify parents if problems occur. Students are not allowed to ride to or from school on any bus other than their own scheduled bus, except when after school childcare is an issue. The office will issue a bus pass upon receipt of a note from the student’s parent and a note from the parent whose home the student is going to visit. Transportation for play dates, overnights, etc, must be provided by parents. Bus routes and times are established by the Transportation Office. Call 956-3090 if you have concerns about bus transportation. For information on late buses (more than 15 minutes) call the Hot Line at 956-5199.

**CAMPBELL SOUP LABELS & BIG “G” CEREAL BOX TOPS**
Please save your labels from these products and send them in to school. Free playground and school equipment is available through these worthwhile programs. Our PTA coordinates this effort.

**CLASSROOM PLACEMENT**
Teachers, along with the principal work together carefully on class composition. All placements are based upon the best available information including student records, teacher observations, parent input, professional judgment and diagnostic assessment. The social, affective and academic needs of all our students are always considered prior to classroom placement. The final decision for placement rests with the principal. Requests for specific teachers can not be honored due to the complexities of the placement process. However, if you have specific concerns about your child, please share these with the principal in writing during the month of April. Once class lists are developed, changes are not made unless class sizes become unbalanced.

**CONFERENCES**
Parents are encouraged to participate in all school conferences. We schedule conferences so that parents may discuss the progress and growth of their child with the teacher. We encourage parents to make appointments with the classroom teacher. Parent Teacher Conferences are intended for you to learn how your child is progressing individually within the grade.

Extra appointments throughout the year may be made through a note to your child’s teacher or a call to the office. Appointments cannot be scheduled during instructional time.

**CURRICULUM NIGHT**
At Curriculum Night your child’s teacher will give a detailed explanation of the curriculum, classroom routines, responsibilities and daily schedules. This meeting is intended to give you complete information about what is taught in your child’s classroom. This event is for parents only, please leave your little ones at home.

**DISCIPLINE**
Walled Lake Elementary is committed to the Four Basic Principles of Discipline with Love and Logic (Jim Fay/Foster Cline):

1. The student’s self-concept is always a prime consideration.
2. The child is always left with the feeling that he/she has some control.
3. A balance of re-teaching behavioral expectations, restorative practices, consequences and empathy replace punishment whenever possible.
4. The student is required to do more thinking than the adult.

Disciplinary measures at Walled Lake Elementary will be consistent with this philosophy, and include consequences that are logical and designed to have the student take ownership for the problem and the solution. In the case of major infractions such as: destruction of property, extreme disrespect to staff members/volunteers, fighting, causing injury to self or others, parents will be directly contacted through the office and appropriate
action will be taken. (See Walled Lake Schools Code of Conduct.)

DISMISSAL
Regular school dismissal is 4:00 p.m.

Keeping in mind the importance of daily instructional time, parents are encouraged to use discretion when scheduling appointments that require early release from school.

If necessity requires that your child be released from school at a time other than regular dismissal, a note from the parent to the teacher, and/or office, is required and your child must be signed out and picked up from the office. Your child will only be released to you or to a person authorized by you. Children may never be released to anyone at the classroom door.

When there is doubt as to where the student is to go after school or they are not picked up by 4:15, the student will be checked into Prime Time Care. The parent will be responsible for any applicable fees. Please be respectful of our secretarial staff and their time. Their workday ends at 4:30 p.m., and they are not responsible for supervising children after school dismissal.

Please be sure to complete a Drive Thru form if you will be picking your child up in the drive-thru on an occasional or regular basis. Children will not be released in the drive-thru unless a name sign is in the car or a note from a parent is on file in the office after the first week of school. We reserve the right to check a driver’s ID to ensure we releasing the student to the correct person.

The drive thru is indicated by a yellow painted area that starts before the gym doors and ends at the crosswalk. This is the drop off and pick up area ONLY. Do not release your child from your car or pick up your child in any other area. We want everyone safe in our parking lot at all times.

Please plan on using our drive-thru, everyday pick up from the office is no longer an option.

DRESS CODE
Clothing worn to school should be conductive to health, safety, and appropriate learning. Inappropriate dress would consist of, but not be restricted to:

- Items that promote drugs, alcohol, or tobacco
- Items with profane or sexually suggestive writing/pictures/images
- Items that exhibit involvement in gangs or any unauthorized organization deemed to be in conflict with school policies and practices
- Items that conflict with community standards, district policy, or state law
- Non-prescription sunglasses within classrooms
- Going without shoes
- Muscle shirts, tank tops, tube tops, mesh shirts, miniskirts, spandex clothing, cut-off shorts, clothing with bare midriffs, revealing or suggestive clothing and any items of clothing of an inappropriate length or size
- Beach clothing
- Chains, handcuffs, spiked leather and other metal paraphernalia
- Hats worn in school
- Coats worn in the classrooms (exceptions will be made where appropriate)
- Pants must be secured so that undergarments are not visible
- Clothing that is too tight or revealing is not allowed

Please be aware that flip flops are unsafe footwear on the playground. Children can fall and have serious injury. A pair of rubber-soled shoes is required for use during physical education and is suggested for indoor wear. We suggest a pair of shoes be left in school for the entire school year.
EMERGENCY DRILLS
In accordance with District policy, each school building principal, on a periodic basis, shall conduct emergency drills required by law to instruct students in the proper procedures to follow in contingencies such as tornado alert, civil defense disaster, fire and any other such emergencies.

**ALERT DRILL** (Severe Weather Drill)
An intermittent bell sound will notify students/staff of Severe Weather Drill. Students and staff are required to follow procedures set in place when an Alert Drill is happening.

**FIRE DRILL**
A constant bell will sound for a period of 2 – 3 minutes to notify students and staff of a Fire Drill. Students and staff are required to follow procedures set in place when a Fire Drill is happening.

**SHELTER IN PLACE AND LOCKDOWN PROCEDURES:**
A Shelter-in-Place is declared when, in the opinion of the administrator in charge, it is necessary for students to clear the halls and return to their assigned classroom. Examples of a shelter in place could be a medical emergency, outdoor chemical spill, or toxic gas. Regular classroom activities can take place.

A Lockdown is declared when the safety of students and staff requires students and staff to stay in their classrooms. Stop classroom instruction. All interior doors are closed and locked. Lights are extinguished and students are kept out of the line of sight of exterior and interior windows and doors to the extent possible. The exterior doors of the building are locked at all times.

EVENING ACTIVITIES
Please remember that evening activities at Walled Lake Elementary such as the Ice Cream Social and Spring Fair are family events. Children of any age should **not** be dropped off or permitted to attend a school event without adult supervision. This policy also applies to middle and high school students. Unattended students will either be asked to leave, or parents will be contacted and the child will wait in the school office until a responsible adult arrives.

FIELD TRIPS
Most field trips are self-supporting activities of which students are asked to pay for costs (bus charges, entrance fees, etc.). Parents may be asked to help chaperone and will ride on the bus. District policy does not permit younger siblings to attend a field trip. Chaperones also need to have completed and submitted to the school office a Criminal Background Check form. These are then submitted to our district Human Resources department for follow through. It can take a few weeks to process these forms, so we recommend that you submit them at the start of the school year if you think you will be a chaperone volunteer.

Students and families are given appropriate prior notice of field trips and deadlines for permission slips. Students not turning in permission slips will not attend the field trip, and will spend the day in an alternative classroom.

HOMEWORK
Homework is ultimately the student’s responsibility, however, parents should provide a time and place for homework and expect the child to study. The Student Planner is used to facilitate home to school communications in grades 3, 4 and 5, and to update parents on school and classroom events.

The District’s Homework Guidelines state that the amount of homework will vary from week to week depending on the units being studied and students’ grasp of concepts. These Guidelines are provided in a separate handout which is sent home, or can be requested through the office.
INJURIES
Occasionally students are injured while at school. Depending on the nature of the injury, we will apply ice as needed and call the parent, or we call 911 for emergency assistance before we contact the parent. Fortunately, most of our injuries are not serious in nature. However, we address each one with the same concern. If a child bumps his/her head, we apply ice and observe the child for some time. We notify the teacher and the parent. We do not “dig” for slivers. We will pull them out if they are extruding from the body. We can not apply or administer any medications not authorized for the student. Soap, water, ice, and Band-Aids are all we are able to provide.

ILLNESS / COMMUNICABLE DISEASE
We make every effort to keep communicable diseases out of our school. Please help us by keeping your child home when the following symptoms appear: coughing, fever, sore throat, sores, chills, significant runny nose, ear and/or eye discharge, rash, upset stomach, and swollen glands. Communicable diseases that result in exclusion from school are: German measles, Measles, Mumps, Chicken Pox, Scarlet Fever, Scabies, Pediculosis (Head Lice), Pink Eye, Impetigo, and Ringworm. Please contact your doctor for evaluation, treatment, and to determine if your child is ready to return to school.

IMMUNIZATION
Immunizations are required by law. Student immunization records must be up-to-date. Routine inoculations may be obtained through Oakland County Health Department at no charge. Children not up-to-date on their immunizations will be excluded from school.

INSTRUMENTAL MUSIC
The Instrumental Music Program has moved into the middle school level with daily instruction available to students. Traveling instrumental music staff will meet with 5th grade students several times during the school year. During these meetings they will conduct the “Introduction to Instruments” sessions.

KINDERGARTEN ORIENTATION
In the early spring of each school year, parents of incoming kindergarten students are invited to a parent night. At this time, school personnel are introduced and a brief overview of kindergarten is presented. Two signup sheets will be available for incoming kindergarteners to attend school for a visit to the kindergarten classrooms, called Story Hour. A short ride on the big yellow bus is also scheduled usually late May or early June.

LOST AND FOUND
Articles of clothing and other items that are lost by students may be found, in most cases, in the lost and found located around the corner from the office. Please put your child’s name inside his/her coat, hat, boots, shoes, etc. Other children may have similar styles and colors of clothing. Lost and found articles not retrieved by the end of the year will be donated to a charitable cause. Smaller items such as wallets and jewelry may be found in the office.

LUNCH
Students in grades K-5 remain at school for lunch and are expected to bring lunch or money to purchase lunch. Snack items (fruit roll-ups, chips, ice cream) are also for sale. A lunch menu can be found on our website. All lunches may be purchased on-line through Family Access on a pre-paid basis and a complete accounting of your child’s expenditures will be available upon request. Reduced or free lunches are available for students who qualify for these federally supported programs. In an emergency, students may charge a lunch (not snacks). All charges must be paid back the next day. Students have 40 minutes total for lunch and recess. At least fifteen minutes of this time must be spent in the cafeteria and all students are encouraged to eat lunch. Students eat first and go outside afterward.
MEDICATION
It is the policy of Walled Lake Schools to cooperate with parents when medication needs to be administered during the school day according to physician’s orders. Appropriate precautions are taken regarding medication and all information regarding medication is confidential.

Medication authorization forms, signed by your physician and yourself, must be on file in the office before any medications can be administered. Medication forms are available upon request. No prescription medication or over-the-counter medication (cough syrup, cough drops, aspirin, vitamins, etc.) will be administered without the completed form on file. The staff is not permitted to allow students to self-administer non-prescription drugs while at school. Please do not put medication in lunchboxes or instruct your child to take medications during lunch. This policy protects the students taking the medication and also protects other students from inadvertently acquiring medication intended for someone else. If your child has a medical condition which requires a Medical Health Care Plan (for example, Diabetes, Anaphylaxis plan due to a life threatening allergy, asthma, seizure disorder), please contact the school principal prior to school starting or upon enrollment.

The building principal may refuse to honor a request to administer medication when in his/her opinion the nature of the situation dictates that a parent or guardian may be better suited to the task.

MEDIA CENTER
The Media Center is open to all students, staff, and parents at designated times during the school day. Teachers may choose to sign up their classes for regular visits, or on an as-needed basis. Students may come to the Media Center individually or in small groups only at certain times with permission from their teachers. It is our goal to make it possible for students, staff, and parents to visit the Media Center as often as they need, however our Media Specialist is only part time.

Students will be shown how to use the equipment that is available, and will then be expected to do so properly.

Students are allowed to check out books from the Media Center for a one-week period. All books must either be returned or renewed at the end of that time. After the first week any book not returned or renewed is considered to be overdue. No further books may be checked out until overdue books are returned. After two weeks a reminder will be sent home. After three weeks the Media Center staff will contact parents by phone. After four weeks the students will be expected to pay for the lost book.

MUSIC
The music program consists of many different activities: singing, playing, dancing, listening, and moving to music. On the Orif instruments students improvise, compose and create their own rhythmic accompaniments. They are played by all students, kindergarten through fifth grade. The recorder is a melody instrument. It is introduced in 3rd grade and developed in 4th and 5th grades. Music is an important part of your child’s education. It follows the classroom curriculum, and enforces and enhances basic education goals.

NEWSLETTER
The Tiger Talk, our school newsletter, is published and distributed via email every Friday. This weekly publication is a major means of regular communication. There is always a current calendar of events and other important information for your family included. Please pay close attention to “no school” days! If you are not receiving newsletters and other information regularly, please contact the office.

OUTDOOR EDUCATION
All fifth grade students participate in the Walled Lake Outdoor Education Program. Fifth grade students spend two and one-half days at the Outdoor Center with each child exposed to different areas of study such as
orienteering, forest succession, wildlife, evergreens, and pond life. Outdoor Education Camp is an important part of the Walled Lake Schools science curriculum. Special field trips are sometimes arranged for other grade levels for day trips only to the Outdoor Center.

**PARKING AT SCHOOL**

Parents and visitors park their cars in the lot at the east side of the building. Parking or dropping children off in the bus loop in front of the school during normal school hours is prohibited. This interferes with bus traffic and emergency vehicles.

**PARTIES**

School parties are typically planned for Halloween, Winter Holiday, and Valentine’s Day. Please be sensitive to children’s feelings when scheduling parties outside school. Party invitations may not be distributed at school, and, if possible, please avoid picking up groups of students from school to attend an out of school party.

**PBS – POSITIVE BEHAVIOR SUPPORT**

Our goal at WLE is to teach all people to be Respectful, Responsible, and Cooperative. These “tiger traits” are reinforced throughout the building with orange tickets. Our staff has developed clear behavior expectations for schoolwide locations. At the beginning of the year, staff model and practice these routines and expectations. If needed, we will also re-teach the expectation if a student needs additional practice.

**PEANUT/NUT ALLERGIES**

To minimize health risks for students with the potential of serious allergic reactions, Walled Lake Elementary is a “Peanut/Nut Alert” building. Signs are posted on the building and in appropriate locations throughout the building. Staff and students will receive allergy awareness education in the fall specific to Peanut/Nut allergies.

Peanut free classrooms will not be used by outside groups. Groups requesting use of building facilities will be notified of peanut restrictions. More in depth information is available in the office. **PLEASE USE SNACK LIST FOR ANY FOOD IN CLASSROOMS.**

**PHONES**

(Student Use Of)

Office phones and teacher's classroom phones are for official school business only. Students are not allowed to use the phones unless authorized by staff in emergency situations. Telephone calls about forgotten items (lunches, homework, permission slips, or after school activities) are not permitted. It is important for students to learn responsibility for bringing what they need to school each day. Parents can be most helpful by assisting students to be responsible for organizing their materials the night before. Students are never refused permission to phone home if ill or upset.

**CELL PHONES**

Children may have cell phones in their backpacks, however the phones MUST be turned off and stay in their back pack for the entire school day. We are NOT responsible if a cell phone is lost, so please educate your child. If a student has their phone out and/or on during the day, it will be sent to the office and you will need to pick it up from the office. It will not be returned to the student. Thank you for your assistance with this matter.

**PHYSICAL EDUCATION**

The physical education program tries to heighten the physical abilities of each child. Our program deals with the development of skills and the importance of physical fitness for each individual. Children are expected to participate in physical education unless they have a written doctor's request to be excused.

All children in grades K through 5 have scheduled physical education classes and require a pair of **Gym Only Shoes**. Please do not purchase black soled tennis shoes for this purpose.
PICTURES
Individual portraits are usually taken during fall and spring of each school year. You will receive information regarding the procedure prior to scheduled dates. Every child will have his/her picture taken, even if they do not desire to purchase a package. These pictures are used for school records and for the class composite in the yearbook.

PRIME TIME CARE
Prime Time Care is a state licensed service operated by the Walled Lake School District. It is open from 6:30 AM. - 8:55 A.M. before school, and from 4:00 P.M. until 6:00 P.M. For more information regarding the Walled Lake Elementary Prime Time Care Program, call 956-5110 during Prime Time Care hours. If there is no school or if school is closed early due to an emergency such as: weather power outage etc. there will be no Prime Time Care.

To use Prime Time Care on half and full days you must pre-register your child. This is crucial to our licensing status. Pre-registered children who do not attend, and whose parents do not notify us within 24 hours will be ineligible to attend future half day Prime Time Care. Children who do not pre-register may not attend. Parents will be called to remove their children and provide alternate day care.

PROHIBITED ITEMS
Students should come to school ready for their instructional day. Any items that distract from this goal should be left at home. This includes dangerous, valuable, sentimental, or electronic (iPods, Cell phones, etc.) items, large sums of money, or invitations to outside of school parties. Candy and gum may not be consumed on the playground due to danger of choking. Dangerous items or valuable items will be confiscated and returned only to a parent. Possession of these and other prohibited items is cause for action due to a violation of the Walled Lake Consolidated Schools Student Code of Conduct. This document is provided to every family in our district. If you need a copy, please contact our office, or find it on our District website at www.wlcsd.org.

PTA
The PTA is an organization that consists of local, council, state, and national levels. There are five objectives of the PTA that span all of the organizational levels:

1. To promote the welfare of all children.
2. To help raise the standards of home life.
3. To pass laws for the care and protection of children.
4. To promote cooperation between the home and school.
5. To unite educators and the public in a way that can provide our children with the highest advantages.

With these objectives in mind, the Walled Lake Elementary PTA seeks to increase and improve parent involvement in our school. Statistics prove that the greater the parent involvement, the better the school and the greater the students achievement. Parent involvement, has a positive affect on student attitudes toward school and their social behavior while at school.

Opportunities for parents to participate at Walled Lake Elementary are numerous. A PTA membership drive is held early in the school year. We encourage everyone to join! Please attend our monthly meetings, or watch our newsletter for requests concerning needs for volunteers. There is a place for you as well as your child at our school. Become involved and stay involved in your child’s education through your Walled Lake Elementary PTA.

RECESS
Children are expected to be dressed appropriately to go outside everyday. Adult supervisors monitor the playground activities. Children are prohibited to re-enter the building for forgotten items. Children are also
prohibited to re-enter the building at any time without permission from a supervisor. In case of inclement weather (precipitation, temperature, or wind chill) or if the temperature is below 0, recess is held inside. **Boots and snow pants must be worn during winter months.**

Should your child not be able to participate in recess due to illness or injury, a note from you will allow them to stay in for **one day**. A note from your physician is required for your child to remain inside for more than one day.

**REPORT CARDS**

Report cards will be found electronically on Skyward **Family Access**. Comments in all areas of the curriculum are included (music, physical education, and art receive comments twice a year). If you need a pass code for Family Access please call 248-956-2190 or email familyaccess@wlcsd.org

**REPRODUCTIVE HEALTH EDUCATION**

Health Education is an integral part of our school curriculum. All 5th graders are involved in our Reproductive Health Education Program. This program is based upon the guidelines by the Michigan State Board of Education and is intended to complement, not challenge parental and home training, affirm the rights of parents to become involved in the education of their children, encourage open dialogue among home, school and community, and to stress informed decision-making based on factual information and better understanding of the attitudes and beliefs of others. Parents are encouraged to preview the classroom materials. These materials are presented near the end of the school year.

**RETURNING AFTER HOURS**

One of our school improvement goals is to foster responsible behavior in our students. If your child fails to bring home books or materials needed for homework assignments, please do not bring them back to school without first contacting the teacher or principal for advice.

Generally, when a child is brought back to school to pick up forgotten items, you are unintentionally undermining our goal to build responsible behavior in our students. This is true because it keeps the child from experiencing both the natural consequences of being unprepared, and the responsibility for solving the problem for him or herself. As Jim Fay says, “Experiencing natural non-life threatening consequences is how children learn responsibility.” Please think twice before you bail your child out! You may not be doing them any favors in the long run. Also, please be sensitive to our evening custodians’ work responsibilities and do not ask them to unlock classroom doors. If the classroom is locked, that signals that the teacher has gone home for the evening and the student will need to accept the possible consequences and do further problem solving. You may wish to contact your child’s teacher for his/her specific preferences in this matter.

**SCHOOL CLOSINGS**

All unscheduled school closings will be given to the radio stations listed below for announcement from 6:00 AM. On:

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WXYZ</td>
<td>1270</td>
</tr>
<tr>
<td>WNIC</td>
<td>1310</td>
</tr>
<tr>
<td>WWJ</td>
<td>950</td>
</tr>
<tr>
<td>WJR</td>
<td>760</td>
</tr>
<tr>
<td>WCAR</td>
<td>1130</td>
</tr>
</tbody>
</table>

We ask that you listen to one of the stations listed for this important information or call the Transportation Departments **24 hour hot line number 956-5199**. Do not call the Transportation Department directly as that telephone line must be used by drivers and other employees of the department. A call from our School Messenger should go to your home number – make sure it is current.

If it becomes necessary to send children home early due to deteriorating weather conditions or equipment failure, the school office will make every attempt to contact parents. If we can’t reach you, we will contact your emergency contacts. It is always a good idea to get to know neighbors or a non-working friend who could be available to pick up your child in situations like this. Please do not call the school during emergencies, as we
need to keep our phone lines available. Parents should review their family plan for emergencies with their children several times each year.

**SNOWBALL THROWING**
Please help your child understand that **NO SNOWBALLS** are allowed anywhere on school property. The safety and well being of our children is our number one concern. No child should be needlessly injured by a snowball. **Snowball throwing can be very dangerous.**

**SPECIAL SERVICES**
Walled Lake Elementary is serviced by specialists from the Walled Lake School District, the Oakland County Health Department, and Oakland Schools. If you have any questions regarding these services or a student’s eligibility for Special Services, call the principal.

Services include:
- Special Education Services
- English Language Learners Services
- Oakland County Hearing and Vision Screening

**TITLE 1**
We are a Title I building that receives federal funds. Any student not performing at grade level standards can receive extra interventions. Our Reading Recovery program is fully funded by Title I. Every year parents meet with the principal to create a Title I policy. Several parent activities are scheduled throughout the year. Please see our Title I Policy located on our website.

**VACATION ABSENCES**
Children are expected to be in school every day except for illness or extenuating circumstances. The school district has scheduled vacation times and district calendars are available at the beginning of the year.

We know that occasionally an opportunity for a family vacation arises that does not correspond to a school holiday. While an absence of a day or two does not usually create major problems, extended vacation absences of a week or more are discouraged.

It is almost impossible for the teacher to create homework packets that will match the classroom instruction for a week or more. Also, the reality is that if a family is on vacation, time for major homework is not available; much of what happens in a classroom is based upon oral discussion, examples, and hands-on activities. Extended absences could result in loss of full credit for assignments because the student was unable to participate in the required class activities.

**VISION / HEARING SCREENING**
In order to register for school, all Kindergarten students must have proof of vision screening. In addition, children are screened for vision in grades 1, 3, and 5, and for hearing in grades K, and 2. Staff may also refer a child for screening at any time if there is a concern about a students’ ability to see or hear.

Vision and hearing screening are available at the Oakland County Health Department free of charge. Phone (248) 424-7071 for more information.

**VISITATIONS**
After making prior arrangements with your child’s teacher, you are welcome to visit the classroom to see the regular, on-going instructional program. Please sign in at the office and request a visitor's badge before visiting the classroom. This helps the staff to monitor the presence of visitors in the building. If you are not wearing your visitor badge, staff members will escort you back to the office.
VOLUNTEERS

We encourage and welcome volunteers. Volunteers are a vital part of the success of Walled Lake Elementary. It is important for the safety of all our children to know who is in the building at all times. If you are a volunteer during school hours, please sign in at the office and request a volunteer badge.

Children are expected to treat our volunteers with the same respect offered the school staff. Any questions regarding behavior or appropriate consequences should be directed to the classroom teacher or the office. Many opportunities exist both in and out of the classrooms, either working with children or helping prepare classroom materials. PTA also sponsors many activities which provide opportunities for volunteers both during and after school. Please check with the office as to the advisability of bringing non-school aged children with you for your volunteer activities. Volunteers also need to have completed and submitted to the school office a Criminal Background Check form. These are submitted to our district Human Resources department for follow through. It can take a few weeks to process these forms, so we recommend that you submit them at the start of the school year if you think you will be volunteering.

As always, if you have any questions or concerns please contact our office and thank you for reading our HANDBOOK.