

# EDWARD V. WALTON SCHOOL



## SCHOOL HANDBOOK

### PARENT VISITORS

All visitors are to ring the front doorbell, announce their name, and state the purpose of the visit. Once buzzed in, all visitors are to report directly to the main office and pick up a visitor's badge upon signing in. Please do not keep the door open for others. Each visitor is to buzz in separately and state his/her name. This is to ensure the safety of all at Walton School.

### DROP-OFF AND PICK-UP AT DESIGNATED AREAS

Children are to be dropped-off and picked-up at designated locations. See details below and attached map. Parents are not to enter the school building to drop-off/pick-up their child to/from the classroom. Teachers and staff members are supervising throughout the building and assisting children to/from their assigned classrooms.

### SCHOOL STARTS AT 8:50AM

Please remember that instruction begins at 8:50am, which means the children need to be in their classrooms before 8:50am. A student's tardiness to school disrupts the daily routine and class instruction. Supervised drop-off begins as early as 8:35am. Arrival doors are closed by 8:50am.

For parents/guardians who are driving their children to school, please do not wait in the car lines after 8:45am, as the arrival doors (especially for PK and K) will be closed by the time you drive around to the drop-off point. Therefore, upon entering school property at 8:45am or later, you need to park in the lot and walk your child to the main entrance and sign-in at the office. You need to buzz in, announce your name, and report directly to the main office to sign your child in late.

Please be mindful that once it is past 8:50, all exterior doors will be closed and locked. Do not attempt to bang on the door or leave your child alone in hopes that someone will open the door for him/her. Classroom attendance is sent to the office shortly after 8:50am and your child may have already been marked absent. It is critical that you walk your child to the main office and sign-in accordingly.

### ATTENDANCE

Elementary school is one of the most important levels in a child's life because the foundation for future learning is established. It is also a time for the formation of attitudes and habits. Regular and punctual attendance is an essential part of your child's schooling. Please know that letters are sent home at the end of each marking period to families whose children are frequently absent and/or tardy.

If your child is not feeling well (i.e. fever, sore throat, cough, upset stomach, etc.), we request that you keep your child home. Besides the fact that children have a difficult time focusing on school activities when they are ill, they may be contagious to others.

If your child will be absent and/or tardy to school, it is important that you call our Student Absence Line as soon as possible. The number is 973-376-1025, press extension 2650. Please speak clearly and slowly when leaving the message. See details in the next section.

We have an automated call system through *OnCourse Announcement* that will alert parents when a student is reported absent or tardy. When you receive the automated call, please be sure to confirm your child's absence by pressing 3 at the end of the message. This will allow the secretary to know that you actually received the message. Please be aware, should the office not receive a call from you about your child's absence or you did not press 3 during the automated call, the secretary will make attempts to

contact you and those on the emergency contact list. If we cannot locate anyone who knows of your child's whereabouts, as per policy, we will call the police department for assistance.

Please be aware that students who are absent or sent home ill are not permitted to attend school events during the day of absence or after school hours.

### **WHAT TO TELL THE SCHOOL WHEN YOU CALL THE STUDENT ABSENCE LINE**

Please speak slowly and clearly.

Provide the following:

- Child's first and last name – say it twice slowly and spell out the last name
- Child's teacher
- Child's date(s) of absence
- Reason for absence

You can also email Mrs. Kerr at [akerr@springfieldschools.com](mailto:akerr@springfieldschools.com) and Mrs. DuBeau at [mdubeau@springfieldschools.com](mailto:mdubeau@springfieldschools.com) regarding your child's absence. For AM PK and full-day students (K-2) please email them by 9:00am. For PM PK students, please email by 12:30pm.

If your child is absent due to illness, please be specific when reporting his/her symptom(s). It is important, especially during flu season, for us to be able to determine absences resulting from similar symptoms. When you tell us that your child "is not feeling well," we do not have enough information to determine if there is a contagious illness at school resulting in similar symptoms for multiple children.

When calling to report an absence, please tell us if your child:

- Has a fever (and how high it is).
- Is vomiting, feeling nauseous or has diarrhea
- Has symptoms such as coughing, sneezing, runny or stuffy nose
- Has body aches all over
- Is feeling weak or more tired than usual
- Has a headache

Please do not tell us that your child "has the flu" unless your child has been tested for, and diagnosed by a doctor, as having the flu. If your child has been diagnosed by a doctor as having an illness, then please report that fact along with your child's symptoms.

Upon your child's return to school, parents are to send in a signed note to the office relaying the reason for the absence. If absence is due to medical or health reasons, a signed doctor's note is acceptable.

If your child is returning back to school after a medical procedure, please inform the nurse by the first day of his/her return along with a prescription of medical clearance from a medical physician. Please know that medications may only be given by the school nurse and must be brought into the Health Office by an adult with a form/note signed by a parent/guardian and the physician. This includes all over-the-counter medications. Any questions regarding this matter are to be directed to the school nurse at 973-376-1025, ext. 2491.

### **DO NOT BLOCK THE SCHOOL DRIVEWAY!**

Everyone who drives must abide by all traffic laws and established traffic procedures at Walton School.

Vehicles are not to block the driveway entering the school. There are yellow painted lines marking the area and there are signs stating, "Do Not Block the Driveway".

Keeping the driveway area clear at all times will allow emergency vehicles and buses to enter school property without delay. Additionally, the PK & K families driving can enter and get on the loop so they can wait behind the school.

For Grades 1 & 2 families driving to drop off or pick up at Door 7, please wait on Mountain Avenue once the fire lane has been filled with vehicles. The fire lane should be able to hold about 6-8 vehicles one behind the other. Please do not leave your vehicles unattended on the fire lane and do not block the entrance area.

For those waiting on Mountain Avenue to enter school grounds, please remember to use directional signals, do not use cell phones, do not park or exit your vehicles, and remain buckled at all times. Additionally, no drivers are to cross over other vehicles waiting in line to enter school grounds; as an example, passing the waiting line of vehicles on the right and then making a left in front of those vehicles, to pull into the lot. Anyone not abiding by the law may be issued a summons by the Springfield Police Department.

### **ARRIVAL**

Student drop-off in the morning begins once a staff member is present at 8:35 am. Please do not drop-off your children before 8:35 am, as there will be no supervision available. The staff will open the designated doors for children to enter the buildings. Students are to wait outside their classrooms until 8:50 am. The staff will be supervising the children in the halls until 8:50 am when classes officially start. Students are encouraged to bring a book to read quietly in the hallway until 8:50am.

Parents/guardians driving will drop-off their children at the designated areas. Pre-K and KDG car students will be dropped-off by the blacktop (near Door 12, past the little playground) and enter the building using Door 12. Upon drop-off, all PK and K walkers are to use Door 13 to enter the building.

1<sup>st</sup> and 2<sup>nd</sup> grade car students will be dropped off by Door 6 (across from the big playground). 1<sup>st</sup> and 2<sup>nd</sup> graders are to use the sidewalk and enter the building using Door 7. Only students from classrooms 5, 6, 7 and 8 are to use Door 6 to enter the school.

Once again, please do not drop-off your children before 8:35 am, as there will be no supervision available.

### **PM Pre-K Arrival:**

Parents driving their child will follow the car procedure above. At 12:20 pm, a staff member will be posted outside Door 12 to supervise the children waiting in line. Parent drivers are to unload their children and have them line up. Parents walking with their children should have them line up outside Door 12 until a staff member is present to supervise. Doors close promptly at 12:30 pm.

### **DISMISSAL**

Parents/guardians using the carline must remain in their vehicles at all times. The loop around the school is only used for loading and unloading the children. Parking is strictly prohibited on the loop. Parents need to stay in their vehicles and move up on the loop. A staff member will supervise and/or assist the children as they board their vehicles.

Upon the first few days of school, you will receive a sign with your child's name to be used for car dismissal. Please be sure to place the name sign by the windshield (on the right side), so that it is clearly visible to the staff and students. This will help expedite dismissal.

Every student will wear a dismissal card denoting his/her dismissal area for the day. The teachers will dismiss the walkers before the carline students. The carline will begin once the majority of the walkers have been picked up and departed the area.

### **1<sup>st</sup> and 2<sup>nd</sup> Grade**

Teachers will walk students outside of Door 6 (facing the playground) and line up by class. 1<sup>st</sup> grade classes are on the blacktop and the 2<sup>nd</sup> grade classes are on the pavers. Parents on foot are to wait on the grassy areas or sidewalks until the teachers have lined up their class and are ready to dismiss.

The teacher will need to retrieve the dismissal card from each student before he/she can be dismissed. On inclement weather days, 2<sup>nd</sup> grade teachers will dismiss the walkers at Door 7 before proceeding to Door 6 for (indoor) car dismissal. 1<sup>st</sup> grade teachers will dismiss walkers at Door 6.

#### PM Pre-K Dismissal and Kindergarten

Teachers will walk students to the blacktop (facing Holy Cross) and line up by class. Parents on foot are to wait on the grassy area by the knee-wall until the teachers are ready to dismiss. The teacher will need to retrieve the dismissal card from each student before he/she can be dismissed. On inclement weather days, PK teachers will dismiss the walkers at Door 13 before proceeding to Door 12 for (indoor) car dismissal. Kindergarten teachers will dismiss walkers at Door 12.

#### AM Pre-K Dismissal

Teachers will walk students to the blacktop and line up by Door 12 for dismissal at 11:30 am. Parents driving should wait on line in their vehicles and pull up by the blacktop when the line moves. Parents picking up by foot need to inform the teacher before retrieving their child from the line. The teacher will retrieve the dismissal card from each student before he/she is dismissed.

#### Exit Using Holy Cross Driveway for Grade 1 and 2

Upon exiting, Grade 1 and 2 parent drivers are to use the Holy Cross driveway rather than merging into the pre-kindergarten and kindergarten car lines. This is safer and helpful for arrival and dismissal.

Parents/guardians picking up by foot need to wait until the teacher is ready to release the children to you. Please be patient and be sure to inform the teacher you are taking your child before leaving the area and be sure to hand over the dismissal card. The process will be faster once the teachers are more familiar with the adult picking up regularly.

### **INCLEMENT WEATHER DISMISSAL**

We attempt to dismiss outdoors whenever possible. In the event of inclement weather at dismissal time, walkers will be dismissed first at their designated doors (PK at Door 13; KDG at Door 12; Grade 1 at Door 6; Grade 2 at Door 7). Once walkers are dismissed, carline students will line up in the hallways by their designated location. The children will be called to exit the building once we see their parents' vehicle (with name sign clearly displayed) pull up. We ask for your patience during inclement weather (i.e. rain, snow, etc.) days.

Since the majority of the dismissals will be outside, please be sure your children are dressed appropriately for the weather (especially on cold, rainy and/or snowy days); jackets and coats with hoods are highly recommended. Umbrellas can be cumbersome and unsafe in crowded hallways at dismissal time. On a rainy day, parents/guardians of walkers must wait outside the designated areas, and their children will be called out in order as well. Parents are not to enter the building to pick-up their children.

### **DRIVING REMINDERS**

All cars entering school grounds during arrival and dismissal must follow the one-way traffic pattern as shown on the attached diagram.

**DO NOT BLOCK THE SCHOOL DRIVEWAY.**

Do not block residential driveways.

Drive carefully and slowly at 5 mph.

Obey all STOP signs and pedestrian crosswalks.

Parking on the loop is strictly prohibited. Please remain in your vehicle.

PK& K drivers are to follow the blue arrows to wait on the carline. Grades 1 & 2 are to follow the white arrows.

Grade 1 and 2 parent drivers – Please allow the Pre-K and KDG parent drivers to pass on the left side of the loop (by the big playground) so they can line up by Door 12.

Pre-K and KDG parent drivers – Please pull to the right once you have passed the pavers by Door 6 (slightly past the large playground), so the grade 1 and 2 parent drivers can pass on the left to exit.

There is no idling on school grounds. Please turn off your engines while waiting on the loop until the vehicles begin to move forward.

All passengers must use seatbelts. If your child does not know how to buckle up on his/her own, please be sure to spend some time teaching him/her to do so. This will help expedite our dismissal procedures. Do not exit your vehicle to help your child with the seatbelt. This can be unsafe for you and others.

Families with older children attending Sandmeier are not to drop off or pick up their children by the crosswalk located at the back of the school near the field. This is not a designated drop-off or pick-up location. All students are to be dismissed to a parent or another authorized adult. We are not permitted to dismiss our students to older siblings, who are also minors. If you are sending another adult to pick up your child, please remind him/her to have photo identification readily accessible.

#### **PEDESTRIAN REMINDERS**

Please practice safe walking habits. Use the sidewalk around the school.

Use the various crosswalks on school property. Do not jay-walk or walk on the loop. It is for vehicles only.

Parents picking up by foot need to use Door 7 or Door 12 and inform your child's teacher of this in writing. Picking up children at the car pick-up points (blacktop and Door 6) is highly discouraged. By doing so, you are disrupting and delaying car pick-ups. Additionally, this creates an unsafe situation for you and others.

#### **PARKING**

Parking is limited at Walton School. Please do not use the handicap or reserved parking spaces at the front of the school; it is for eligible individuals only. If you need to park, please use the vacant spots in the parking lot in front of the gymnasium. Keep in mind that parking is prohibited on the driveway at the front entrance. This is a fire lane and school bus loading and unloading zone. Additionally, if you are parking on a side street, please do not block the driveways.

Please remember that parents/guardians are not to use the Holy Cross parking lot. However, if you have a valid parking permit to use the Holy Cross lot, please use extreme caution when crossing over to Walton School – be sure to use the crosswalk and hold hands with your children.

#### **SIBLINGS AND CARPOOLING**

For families with multiple children (a combination of Pre-K or KDG and grades 1 or 2) at the school, the arrival and dismissal should be with the younger child. At dismissal, the older child in first or second grade will meet his or her younger sibling at the designated dismissal area.

Aside from the fact that it is better for the environment, we highly suggest that you carpool. This will help lessen the traffic on and around the school property.

Parents/guardians need to communicate special dismissal arrangements, such as those mentioned above, in writing to each child's classroom teacher so they can plan accordingly for the afternoon. See more details below.

## **SIGNED NOTES FOR ANY CHANGE IN YOUR CHILD'S REGULAR DISMISSAL PROCEDURE**

Within the first few days of school, it is important that parents communicate with the classroom teacher via a signed note regarding their child's regular dismissal procedure (by car, bus, walker, Aftercare program at Walton, Summit YMCA, etc.) for the school year.

Whenever possible, we urge that parents/guardians keep the same dismissal procedure for their children each day. We understand that there are times when it is necessary to make a change. Any change in a child's regular dismissal procedures (including bus) must be communicated to the teacher with a signed note in the morning. Including:

- If someone else is to pick-up your child
- If you plan to pick-up your child earlier than regular dismissal
- If you need to pick-up your child instead of having him/her take the bus
- If you plan to pick-up your child at a different door
- If you plan to pick-up your child rather than going to the Aftercare program

With our population, we cannot accommodate last minute phone calls to the office or classroom regarding changes in dismissal. Please make necessary arrangements and plan ahead. This is to help ensure your child's safety and create less confusion for all parties involved. Please do not leave a message regarding dismissal on a teacher's voicemail or email as there are times when a teacher may be absent and the message is not retrieved until the teacher returns on the next day.

### **DRESS APPROPRIATELY AND SAFELY**

Children should come to school with appropriate attire for the various seasons and weather. For the fall and winter days, jackets and coats should be worn to school. Label all clothing items including jackets, hats, scarves and mittens/gloves. The children play outside at recess every day, unless inclement weather prevents them from doing so. Children should dress in layers, as temperatures vary from classroom to classroom.

For the spring and summer days, children should be dressed in clothing which is comfortable, safe, and acceptable for a school setting. It is important to consider sensible footwear for your children. "Flip-flop" shoes are not appropriate for school. With so many students in the hallways at one time and students playing outside at recess, it is a safety concern for portions of students' feet to be exposed. Children wearing flip-flop type footwear (incl. Crocs or similar style shoe) will be discouraged from running and/or using the play areas. It is highly suggested that children wear closed shoes or sneakers for school each day. Sneakers are required for K-2 physical education classes.

As mentioned above, raincoats with hoods are recommended for rainy days and winter coats with hoods are recommended for cold winter days.

### **PERSONAL TOYS**

The school has many activities and games/toys for students to engage themselves during indoor and outdoor recess. Students are not to bring any toys from home. This includes electronic games (i.e. Nintendo DS, iPods, iTouches, cell phones, etc.), stuffed animals, dolls, playing cards, etc. The school is not responsible for lost, damaged or stolen items.

### **HEALTHY SNACK**

Each class has a snack time scheduled in the morning. The PM Pre-K class will have their snack in the afternoon due to their schedule. Please keep in mind that students only have a short time to have a snack. Snacks should be limited to one serving and easily opened by the student. For safety reasons, please do not use any glass containers/bottles. The Springfield Board of Education Policy requires that students consume healthy snacks and lunch in school. No candy or soda is allowed in school for any reason. Please pack a healthy snack and drink for your child each day. Due to growing problems with food allergies and obesity, we do not allow the children to share food in school. Please reiterate this with your children

regularly as we will do the same. Parents must remember to send their child with a snack each day, as teachers are not permitted to provide snacks for them. Please be sure to review the snack letter, which can be found on our website under Fact Pack.

### **BIRTHDAY RECOGNITIONS**

At Walton, each teacher recognizes that a student's birthday is a special event. Although we appreciate your thoughtfulness and generosity, *parents are not to send in food, balloons, goody bags and/or other items to be distributed at school for birthday celebrations or any holidays.*

We celebrate our students' birthdays by doing the following:

- Students are given a birthday card/certificate and ribbon.
- Students' names are displayed on the birthday bulletin board outside the gym hallway and on a chart in the classroom.
- The class sings "Happy Birthday" to the birthday boy or girl.
- Teachers may also give a small token birthday gift such as a pencil, sticker, bookmark or crown to the student.
- Summer birthdays are recognized during the month of June.

The PTA offers the Birthday Book Club in September where parents can purchase a book in honor of their child's birthday. This book is donated to the Walton library for everyone to enjoy. A birthday book club nameplate is placed on the inside cover with the child's name and birth month.

Parents who wish to go into their child's classroom to read a book should contact the homeroom teacher in advance to schedule an agreeable date/time. This may coincide with the child's birthday if mutually convenient for the teacher and parent.

### **LUNCH POS?**

Be sure to view the monthly menu located on our website: [www.springfieldschools.com/3/home](http://www.springfieldschools.com/3/home). Once you are at the site, select the link for *Food Services*. All the schools in the district use the Point of Sale ("POS") system for the payment of lunches. Please be sure to send in a check and a transmittal form in a sealed envelope labeled "POS" so that you can order lunch for your child. Lunch order forms are to be completed for the week after. The forms should be downloaded and printed from our website. Forms are due to the classroom teacher the Thursday before. POS envelopes go directly to Food Services while the daily order forms remain with the teacher. Please do not place both in the same envelope. Please read the lunch/POS letter in the Fact Pack link for more details regarding your child's POS account and lunch payments.

If your child will be tardy to school and he/she wishes to order lunch, please be sure to leave a message before 9:30am or when you call your child in on the "Call for Safety" line to inform us of his/her tardiness. Otherwise, please send your child with a lunch.

### **LOST AND FOUND**

The Lost and Found is located by the water fountain outside the gymnasium. Please make a point of checking it if your child has not come home with all of his/her belongings. Be sure to sign in at the main office before going to this area. We recommend you label your child's clothing items (esp. coats, jackets, scarves, mittens, hats, etc.) so they can be returned to the rightful owner. All unclaimed items are donated to charity several times a year; December, April and June.

### **WALTON WEBSITE AND LIST SERVER**

The Walton School website at <https://www.springfieldschools.com/3/home> is a great resource. Please be sure to visit the website regularly, especially for the monthly newsletters and lunch menu. If you do not have access to the Internet, please visit the Springfield Public Library.

We urge all families to sign up on the Walton list server. You will be able to receive school and PTA updates and reminders via email. Just go onto our school website and open the link for “Student and Parent Resources”. Once you are in, select “Join our email list” and follow the brief set of instructions. You will then need to respond to an email confirming your interest in subscribing to the email list.



Please review the following expectations with your child by the first day of school and throughout the course of the year as needed.

### **Walton School's Rules of Respect**

As members of Walton School, we will make every effort to:

Use Good Manners and Be Friendly

Treat Others with Kindness and Follow the Platinum Rule\*

Walk Quietly and Calmly Throughout Our School

Show Others that You Care and Be Fair

Do the Right Thing

\*Treat others the way they want to be treated.

### **Walton School's Lunchtime (K-2)**

#### **RESPECT**

**R**emove your coat and hat.

**E**nter the lunch room calmly.

**S**it safely and focus on the quiet sign.

**P**ractise good table manners.

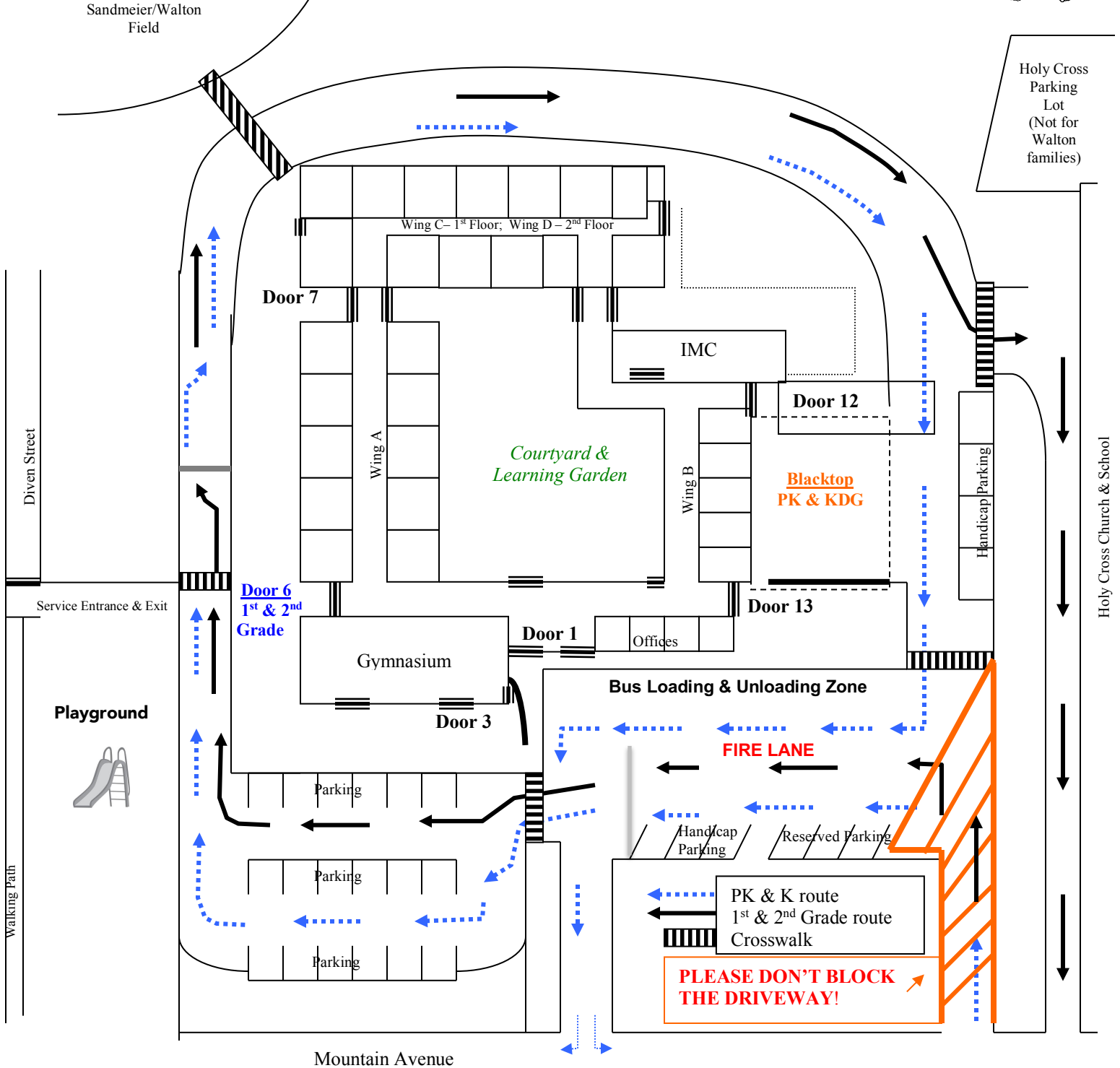
**E**at first and then talk quietly.

**C**lean up after yourself.

**T**hank the people who work here.

# EDWARD V. WALTON SCHOOL

(PK to Grade 2)



**Important Reminders:**

- DON'T BLOCK THE DRIVEWAY: The area must be cleared at all times.
- No parking in the Fire Lane, Bus Lane, or on the loop around the school. No idling.
- Please do not use reserved parking spaces.
- The speed limit on school property is 5mph.
- Please do not block any neighboring driveways.

*Revised July 2019*

**Designated Arrival Areas:**

- PK & K – Door 12 (carline)
- Grades 1 & 2 – Door 6 (carline)
- PK-2 Walkers – Door 13
- K-2 Walkers – Door 7
- Bus Students – Door 1 and 13

**Designated Dismissal Areas:**

- PK & K – Blacktop
  - Grades 1 & 2 – Door 6
  - Bus Students – Door 1, 3 and 13
- During inclement weather, walkers are dismissed first at the locations listed below, before heading to the above-mentioned areas for carline dismissal:
- PK Walkers – Door 13
  - K Walkers – Door 12
  - Grade 1 Walkers – Door 6
  - Grade 2 Walkers – Door 7