Dear Students, Parents, and Guardians of Walkersville Elementary,

Welcome to the 2019 – 2020 school year! We are so excited to be a part of your learning and growth this year and are looking forward to the many educational adventures ahead.

As parents and guardians, you are your child’s first teachers and also their biggest advocates. We welcome your participation and partnership as we strive to ensure each child is successful and prepared for the future. Please know that our doors are open – and you are encouraged to reach out to your child’s teacher, the school counselor and admin team whenever needed. We are here to serve your child, you and the proud WES community.

In all of our work here at WES, children come first. We will do all that we can to meet your child’s needs through instruction that is rigorous, relevant and future driven. Follow our day and all of our events on Twitter: @WESLions1, sign for FindOutFirst, look for weekly parent newsletters – and most importantly, come visit. Whether it’s for lunch with your child or chaperoning on a field trip, you are always welcome at WES!

Parents and guardians – thank you for sharing your child with us each and every day. Students – thank you for arriving each day on time and ready to learn. We will keep you safe, help you learn and grow both academically and emotionally, and provide you with the tools you need to meet the challenges ahead. We expect you to work hard and be nice to people – and we will do the same!

Together in education,

Christina Beigle McKeever
Principal

Edward Hargreaves
Assistant Principal
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VISION
Embracing diversity as we develop life-long learners.

MISSION
We embrace individuality as we develop life-learners through challenging instruction, collaboration, enrichment, and high levels of student engagement.

CORE VALUES
Compassionate, Dedicated, Honest, Reflective, Respectful, Responsible

SCHOOL MOTTO
Where Everyone Succeeds

Our colors are blue and gold and our mascot is a lion.
WHAT WE TEACH

Maryland is striving to create a world-class education system that prepares all students for college and career success in the 21st century. To achieve this, the State has adopted rigorous, internationally benchmarked academic standards – the Common Core State Standards – and is implementing a new State curriculum and next generation assessments aligned with those standards. Accordingly, FCPS instruction is implemented in alignment with the Maryland Common Core State Curriculum Framework for English Language Arts (ELA) and Math. Instruction in the content areas of Science, Social Studies, Art, Music, Physical Education and Health are aligned with the FCPS Essential Curriculum. This curriculum defines the objectives our students will be held accountable for learning in each content area. You may review the Maryland Common Core State Standards and/or the FCPS Essential Curriculum by visiting the FCPS website at http://education.fcps.org/EssentialCurriculum/. This site has many topics of interest for parents and is the curriculum resource for our teachers as it is the curriculum hub of all content areas.

Character Counts! and schoolwide behavior expectations are other areas of focus for our community of learners. Daily modeling and demonstration, by all staff members, of the Character Counts! pillars – Respect, Responsibility, Trustworthiness, Fairness, Caring, & Citizenship – are embedded throughout all content areas.

ORGANIZATION FOR INSTRUCTION

In elementary school, students are placed heterogeneously in classrooms for most of the day. Within the classroom, most teachers are assigned three homogeneous reading groups — meaning that students of similar reading levels are taught in each group. Our math groups are generally heterogeneous — meaning that most math groups will have a range of students. Re-teaching and enrichment opportunities are available in all groups. For our most accelerated math students, on-going enrichment is available and students in grades 2 - 5 may be regrouped for math. Teachers, administrators, and the literacy specialist use multiple criteria when making placement decisions in reading and math. Consideration is given to:

- classroom performance
- performance on county and state assessments
- information provided by specialists (resource teachers, speech language pathologist, literacy specialist)
- parental information
- social interactions
- work habits
While the curriculum will continue to drive instructional decisions, teachers utilize multiple resources to enhance their ongoing efforts to best meet the needs of their students.

All students have opportunities to work in flexible group structures such as cooperative groups, total class, individuals, interest groups, or other criteria determined by the teacher. Students are regularly reevaluated which at times may necessitate a different and more appropriate placement.

Primary classroom teachers will be responsible for all subjects with supplemental assistance from other professionals such as the media specialist, speech and language pathologist, and reading and math targeted intervention teachers.

Art, music, and instrumental music (grades 4 & 5) will provide learning experiences that develop an appreciation and knowledge in the fine arts areas. These classes also support and expand upon various concepts and content areas being introduced in the classroom. Physical education will also be regularly scheduled and will provide activities that will help develop strong, healthy bodies, a sense of fair play, and lifelong habits for good physical well-being.

**ASSESSMENT**

Throughout the school year, students are tested on the Maryland Common Core State Curriculum in English Language Arts and Math and the FCPS Essential Curriculum in Science, Social Studies, Art, Music, and Physical Education. The purpose of the assessments is to evaluate learning so that instruction can be adjusted to meet students’ needs and thus improve learning. The assessments demonstrate whether schools, teachers and students have met the objectives outlined in each of the respective curriculums. These tests mirror instruction in the classroom and emphasize authentic tasks.

Students in grades 3, 4, and 5 will take The Maryland Comprehensive Assessment Program (MCAP) assessment during the Spring of 2020. This assessment replaces the PARCC assessments that students have taken in recent years. The Maryland Comprehensive Assessment Program will provide students, parents, educators and the community with better student information at a faster pace. The goal remains the same: to gather information that helps Maryland schools strengthen our instruction and improve student performance so that our graduates are ready to move into the workforce or a postsecondary institution. MCAP will continue to assess the Maryland College and Career Ready Standards in math, reading and English language arts. For more information about student assessment and MCAP, visit [http://marylandpublicschools.org/programs/pages/testing/index.aspx](http://marylandpublicschools.org/programs/pages/testing/index.aspx)
HOMEWORK

General Homework Policy

Educators and parents share one common goal — to help each student be successful. Each group plays an important role in student achievement. Students learn best when they, their parents, and their schools work together.

Homework is one way families and schools can cooperate to improve student’s learning. Homework is a task teachers assign to students that is carried out during non-school hours. This work should provide the students with better understanding and retention of the material covered. It will improve the students’ study skills, improve their attitude toward school and teach them that learning can take place at home as well as in school. The details of the FCPS Homework Policy can be found In the FCPS Calendar Handbook. If you find that your child is consistently taking more than the recommended time to complete homework, please contact your child’s teacher by note, phone, or email.

Homework helps students learn better and faster. Research shows that many successful teachers assign meaningful homework. By asking students to spend some of their out-of-class time working on a specific skill or subject, teachers make it possible to spend class time teaching students even more.

Homework helps families become involved with education. We know that for schools to do the best possible job educating each student, parents and schools must work together. Homework is one way parents can make a meaningful contribution to helping their children achieve. When students see that their parents think education is important, their performance improves.

Homework communicates the high expectations that schools hold for their students. The best schools have confidence that their students can and will achieve. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.

Homework helps students develop self-discipline and organizational skills. Through homework, students learn how to manage their time. They learn the importance of setting goals and working to achieve them. They learn to be responsible for their achievements. All these skills will help them continue to be successful throughout their lives.
Types of Homework

- **Practice** — The student refines and strengthens skills previously taught in class through drill of simple applications, reading and writing.

- **Preparation** — The completion of this type of assignment makes the next day’s lesson more meaningful and easier to master. Reading and familiarization with facts and ideas characterize this type of homework.

- **Extension** — This is the application of skills and concepts to more complicated situations. It requires higher level thinking skills, problem-solving and abstract ideas. Short essays and reports are examples of this type.

- **Integration** — Successful completion of the assignment requires more time and a greater variety of resources. Research papers and projects are examples of homework that integrate learning and real life situations.

You should expect a reasonable amount of homework that is approximately ten minutes per grade level. For example, if your child is in second grade, twenty minutes of assigned homework might be expected. Generally, at the elementary level, homework is not assigned over weekends and holidays. You can help at home by developing the following routines to establish good study habits:

1. Show an interest in your child’s homework by inviting him/her to share the assignment with you. Your interest will reinforce the importance of homework and academic progress.

2. Establish a regular homework time each day and a quiet place to work. Assist your child in organizing class notes and notebooks. Plan breaks if needed and use a timer to segment difficult tasks.

3. When your child is absent from school, encourage a buddy system to get homework. If you need to call or email the teacher(s) for homework, a 24-hour notice is requested.

4. Remember that homework is your child’s responsibility. Your child must be permitted to make a mistake in order to learn from it. If your child is consistently demonstrating a lack of understanding with assignments, please contact the teacher. Provide praise, support, and encouragement for your child.
REPORTING SYSTEM

Frederick County Public Schools uses a reporting system that includes interim reports and the report card. Interims may be issued at any time between regular reporting dates to indicate notable achievement, improvement, or unsatisfactory work. These should be signed and returned to school within five school days. Report cards are issued four times each year: Currently, the dates for 2019-2020 are November 19th, February 7th, April 22nd and June 22nd.

BEHAVIOR EXPECTATIONS

Management (routines, rules, and consequences) is the nervous system of any school. This provides the basis for predictability and reliability, which in turn creates a safe structured environment where learning can occur. A self-disciplined student is better able to perform and learn. All students are expected to demonstrate the pillars of Character Counts! — Caring, Respect, Responsibility, Trustworthiness, Fairness, and Citizenship and our schoolwide expectations. Bullying of any type, whether in the classroom, at lunch, at recess, or on the bus, will be addressed promptly. To achieve these high behavioral expectations for our students requires cooperation and understanding between the school and home. All students are expected to follow the established routines and rules for their individual classrooms and for the school. Failure to follow these routines or rules will result in progressive actions from re-teaching the routine to warnings, time-outs, parent conferences, up to and including discipline referrals to the principal. If your child is seen by an administrator for behavioral purposes, you will receive a phone call.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held to discuss your child’s progress and to allow you the opportunity to examine samples of your child’s work to determine your child’s strengths and needs. Check the Calendar Handbook for dates of the scheduled conferences. Since these conferences are scheduled for short periods of time, think about what you want to learn from the conference and make notes of specific questions you would like to ask. Conferences are the prime time for you to learn and share information about your child’s school experience and performance.

2019 Fall Conferences:
  Wednesday, October 23rd (evening) school opens 4 hours late
  Thursday, October 24th (evening) school opens 4 hours late
  Friday, October 25th (afternoon) school dismisses 3.5 hours early
Additional conferences may be held at the request of the parent, teacher and/or administrator at any time during the year. Both parents and school personnel may freely discuss any problems that directly affect your child’s school performance. If you wish to meet with school personnel, please arrange your visit in advance to ensure that the time is appropriate and does not interfere with planned activities. For example, in the morning before school begins, your child’s teacher is busy making final preparations for the school day, greeting early arrivals and tutoring students, therefore this would not be an appropriate time for an unscheduled conference. If you have concerns about your child, please contact his/her classroom teacher via note, email, agenda note, or phone call. During student hours, our classroom extensions go directly to voice mail so you can still leave your child’s teacher a message.

If an interpreter is needed for conferences, please notify school staff two weeks prior to a conference so that arrangements can be made. Your positive involvement with your child’s teacher and school expectations can help your child meet with success in school.

ARRIVAL

For the safety and welfare of the students, arrival at school should be between 8:30 and 8:50 a.m. The school day will begin at 9:00 a.m. It is imperative that no children arrive before 8:30 a.m. since no adult supervision can be provided prior to that time. Morning drop-off for those students who will be arriving by car will now be alongside the curb on the side of the building outside of the cafeteria. As you pull into the parking lot, rather than bearing right and continuing around the loop to the front entrance of the building, proceed straight and pull up alongside the curb on the side of the building. Staff will be there to assist students and to ensure student safety. Car riders will then enter the building through the cafeteria doors. This year our buses will be using the front parking lot loop to drop students off at the parks and recreation entrance by the gym.

ATTENDANCE

Since research shows that student achievement is directly related to attendance, regular on time attendance is vital for your child to meet with success in school. Our goal is for the continuation of meeting the state’s excellence standard of 96% attendance, or better. When students do not arrive prior to 8:55, they do not have adequate time to unpack and prepare for the upcoming day. If you need to drive
your children, please plan to have them here at 8:45 a.m. to give them ample time to be ready for learning.

To help reach our goals we are continuing the following strategies:

- Daily post classes with 100% attendance.
- Make home visits and contact parents for excessive absences.
- Make personal contact with parents of students who are tardy 3 or more times.

The school day for all students is 9:00 a.m. - 3:30 p.m. Morning announcements begin promptly at 9:00 a.m.

Students arriving after morning announcements need to sign in at the office. The child should have a note from the family stating the reason for the lateness. Students can take up to five days a year for vacations. Any days over that number may be coded unexcused. Students with perfect attendance will be treated to a special lunch with the principals and the guidance counselor. For the luncheon, perfect attendance means that the students have had no late arrivals or early outs for the entire year. Please see the FCPS Calendar Handbook for details on attendance.

**WRITTEN EXCUSES**

The law requires a written excuse any time a child is absent. The excuse should be received by the school within two days of the absence and should include the date of the absence, the reason for the absence, and the signature of the parent/guardian. Without this information, the absence is coded unexcused.

A written excuse from a physician is necessary for a long-range restriction from physical education activities.

Students are expected to play outside, weather permitting, so please dress them appropriately. If your child is unable to go outside for recess, a written note from the parent/guardian is required.
DISMISSAL

We ask that you schedule your child’s medical appointments before or after school, however, if you need to pick up your child during the school day, you must report to the office. No child will be dismissed directly from the classroom. In addition, no child will be allowed to leave school with anyone other than the parent or legal guardian unless written permission is presented to the school office. All individuals with whom a child leaves during the school day must “sign-out” in the office. We may ask to see a picture identification.

Students will be dismissed at 3:30 p.m. Bus riders will report to the gym where they will sit by bus number. They’ll dismiss through the parks and recreation doors when their bus arrives. Car riders will dismiss from the cafeteria, and in order to provide a more safe dismissal for all of our students, we’re asking arriving parents to pull alongside the curb outside of the cafeteria. Car riders will be seated by grade level inside the cafeteria and staff will be in place to assist students in walking to your vehicle upon your arrival. In order to have a smooth dismissal, there are a few procedures we ask our families to follow:

- If there is to be a change in the way your child travels home from school, please send in a note that morning to inform the school of the change.
- If your child is to go home with another child and this is not the usual procedure, both students need to bring a note stating this change.
- If you’re coming in to school to pick up your child and you did not send a note, please check in with the office to put your child’s name on the car riders list. We then invite you to relax in the lobby until we call your child for dismissal.

Your cooperation with these procedures is greatly appreciated and enables us to ensure that children arrive safely where they should be.

BUS SAFETY

There are student behavior expectations for the safe and efficient operation of the school system’s transportation system. Please see the FCPS Calendar Handbook for specific bus rules and expectations. We encourage you to review this important information with your child. Riding the bus is a privilege. This privilege may be temporarily denied or permanently revoked if the behavior of your child jeopardizes the safety of your child or others on the bus. Bus rides are considered an extension of the school program. Twice a year, bus evacuation drills will be conducted upon arrival at school. Thanks in advance for helping your child understand the importance of bus safety.
CONFIDENTIALITY AND SECURITY

In the school setting, we are very conscious of confidentiality issues regarding our students and staff members. Throughout the year, teachers do post student work for display. If you do not want your child’s work displayed, please let his/her teacher know early in the year that you do not want his/her work posted. In addition, the PTA newsletter will not include student names unless a parent is contacted first and gives permission. As we are always security minded, if an adult other than a parent/guardian picks up a student, even at the parent’s request, we will ask to see identification such as a driver’s license. Please keep your child’s emergency card updated with a local person to call if you are not available. During the school day, side and back exterior doors are locked. You are requested to sign in at the office each time you wish to go back to the classroom areas or eat lunch with your child. Thanks for working with us and helping us to maintain a safe learning environment.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

Information regarding cancellations, delays, and early closings is announced on local radio stations, the Frederick Cable channel 18, and on the Internet at www.findoutfirst.com. Parents are encouraged to arrange emergency backup care and to notify students as to where they should go when schools close unexpectedly. Being prepared before inclement weather arrives helps us to get our students home quickly and safely. Please sign up for Find Out First email announcements by going to fcps.org and looking for the blue Find Out First envelope.

GUIDANCE

The WES school counselor works with students in a variety of settings: total class, small group, and individually. Areas that are emphasized include personal and school growth, decision-making, self-esteem, and positive interactions with others. Our school counselor also works closely with outside agencies to meet the needs of our students and families. If you would like to speak with our counseling staff please call our school office.
VOLUNTEER PROGRAM

The volunteer is any interested person who is willing to donate his/her time to support our school. Walkersville is fortunate to have many dedicated volunteers who work to support our students and school community. Some volunteers work directly with students in the classroom, others assist with preparation of materials to be used in the instructional program, and others assist with landscaping! Some volunteers may even provide services from home by completing tasks (cutting, drawing, etc.) or offering babysitting for other volunteers. There are numerous opportunities and ways to volunteer at WES. Our students and staff would be most grateful for any time you can offer. Watch for our Volunteer Orientation to be scheduled in the fall. We hope to see you there!

PTA

Walkersville Elementary has a very active PTA. Meetings, held each month, are published in the monthly calendar. Families and staff are encouraged to participate in the PTA and to attend school functions that are sponsored by this wonderful organization. Our PTA is responsible for providing cultural arts programs, extra field trips, educational materials, and valuable learning sessions especially tailored to parent needs and requests. Please see our website for PTA officer information.

COMMUNICATIONS

As we value the communication between home and school, several different forms of communication are used. Each student in grades 2-5 has an Assignment Planner, an agenda, that goes home daily. Space is available in the planner for both teacher and family comments. All staff members may be reached through their direct telephone extensions and by email. All FCPS employees can receive email by using firstname.lastname@fcps.org. Thursdays are designated as take home day. Communications will be sent home in Thursday folders. Please ask your child for this folder each Thursday and return the folder to school on Friday. You can follow our day and all of our events on Twitter: @WESLions1, sign up for FindOutFirst, look for weekly parent newsletters – and most importantly, come visit. Whether it’s for lunch with your child or chaperoning on a field trip, you are always welcome at WES! You can sign up for FCPS FindOutFirst and Walkersville’s FindOutFirst at the fcps.org website. Communication is important to us! Let us hear from you!
PARTIES

In accordance with FCPS policy, two class parties are held each year. Our school staff will determine the dates. Parents in cooperation with the classroom teacher may help plan parties for the students. Specific information will be sent home as the year progresses. Unfortunately, we will be unable to celebrate children’s birthdays with parties. Treats will not be distributed during the instructional day. Our front office will recognize student birthdays during morning announcements and by providing a non-food item treat. In order to reduce the loss of instructional time and to prevent hurt feelings, students may not distribute invitations for private parties at school. These should be mailed/delivered from home.

FOOD USE FOR INCENTIVE & PROMOTIONAL ACTIVITIES

Due to the recently amended FCPS Regulation regarding Wellness [400-82 - http://coldfusion02.fcps.org/legal/400-82.pdf], food use for incentive and promotional activities are required to follow the criteria outlined below.

• For health and safety reasons, parents / visitors are only permitted to bring in food that is intended for consumption by their individual student.
• For health and safety reasons, students are only permitted to bring in food for personal consumption.
• School-based celebrations involving foods that do not meet Maryland Nutrition Standards for All Foods Sold in Schools (Smart Snacks) are limited to two (2) per school year. Schools will notify parents in advance of such celebrations so that parents / guardians may alert their child’s teacher of food allergies. Schools will designate food items needed for these celebrations.

Thus, we are unable to have food (i.e. cupcakes, cookies, etc.) brought in and shared with your individual student’s classmates, unless it is for one of the two designated school-based celebrations.

VISITORS

Parents/guardians are always welcome to visit our school, however, for security reasons you must report to the office and sign in. All visitors and volunteers are required to wear a visitor’s badge while in the building. The visitor’s badge is a symbol for our students and staff that you have signed in and have a purpose to be in our building. Your cooperation with this state law is appreciated. Due to instructional and insurance reasons, younger siblings or other children (out of town
friends or relatives) may not attend class parties, volunteer, or visit for the day. We look forward to seeing you often.

**CAFETERIA**

Breakfast and lunch are served every day that school is in session. Upon arrival, students who wish to purchase breakfast go straight to the cafeteria. At lunch, students remain in the cafeteria at least twenty minutes, but have the option to stay additional time if needed. Students may bring lunch from home or purchase a lunch from the cafeteria. If buying lunch a student may pay cash daily or put money on an account. This works like a debit account. You may send in a check or money for any amount. Your child will then be able to purchase breakfast, lunch, snacks, and ice cream with that account. If you only want your child to purchase lunch with that money, you will need to write, “lunches only” in the memo section of your check or send a note with cash. Children bringing their own lunches may buy milk, ice cream, and specialty items separately. A student’s account may also be used for these items. If your child brings lunch from home, please do not send in canned soft drinks.

If the need arises, students will be permitted to charge their lunch. Students will be expected to pay for the charged lunch the following day. You will receive notification from the cafeteria when a lunch is charged. Please remember to reimburse the cafeteria and/or office promptly as we have limited funds to support this. When your child has $5.00 or less on his/her account, you will receive a notice from the cafeteria advising you of that fact. Hopefully, this will keep our students from completely running out of funds.

Free and reduced cost meals are offered to those families who qualify. Meal Benefit forms and guidelines are sent home with all students on the first day of school. Please complete them promptly. More information about Free and Reduced Meal, as well as a link to the Free and Reduced Meal form can be found at the following link: http://www.fcps.org/food-services/free-and-reduced-price-meals.

**Costs for this school year:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Full child’s lunch</td>
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</tr>
<tr>
<td>Reduced price child’s lunch</td>
<td>$ .30</td>
</tr>
<tr>
<td>Milk</td>
<td>$ .60</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>$ varies</td>
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<tr>
<td>Breakfast</td>
<td>$ 1.60</td>
</tr>
<tr>
<td>Reduced price breakfast</td>
<td>$ .20</td>
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</tbody>
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If there are special dietary concerns, please contact the cafeteria manager as well as our health room staff in case of a medical emergency.
**MYSCHOOLBUCKS**

Whether you pay online at MySchoolBucks.com with credit or debit card or by cash or check directly to your school cafeteria, you will receive automated low-balance email notification.

A few other MySchoolBucks benefits include:

- Up to 90 days of purchase history
- Scheduled payments allow parents to pay weekly, biweekly, or monthly if desired
- Low-balance payments can automatically add money when an account runs low
- Families can download a mobile app for smartphones

Sign-up today! It’s easy and FREE. Parents WILL need to set up new accounts as soon as possible. The student’s name and student ID number are required.

For additional information, please contact FCPS Food & Nutrition Services: food.services@fcps.org or 301-644-5061.

**LUNCHROOM PROCEDURES**

In order for the students to enjoy lunch and to practice appropriate social skills, the Character Counts! pillars are emphasized at lunchtime. In our lunchroom, the pillars of good citizenship, being respectful, and caring for others are special areas of focus. During the lunch shifts, there are at least two staff members in the cafeteria to monitor and assist children. Students sit with others in their grade and are encouraged to use “inside voices” while chatting with friends. Students in kindergarten sit with their classes. Please join your child for lunch any day! We would love to have you. Even when coming just for lunch, please remember to sign in at the office.

**LOST OR DAMAGED BOOKS**

Families are responsible for the cost of lost or damaged books (less 10% cost per year of use). This includes library books as well. Books found may be redeemed within that year only. Please help your child keep his/her books covered, as requested by the teacher, as this helps us keep our books in good condition.
STUDENT INFORMATION CARDS

During the first week of school, your child will be bringing home information cards for you to check for current and most up to date information before returning it to school. This information is kept in the school office and entered in the computer only in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and number of a local person who can be contacted in case you cannot be reached. Please notify the school if you change addresses, phone numbers, or day care providers during the school year. Accurate information is essential if an emergency arises. In addition, a copy of custody papers must be filed with the school if there are any special arrangements or situations that the school should be aware of.

CONSIDERATIONS FOR DRESS

In regards to appropriate dress for school, families are reminded that students should dress in accordance with FCPS guidelines. Clothing that is revealing or displays undergarments is not appropriate for school. Tank tops are acceptable to wear only if the shirt has a strap on each shoulder and the width of the strap is about an inch. Spaghetti straps, off-the-shoulder shirts, bare midriffs, bare backs, and “muscle” shirts/t-shirts with arms and sides ripped off are not acceptable garments for school. When seated, bare backs and tummies from low-rise pants should not be showing. To help your children understand this, it might be easier to explain to them that some clothes are school clothes and some clothes are play clothes. Also, with the air conditioning on in our building, our classrooms are quite cool. Additionally, please think about recess and PE class when buying shoes. Flip flops, clogs (crocs), and sandals are a favorite; however, running at recess with them is not very safe. It is also hard to negotiate the mulch and climb the playground equipment safely with them on. Please encourage your children to wear shoes that they can play in.

HEALTH ROOM

The Health Technician, under the direction of a Health Department Registered Nurse, is on-site to provide the following services:

- Administration of medication
- Provide health care
- Monitor the health room and chart each student’s visit
- Monitor immunization records
If a child sustains a serious injury or shows signs of acute illness, the parents/guardians or your emergency contact as noted on your child’s emergency card, will be notified. For this reason, your correct, current address and telephone number must be on file in the office by the end of the first week of school. Each year, hearing and vision screenings are given by the Health Department to students in kindergarten as well as those in first grade and those new to FCPS from out of state.

In instances where your child needs to take medication during the school day, Frederick County Public Schools policy states that:

1. **ALL** medications to be taken at school, whether prescription or non-prescription (over the counter), **must** have a Medication Authorization form completed by the child’s health care provider and parent. This form is available from the Health Room Staff and www.fcps.org. This form, along with the medication in a properly labeled bottle or original unopened package, must be given directly to the Health Room staff by the parent/guardian. Students are not permitted to carry medications to and from school except for emergency medications approved by the RN and HCP. Parent/Guardians will be notified at the end of the school year as to how to handle any unused medications in the Health Room.

2. It is the parent’s responsibility to arrange for the delivery of properly labeled medication to the school. All medication must be in the original container.

3. The first full day’s dosage of any new prescription must be given at home.

4. The school must have on file a *Physician’s Authorization for Prescription and Non-Prescription Medication* form. The forms can be found at www.fcps.org.

5. The parent must submit a new form to the school each time there is a change in dosage or time of administration.

6. All medication will be stored in a secure area in the school and accessible only to authorized personnel.

7. One week after expiration of the health care provider’s order, the parent must arrange for the collection of any unused portion of the medication. Medication not claimed by the parent within one week of expiration will be disposed of.

8. The administration of non-prescribed medication is discouraged by the school system. In some cases, it may be preferable or necessary for the child’s parent to come to the school to administer the medication. **No child is allowed to keep any medication on his/her person.**
9. Please notify the school if your child has any health problems such as asthma, severe allergies, or if your child contracts a communicable disease such as measles, chicken pox, etc. In addition, if your child has any restrictions for play due to health related issues, the school should be informed.

10. The Health Room staff will evaluate all injuries and symptoms of illnesses. First aid will be provided as necessary and parents/guardians will be notified as appropriate. A note will be sent home with your child after every health room visit. If you need more information than the note provides, please contact the health room.

11. Based on information obtained from the Centers for Disease Control (CDC), your child should stay home from school if he/she has one or more of the following symptoms:
   - Temperature of more than 100
   - Vomiting
   - Diarrhea
   - Undiagnosed rash or skin infection

   Please keep your child home from school for 24 hours after the last episode of vomiting, fever, and/or diarrhea. If these symptoms persist for more than 24 hours, you should contact your child’s health care provider.

Hand washing with soap and water is available to students throughout the day to help prevent the spread of communicable diseases. Hand sanitizers are also available and used in the classrooms.

**FCPS POLICIES**

*(see FCPS Calendar Handbook for details)*

- The Frederick County Board of Education has adopted a tobacco-free environment policy. This policy states that the sale or use of tobacco products in any form is prohibited in school buildings at all times. The sale or use of tobacco products in any form is prohibited on school grounds at all times.
- The Frederick County Board of Education has adopted a policy regarding weapon possession. Students, parents/guardians, teachers, or any other visitors are forbidden to have weapons or look-alike weapons on school property. Possession of a firearm, loaded or unloaded, or other weapons including pocketknives can carry severe disciplinary action up to permanent removal from Frederick County Public Schools.
• FCPS regulation prohibits the use of portable electronic communication devices during the student school day or during bus transportation. Students are required to keep such items completely turned off and concealed in their book bag, vehicle or lockers and are prohibited from taking unauthorized photographs of others. Penalties are outlined in FCPS Regulation 400-8. Limited exceptions are provided: students who need communication devices for documented medical reasons, visitors to an authorized program, employees, and designated members of emergency services.

• Laser pointers are not permissible in school.

• A minimum of 13 fire drills will be held each year so that children and school staff are prepared in case of fire. Please be aware that these drills may not all be held on pleasant, sunny, warm days. A minimum of 13 drills will be held each year. There will be 10 fire drills plus two severe weather drills and at least one other drill.

• Students have the responsibility to dress and groom themselves in a manner that is safe, healthy and non-disruptive to classroom and school procedures. Students will be asked to hang up their hats, coats, and other outerwear upon entering their classrooms. Students are not to wear clothing that displays or advertises alcohol, drugs, tobacco, and/or clothing that supports or implies sexual activities or violence. Students who wear such inappropriate clothing will be asked to change or turn clothing inside out. Students are not to wear clothing that is revealing or suggestive. Clothing must provide adequate coverage (all tummies should be covered and please no spaghetti straps).

• Verbal or written threats as well as harassment and victimization will not be tolerated and will be promptly addressed. Frederick County Public Schools takes a strong stand on infractions and dangers to the safe and orderly operation of the school setting. We, at Walkersville Elementary, place our students’ well-being first and foremost. We have established our routines and procedures to ensure a safe place for our students, staff, and community. Our school has developed a WES School Safety and Crisis Plan that incorporates The FCPS Master Crisis Plan.
Public education succeeds in Frederick County: Community engagement is a big reason why!

Select your FindOutFirst news: www.fcps.org/fof
- Emergency closing email and phone texts
- Calendar updates
- School newsletters
- Job openings
- BOE action
- News releases
- TV/Video shows
- More

Follow FCPS on Social Media:
- FCPS Maryland
- @FCPSMaryland
- youtube.com/user/FCPSmaryland

Visit www.fcps.org
- Calendar, menus, bus schedules, news
- Emergency bulletins
- Career options
- Student forms
- School profiles

Watch FCPS TV
Live on Comcast 18 and at www.fcps.org/TV
- Snow closing and emergency bulletins
- Board meetings
- Explore meetings for children and teens
- Meet the people
- See inside the classroom

Engage with your child’s school
- Visit the school’s website
- Sign up for your school’s FindOutFirst email news options
- Monitor grades, attendance and assignments
- Attend conferences
- Reach teachers via phone and email
- Volunteer
Schools are among the safest places a child can be. One reason is the extensive planning that schools do to protect the children in our care.

Every Frederick County public school has a student safety plan, with staff prepared to manage situations from severe weather incidents to power outages and more. In addition, local safety experts—including the Frederick County Office of Emergency Management, Sheriff’s Department, police, fire marshal and many others—stand ready to assist as needed.

Parents can help keep children safe by understanding and following these school security procedures:

- **Shelter in place**: Sometimes schools protect students by keeping them indoors away from hazardous materials in the air outside. This might occur as a precaution, for example, if a truck carrying chemicals had an accident on the highway near a school.
  
  - In a **partial lockdown**, parents and authorized visitors may enter and leave the school. Schools conduct activities as usual inside the building, however, students are not allowed outside unsupervised.
  
  - In a **full lockdown**, all doors are locked. Students, staff and others are instructed not to enter or leave the school until the situation is clear. Parents will keep students safest by waiting until the lockdown is lifted, not coming to the school, and staying informed through methods described on the next page.

- **Evacuate students to an alternative location**: Every school has procedures for moving students out of the building as a safety precaution. This might happen, for example, if a fire alarm is activated. Several times each year, students have practice drills to evacuate the school and assemble at a safe distance until instructed it is safe to re-enter. In addition to outdoor locations, school staff or local safety officials may direct students to a nearby school or other community building. There is also a reverse evacuation procedure in
which students and staff are brought back into the building to protect them from a dangerous situation outside.

- **Drop, Cover and Hold:** In the event of an earthquake, students and staff drop to the ground, taking cover under a sturdy desk or table and holding onto something sturdy until shaking stops; they carefully exit the building afterward.

- **Severe Weather:** During severe weather, such as a tornado, students and staff seek shelter immediately using ground-floor interior hallways. They are brought in from portables and outside activities. They stay away from windows and doors with glass and avoid rooms with free-span ceilings such as gyms and cafeterias.

- **Avoid, Deny, Defend (Active Assailant):** In the event that an active assailant gains access to our building, our staff and students are taught to Avoid (exit the building and run), Deny (enter a closed room and barricade the door with any available furniture), Defend (this is NOT drilled in our elementary schools, as it’s a last resort that involves using any available objects for protection. This drill will be practiced only after age-appropriate discussion and communication with students’ teachers).

- **Dismiss students early:** There are times when conditions such as a water or power outage may cause schools to dismiss students early.
  
  - Pre-arrange emergency back-up care with a neighbor or relative.
  - Teach your child what to do in case school closes when you are not at home.
  - Keep your child’s Student Information Card emergency contact information current, including the name and number of a family member or neighbor who is usually available when you are not.

How can parents get information in an emergency situation?

FCPS communicates multiple ways in an emergency:

- **www.fcps.org** The school system’s Web home page displays systemwide emergency bulletins and updates.

- **Email and Texts:** Go to [www.fcps.org/fof](http://www.fcps.org/fof) to subscribe to FindOutFirst (FOF) email and text messages for emergency notices. Many parents find this a good way to get notices at work. FCPS generally sends emergency notices about a particular school only to subscribers who registered for news about
that school. Keep your FOF school selections and grade levels up to date. FCPS typically sends FOF email about partial and brief precautionary lock-downs at the end of the school day.

✔ **Radio/Television:** FCPS Communication Services asks local radio and television stations, including FCPS-TV (cable channel 18), to announce urgent news. In the event of weather-related closing, FCPS contacts numerous regional radio and TV stations.

✔ **Phone:** There may be times we have to ask parents not to call the school directly because we need to keep phone lines open to remain in touch with safety experts. If that happens, we will ask the news media to announce an alternative number for urgent communication.

✔ **Social Media:** In systemwide emergencies, FCPS also posts on Facebook and Twitter @FCPSMaryland. If you see a social media post that concerns you, instead of re-posting it, directly message FCPS on social media or notify a school administrator so FCPS can investigate the matter.

**Keeping schools safe is everyone’s responsibility.** That’s why schools collaborate with local, state and federal health, safety and emergency personnel and parents. To communicate concerns about threats to school or student safety, please call your local school and speak with an administrator. Another useful resource is the Maryland Safe Schools Tip Hotline: 1-877-636-6332, toll-free.