

Walnut Elementary School *Academic Excellence for All in a Safe, Enriching Environment*

Walnut is a little school with a BIG heart, where every child is valued and encouraged to develop a lifelong love of learning. We are committed to developing the whole child, so we invest in the arts, technology, and character education in addition to our core academic program. We partner with parents and community members to provide the best possible school experience for our students. If you would like to get more involved, please consider joining our PTA, English Advisory Council (ELAC), School Site Council, or volunteering in another capacity on campus.

WAYS TO STAY INFORMED

We're proud of what happens at Walnut, and we want you to stay "in the know." We have a **digital newsletter** that is sent out via email and is accessible in multiple languages. The newsletter may also be found on our website.

Walnut Website: conejousd.org/walnut

Facebook Page: [facebook.com/WalnutBEAT](https://www.facebook.com/WalnutBEAT) Instagram: [walnutelementarycvusd](https://www.instagram.com/walnutelementarycvusd)

PTA Website: walnut-elementary-pta.square.site

PTA Facebook Page: [facebook.com/Walnut.Elementary.PTA](https://www.facebook.com/Walnut.Elementary.PTA) Instagram: [walnut.pta](https://www.instagram.com/walnut.pta)

Principal's Twitter/X Feed: [@WalnutAWall](https://twitter.com/WalnutAWall)

CVUSD also has a free mobile app (both Apple and Android)

DAILY SCHEDULE

Playground supervision is provided beginning at 7:45 am. There is no supervision before 7:45 am or after 2:50 pm. Students should not arrive on campus before 7:45 am, and they need to leave campus upon dismissal at 2:40 pm unless they are enrolled in a specific after- school program.

School is in session for TK and Kindergarten students every day from 8:15 a.m.-1:20 p.m. TK students and students in Room K-1 are dismissed through the gate on Lesser Drive, and Kindergarten students in K-2 are dismissed from the gate in the main parking lot.

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

IMPORTANT NOTE—The first bell rings at 8:13 a.m. The tardy bell rings at 8:15 a.m., and gates are locked for security purposes. All students arriving after the 8:15 bell must report to the office for a tardy slip. It is very important for students to be on time to school each day.

BREAKFAST AND SNACK

Breakfast is served in the cafeteria before school and is also available in a “grab and go” version during the first recess. Breakfast and lunch are free to all students during the 2023-24 school year. Students are also welcome to eat a snack they bring from home. Snacks are eaten at the lunch tables by the MPR or at the kindergarten playground tables. *No food is allowed on the playground.*

LUNCH

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

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

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

For all grade levels, if there is an emergency and a parent needs to deliver a child’s lunch during the school day, be sure to have the student’s name clearly marked on the lunch.

EMERGENCY AUTHORIZATION

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

- Home/call phone numbers
- Parents’ business phone numbers or address
- Names, addresses and phone numbers of friends or relatives you designate as emergency contacts

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

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

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

FIRST AID - HEALTH SERVICES

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

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

NOTE: ANY CHILD WHO IS REQUIRED TO TAKE MEDICATION OR DIETARY SUPPLEMENTS OF ANY KIND DURING THE SCHOOL DAY MUST FOLLOW THE PROCEDURE ABOVE. Once the permission forms have been signed and submitted to the health office, the child will be excused to come to the office as necessary to take the medication. The school cannot allow any medications to be kept in desks or carried by a student (this includes cough drops, throat lozenges, and any prescription or over-the-counter medications).

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

ATTENDANCE

Students and staff should not come to school if they are sick with a fever or viral symptoms. Students must be fever-free, without the aid of a fever-reducing medication, for 24 hours prior to returning to school. Attendance monitoring is required by state law. Please note the following procedures/policies regarding attendance:

- ▶ **Call the school attendance voicemail system (498-3608, ext. 300) before 9:00 am** each day your child will be absent and/or late to school. Be sure to provide your name, your child's name, teacher's name, and reason for the absence. **This voicemail system is conveniently available 24 hours a day, 7 days a week.**
- ▶ The attendance office will call you if your student is absent and you have not notified the school of the absence. **All uncleared absences will automatically become truancies after 72 hours.**
- ▶ In order to limit classroom interruptions, please do your best to schedule all

doctor/dental appointments before or after school hours. If your child does arrive late to school after an appointment, they must report to the office for a re-admittance slip before going to the classroom.

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

You may request homework **after the second day** of excused absences. Please notify the attendance line or the office by 9:00 a.m. This allows the teacher time throughout the day to prepare the work to be sent home after school. Requested homework will be available in the office **after 3:00pm**.

We highly discourage scheduling vacations during school days. Class time is valuable and can never be made up completely. However, we realize there may be a family necessity. Please be aware that the state of California educational guidelines for attendance accounting classify vacations as unexcused absences. For vacations or absences lasting five school days or longer, please consult your teacher to discuss the possibility of an Independent Study contract.

EMERGENCIES/DISASTER

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

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

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

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

STUDENT REPORT CARDS AND PROGRESS REPORTS

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

Parent-Teacher Conferences are scheduled during the week of October 9-13, 2022. ALL students (TK – 5th) will be on a minimum day schedule with dismissal at 12:30 p.m.

TELEPHONE/CELL PHONE/TEXTING

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

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

- Be sure your parents know you are texting with others.
- If you are allowed to text, use this privilege to build friendships rather than put them at risk.
- Do not text anything you wouldn't feel comfortable with if your parents, teacher, or principal were looking over your shoulder. This includes profanity and any negative statements about others.
- It is absolutely critical that you tell an adult you trust about any conversations regarding something dangerous, including if someone talks about hurting themselves or others.

RELEASE OF STUDENTS TO PARENTS DURING SCHOOL HOURS

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

VISITING CAMPUS

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

SCHOOL DISMISSAL

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

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

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

DOGS, CATS, ETC.

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

HOMEWORK

Homework assignments emphasize skills which have been introduced at school and provide the opportunity at home to develop study skills, practice, observe, and/or research. The CVUSD Homework Policy delineates the amount of time children should devote to homework assigned by the classroom teacher. For Kindergarten students, homework may take up to 10 minutes daily; for grades 1-2 it may take approximately 10-20 minutes daily; for grades 3-5 it may take approximately 30-50 minutes daily. If homework is taking longer than the expected amount of time, please contact your child's teacher. Teachers will also set an expectation for daily reading at home. To help teach and strengthen study skills, students in grades 3-5 will use a school assignment notebook provided by PTA. Parents are asked to check and sign the assignment notebook daily.

COMPUTERS

Walnut provides 1:1 access to a digital device for all students. In grades 3-5, each student is issued a Chromebook or other laptop to bring back and forth with them to school each day. It is very important that students charge their computers at home each evening as part of their “homework.” We highly encourage families to purchase the inexpensive insurance offered through the school district in case the laptop or charging cord is lost, stolen, or damaged. Insurance information will be sent home the first day of school and may also be found on the CVUSD website.

CHILD CARE

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

EXTENDED LEARNING PROGRAM/TEAM WALNUT

Walnut offers an after-school enrichment program that runs until 5:15 p.m. each day. Students meeting specific criteria are invited to participate in this extended school day opportunity. For more information, please contact the principal.

VOLUNTEERS

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

SCHOOL SITE COUNCIL (SSC)

School Site Council (SSC) is a state-mandated school organization consisting of teachers, parents, support staff, and the principal. The council meets the third Wednesday of each month at 3:15 p.m. to discuss and oversee school goals and budgets. Being a part of SSC allows you a chance to better understand the inner workings of the school and have a direct part in the decision-making process regarding supplemental school programs. The parents on the committee are a voice for the families at Walnut. Please contact the office if you would be interested in serving on this important decision-making body. Representatives are elected by their peers. All meetings are open to the public.

ENGLISH LANGUAGE ADVISORY COUNCIL (ELAC)

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

PARENT CONCERNS REGARDING STUDENT PROGRESS

Parents often have questions concerning specific pupil progress. These parental concerns should initially be directed to the classroom teacher. District policy sets forth the following guidelines for clarifying parent concerns:

A conference shall be held between the teacher and the concerned party. In the majority of instances, this conference will result in a positive solution to the problem. If the problem is not resolved and concerns still exist, a second conference will be scheduled with the parent, teacher and principal. Further steps are available if the concern remains.

LIBRARY

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

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

SCHOOL PARTIES/BIRTHDAY CELEBRATIONS

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

DISTRICT POLICIES - ACADEMIC HONESTY AND HARASSMENT

A District policy addresses the problem of dishonesty in a consistent, uniform manner (Policy 454). This policy is available for parents to examine in the District Discipline

Handbook. The handbook and all Board policies are accessible on the CVUSD website and the bottom of the Walnut Webpage. <https://www.conejousd.org/walnut/>

Students are expected to treat others with dignity and respect at all times. Harassment of any type is not permitted in CVUSD schools. Students in grades 4 and 5 receive extra information on this policy from the principal, and a brochure is available on our website.

DISCIPLINE

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

BULLYING PREVENTION

Students at Walnut receive direct instruction from the principal, school counselor, and teachers regarding bullying prevention and what to do if they believe they are being bullied. Along with other CVUSD elementary schools, we teach Kelso’s Strategies to empower children to handle “small problems” with actions such as walking away, telling someone to stop (we teach a strong hand signal as well), and talking out a situation. However, students are instructed to tell a trusted adult immediately when a “big problem” occurs (including anything physical), or if the other child does not respond to their use of Kelso’s strategies. Campus Safety Assistants are ready to help, along with any other teacher or staff member depending on when/where an incident occurs. We differentiate between misbehavior/bad choices and bullying, as bullying is “unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” (*National Bullying Prevention Center*). Students are taught to report bullying to a trusted adult right away so that the problem can be resolved as soon as possible. Both the Walnut and CVUSD websites have a link to an official complaint document should that be necessary. The principal investigates any accusations of bullying, and confirmed cases result in a safety plan and are reported to the district office. Our primary focus is on prevention and creating a safe, kind, and respectful culture every day.

SOCIAL EMOTIONAL SUPPORTS

In addition to classroom social-emotional learning lessons and our whole-school emphasis on kindness and bucket-filling, Walnut has staff members dedicated to the social-emotional wellness of our students. Our school counselor, Janelle Guillot, is available as a support for individual students, classrooms, and parents. She is at Walnut two days each week. Gabriela Magdaleno, our bilingual counselor and social worker, is at Walnut on Fridays. In addition, we have two social-emotional specialists, Kris Lopez and Dyan Gennette, who are on campus in this capacity three days per week. They provide guidance with interpersonal issues on the playground, lend an ear to students who may need another caring adult to listen, meet with small groups to build friendship skills, and supervise the wellness center/playroom that incorporates games and sensory items. Parents will be given additional information and asked to sign a permission slip for any students who work with our social-emotional team on an ongoing basis.

DRESS CODE

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

Students Must Wear:

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

Students Cannot Wear:

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

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

PARKING LOT SAFETY

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

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

STUDENT RECOGNITION AWARDS

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

SCHOOL SPIRIT DAYS

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

RAINY DAYS

- * Individual classrooms will be open at 7:45 a.m.
- * Children may not play outside if it is raining and should report immediately to their rooms as they arrive at school.
- * The children will eat in the cafeteria at lunch time. They will remain in their classrooms during lunch recess, where they will be supervised by the campus safety assistants.

FORGOTTEN ITEMS

Parents bringing “forgotten items” such as homework or articles of clothing must drop them off at the office. Parents may not interrupt classroom instruction by taking these items directly to classrooms.

LOST ITEMS - PLEASE CLAIM

Lost and Found items are collected and stored in the Multipurpose Room by the stage. Please label your child's clothing, water bottles, and lunch boxes. Parents are asked to encourage children to earnestly search for lost items and/or come to school themselves to look for lost items. Abandoned clothing or lunch boxes will be donated to a charity at regular intervals throughout the year.

HIGH SCHOOL EDUCATION AIDES

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

TITLE 1 GRANT

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

SPECIAL PROGRAMS:

Target Time:

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

Physical Education: Physical Education is a twice-weekly program that provides each student the opportunity to develop athletic skills, practice teamwork, build healthy habits, and simply enjoy physical activity. The classes are run under the direction of credentialed PE teacher, Alex Iniguez, and PE specialist, Cortney Flores, and the classroom teachers. It is important to have closed-toed shoes and clothing that allows easy movement (this is important for recess, too).

Dance:

Thanks to a grant from TO Arts, Walnut has its own dance studio. All students participate in our dance and creative movement program, which builds a dance vocabulary, promotes physical fitness, allows creativity, links to concepts learned in class, and supports social-emotional wellness. Carrie Wilcox teaches weekly classes for students in grades TK-3, and teachers from Dancing with the Future Stars work with grades 4 and 5 (each grade level for half of the year).

Art Education: Classroom teachers integrate art experiences with other subjects throughout the curriculum. In addition, Walnut students participate in a supplementary visual arts program. Approximately once a month, our Art Specialist, Karen Hartstein, introduces students to a famous artist and selected art elements. Following this introduction, Mrs. Hartstein leads the students in a related art project appropriate for their age and development.

Music: All Walnut students participate in weekly music classes with our credentialed music teacher, Kim Taylor, or our music specialist, Ruth Drossel. Children enjoy learning the basics of vocal music and rhythms, and they are exposed to a variety of instruments in accordance with the CA Visual & Performing Arts Standards.

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

Chorus: Walnut's Chorus is an after-school program available for students in grades 1-5, directed by our music specialist, Ruth Drossel. This year, chorus will rehearse on Wednesdays at 1:30 (early dismissal day). There is a cost to participate in Chorus, but scholarship assistance is available. Walnut's Chorus performs a Holiday Concert, a Spring Concert, and also participates in the All-District Choral Festival at the Kavli Auditorium each spring.

Instrumental Music: Walnut students in grades 3-5 may participate in the Strings program at school, and students in grades 4-5 may participate in Band. Lessons are offered on a parent-fee basis, with scholarship assistance available. Students perform at school and at the all-District music festivals in the spring. Any participating students must be prepared to practice at home and make up for possible missed classwork.

Student Council: The Walnut Student Council, overseen by Ms. Mutolo, provides opportunities for students to learn about the democratic process and have a voice in campus decisions. The emphasis is on student involvement and responsibility. Officers from grades 4-5 are elected in the fall of each year. Representatives from each 3-5 grade classroom also participate in meetings and decision making.

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

After School Enrichment Programs: A variety of classes are offered after school through outside vendors, including Conejo Parks and Recreation Department. These programs are supported through parent fees or TEAM Walnut enrichment. Flyers will be sent home throughout the year, highlighting current classes such as Martial Arts, Spanish, Art, and/or Lego Engineering.

WALNUT SCHOOL RULES & PROCEDURES

Remember our 3 Be's:

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

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

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

And Always Be Kind!

General School Rules

1. Students are welcome to arrive after 7:45 a.m. when playground supervision begins.
2. Students in grades 3-5 may ride bicycles to school. There is a rack by Building I. The campus gates are locked during school hours, but you may want to bring a bike lock for added security.
3. Bikes and scooters must be walked on school grounds.
4. Skateboards, roller blades, and skates may not be used on campus.
5. Leave personal toys and balls at home, including Pokémon cards.
6. Students may not be in a classroom/building without adult supervision during any time of the day.
7. All students need to go home immediately after school unless they are participating in a specific supervised after-school activity. We do not have playground supervision after school.
8. Appropriate language must be used at all times.
9. It is not safe to be in the halls during recess or lunch. The red lines serve as a reminder. Storage is provided in classroom bins at the end of each hallway if you need to store your lunchbox, jacket, etc. until recess ends.
10. Always walk in the halls. This includes walking out to recess and when you leave school for the day.

Restrooms

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

Lunch and Snack Rules

1. Help keep our campus clean. Put all trash in a trash can or recycle bin.
2. Always walk to and from the eating area.
3. Snacks are allowed at morning recess but must be eaten at the lunch tables. Grab & Go breakfasts are also available at recess in the cafeteria.
4. Wait quietly in the lunch line.
5. Stay in your seat at the lunch tables while eating unless you are throwing away trash.
6. Eat your own lunch without trading food.
7. Enjoy talking with other students but keep voices at a calm, reasonable level. Remember that while you are eating lunch, other classes are in session.
8. Always show good manners. Do not stand while eating. Relax, it's your lunch break!

Playground Rules

1. Walk to and from the playground areas.
2. At Walnut, we include others. All students are allowed to participate in all games. We do not form clubs on the playground.
3. If you take out a ball, frisbee, hula hoop, or jump rope, use it correctly and return it to its proper place at the end of recess.
4. If a ball goes over a fence or onto the roof, tell a campus supervisor. Do not go after the ball.
5. **Body contact is not allowed. Tag is not allowed.** This includes football, piggy-back rides, and any type of "play fighting."
6. All games should be played fairly, safely, and cooperatively. Follow PE rules.
7. Swings are used by one child at a time. Wait at a safe distance in front of the swing until it is your turn. Never stand behind a swing or play close to a swing.
8. Use the slide from the top--sitting and facing forward.
9. When the warning bell rings, return all equipment and line up at your classroom number. The final bell means that students should be in line and ready. Get a drink and use the restroom before the final bell.

How to Solve a Problem on the Playground

1. **Remember Kelso's Strategies!**
2. If someone is bothering you (*Little Problem*), try a Kelso's strategy like telling them to stop, ignoring them, or walking away. You can also use the crossed-arms gesture with a loud "Stop!" if the person doesn't stop immediately.
3. If the behavior continues or if something dangerous is happening (*Big Problem*), tell a campus safety assistant. They are wearing yellow vests, and they are on the playground to help you.
4. Remember that we can all be superheroes by protecting others and

standing up for what is right. Don't be a bystander if someone is being mistreated. Let an adult know right away.

5. Campus safety assistants, your teacher, and the principal are also resources to help you with problem-solving.

6. If you think someone is being a bully, use the Stop-Walk-Tell approach. Tell them to stop (if you can), walk away from the situation, and tell an adult you trust. Everyone at Walnut deserves to feel safe both physically and emotionally.

The Wildcat Way

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

Wildcats treat others the way they want to be treated!

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