



SCHOOL HANDBOOK
For
Parents, Students, Faculty
& Staff

LOWER SCHOOL
POINT LOMA CAMPUS

**SCHOOL HANDBOOK FOR PARENTS, STUDENTS,
FACULTY & STAFF**

WARREN-WALKER SCHOOL

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INTRODUCTION FOR PARENTS

We are pleased that your child is with us, and we will strive to ensure a successful school experience for him or her. This booklet will acquaint you with the policies and procedures of Warren-Walker School which require parental support for the optimum benefit of all students. Parents will receive ample notice of any necessary changes to this handbook.

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MISSION STATEMENT

We are committed to providing prekindergarten, lower school, and middle school programs that challenge our students to think, learn, create, communicate, and develop to their highest and fullest potentials while preparing them for success in academically demanding high schools.

This will be achieved in an atmosphere of caring, cooperation, and dedication to helping each student succeed in the learning process. The School and its faculty will formulate multi-faceted educational experiences that foster a lifetime love of learning, breadth of knowledge, and mastery of skills while developing respect for others, confidence, initiative, perseverance, self-discipline, and a sense of responsibility.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Warren-Walker School Students Will Be Prepared To Be:

- I. Respectful and Responsible Citizens Who:
 - A. Possess empathy and the ability to work well with others
 - B. Are dependable and take responsibility for their own actions
 - C. Demonstrate integrity and a commitment to moral values and community service
 - D. Independently produce quality work
 - E. Are able to self-assess accurately, set personal goals, monitor progress, and be a model to others
 - F. Believe in their self-worth and maintain a positive view of self

- II. Successful Scholars Who:
 - A. Demonstrate fluency in oral and written language
 - B. Apply critical thinking and comprehension skills
 - C. Consistently practice the transfer of cognitive skills to individual and/or varied learning experiences
 - D. Communicate effectively
 - E. Use numbers competently
 - F. Demonstrate understanding of mathematical principles
 - G. Apply problem solving strategies to real life situations
 - H. Approach mathematics confidently
 - I. Incorporate technology for organizing, learning, and creating
 - J. Integrate skill, knowledge and creativity across the disciplines
 - K. Are dedicated to a lifetime of multi-faceted learning

- III. Self-Directed and Independent Thinkers Who:
 - A. Gather and comprehend information and apply it to new situations
 - B. Approach new situations willing to think, adjust, create, and find varied solutions
 - C. Analyze data and experiences in order to synthesize parts into a new whole
 - D. Clarify, organize, and express individual thoughts and ideas
 - E. Express creativity through art, music, drama, etc.
 - F. Evaluate information and experiences
 - G. Formulate supported opinions

SCHOOL HISTORY

Warren-Walker School was founded in 1932 by Nellie Warren-Walker. Her first class was held above Senator Kraft's drugstore at 1891 Bacon Street in Ocean Beach. Her students excelled and the school's positive reputation grew quickly, necessitating a move in 1934 to larger quarters, a beach cottage at 4867 Santa Cruz Avenue.

In 1939, Mrs. Walker purchased the current school site used for the Lower School on Point Loma Avenue and moved the cottage onto the property. Thereafter, Mrs. Walker's daughter, Mrs. Ruth Sweeney, joined the school as administrative assistant. The school continued to grow, surrounding the cottage with many of the buildings you see today. Mrs. Walker retired in 1980, leaving the direction of the school to Mrs. Sweeney. In 1983, she was joined by Raymond J. Volker who became the school's first Headmaster. Mrs. Sweeney retired in June of 1988 and Mr. Volker was joined by Janet H. Smith and Pamela L. Volker, who together make up the current board of administration of Warren-Walker Schools. At this time, Mr. and Mrs. Volker are the Heads of School.

Since that time, the School has experienced significant growth, and has added two buildings at the Point Loma Avenue site, a middle school campus in Mission Valley at the First United Methodist Church, and a Lower School in La Mesa at St. Luke's Lutheran Church. The three campuses now accommodate more than 425 students, prekindergarten through eighth grade.

The Middle School occupies about 30,000 square feet which allows students to switch classrooms each period and experience a fully departmentalized program that includes Spanish, concert band, drama, art, interscholastic sports, and information technology. Students participate in physical education and sports activities coached by faculty. Most of the outdoor activities take place at Robb Field, and indoor sports are played in the gymnasium at our Lower School in La Mesa (see below).

The Lower School at 5150 Wilson in La Mesa was opened in September of 2004 with one section of kindergarten. This year we will have over 140 students, prekindergarten through fifth grade. This campus has spacious classrooms surrounding a courtyard next to the St. Luke's Lutheran Church near Interstate 8 off the Jackson Drive exit. It utilizes church property for a playground and a full gymnasium for indoor play, assemblies, and special events. We are excited with our growth in the San Diego area.

PHILOSOPHY

Warren-Walker School believes the development of self-confidence, self-discipline, and academic achievement is founded in a solid acquisition of basic skills, thinking skills, communication skills, and good character.

Traditional School Colors

Gold: Symbolizes wealth of knowledge with judgment to use it wisely

Purple: Symbolizes the noblest of ideals, service, and achievement

Warren-Walker Spirit Song

There's a school by the seashore that is very dear to me
And amid the lovely foothills of our mount to victory
The school in the valley touched our hearts and made us strong
To the schools of Warren-Walker we sing this mighty song
Warren-Walker—honor is our quest!
Warren-Walker—the best school in the West!

Mascot



"The Gulls"

**WESTERN ASSOCIATION OF SCHOOLS AND
COLLEGES (WASC)**

ACCREDITATION

In the spring of 2008, Warren-Walker School completed a comprehensive Self-Study for the WASC Accrediting Commission for Schools. A Visiting Committee comprised of administrators and educators came to Warren-Walker School for four days to investigate and substantiate our Self-Study. Thereupon, they wrote a report which outlined the stellar aspects of the School, and verified that we truly do what we say we do - and that we do it very well! Through the process, four Major Areas for Improvement were identified and an Action Plan was written and implemented for each:

1. Formalize and Strengthen our Character Education Program
2. Improve Marketing and Community Relations
3. Increase Revenues Derived from all Sources
4. Systemize and Formalize Informal Processes and Practices as They Relate to Student Learning

After careful study of the Visiting Committee Report, the WASC Board of Directors granted accreditation. This demonstrates their confidence in the quality of instruction we offer, and support of our continuing efforts to improve. This year we will continue to fulfill the expectations of our new Action Plan that addresses each of the Major Areas for improvement. In embracing the WASC accreditation cycle, we demonstrate an ongoing commitment to excellence.

DAILY SCHEDULE

Half Day Prekindergarten

8:30 - 11:30 a.m.

Full Day Prekindergarten through Fifth Grade

8:30 a.m. - 3:00 p.m.

EXTENDED CARE

Early morning and after school care are available at the Warren-Walker Lower School for Lower School students. This program offers close supervision, free-choice play, arts and crafts activities, and an afternoon snack. A fee is charged for these services as indicated on the Tuition and Fees Schedule.

Morning Care

7:00 - 8:15 a.m.

Lower School Afternoon Care

3:15 - 5:30 p.m.

A bell will ring on the Lower School campus at 3:15 p.m. each day to signal the end of teacher supervision, and the beginning of Extended Care. All students who remain on campus will automatically join the Extended Care group, and will be charged as indicated on the Tuition and Fees Schedule. **It is not necessary to call if you have had a change in plans and need your child to go to after school care, as it happens anyway.** Messages about changes in this regard will be given to the child once he/she reports to Extended Care rather than disrupt class time.

After Half-Day Prekindergarten

Extended Lunch Group

11:30 - 12:30 p.m.

Lunch ends at 12:10 p.m., and the child can be picked up from that time until 12:30 p.m. **Please pick up by 12:30 p.m.** After that, the teachers are preparing the all-day children for nap. After 1:00 p.m., we will assume the child is staying until 3:00 p.m., and **the child's account will be billed accordingly.**

ATTENDANCE

Please inform the office when a child is absent or tardy by calling the school office. For the Point Loma Campus, call (619) 223-3663.

We strive to provide a high quality program for the children we serve, and we value each and every minute of instructional time. Your support of our efforts by getting your child to school regularly and on time is important to the success of each and every student. Absenteeism and tardiness can negatively impact individual student progress, as well as the progress of the whole class, and are disruptive. Students who arrive late or leave early are missing important components of the learning and character development processes.

We urge you **not to schedule family vacations** that affect school attendance. Although teachers are willing to prepare assignments when given ample notice of upcoming and unavoidable absences, the time spent preparing the work takes away from time spent on daily lesson planning for the class. Each teacher strives to help students achieve mastery of skills and an in-depth level of understanding of the concepts taught. This is accomplished through discussions, activities, and presentations that bring meaning to the content and lead to application, comparison, evaluation, and synthesis of ideas. Independently completed make-up work cannot compare to the learning experience in the classroom. Many students return from trips unprepared and lacking understanding of essential concepts and skills.

Two weeks of standardized testing are scheduled each year in late May and sometimes early June for kindergarten through Middle School. Please do **not** schedule doctors' appointments, family vacations, etc. during this time as these conflicts make it very difficult for us to complete testing as required. **A proctoring fee is charged for standardized test make-ups.**

MAKE-UP WORK

Students who are absent because of illness may obtain their daily class assignments through the office. Most teachers have work prepared and in the office soon after 3:15 p.m.

Please notify the teacher **at least two weeks in advance** if you are planning a vacation that will affect school attendance. In most cases, some assignments may be given prior to the absence to reduce the amount of make-up work after return. When possible, students are given the opportunity to make up assignments when they return, and students are responsible for all content taught while absent. As stated previously, it is impossible to duplicate the classroom experiences and instruction that are missed. For these reasons, **vacations during the school year are not recommended.**

SAFETY, TRAFFIC, DROP OFF, AND PICK UP

Maintaining a safe environment for our students at drop off and pick up times, as well as throughout the school day, is our utmost concern. For this reason alone, we insist, and will enforce, that parents, guardians, nannies, and others comply with the following guidelines at the Lower School:

1. Park curbside, **in a legal space**, for drop-off and pick-up.
DO NOT DOUBLE PARK.
2. Do not leave your vehicle unattended in the white zones during drop off and pick up times. If you wish to accompany your child to class, have school business, or wish to stay and chat with friends, please **park away from the School a block or so, and walk.**
3. On the Froude Street side, **prekindergarten and kindergarten children** may be dropped off from 8:10-8:30 a.m., and may be picked up from 2:55 – 3:15 p.m. with faculty assistance. This allows for an extra five minutes for drop off and pick up for our youngest students and helps alleviate congestion. Carpool mates and siblings, who are not prekindergarten or kindergarten students, are to use the Pt. Loma Avenue gate(s) at pick up, but may be dropped off on the Froude Street side in the morning.
4. Gates for all other Lower School children are opened as follows:
The Point Loma Avenue gate near the office is opened for students to enter. **ARRIVAL: 8:15 – 8:30 a.m.**
5. Before that time, or if the gate is closed, students enter through the office.
6. **First Grade** waits at the Point Loma Avenue gate near the office for a parent or authorized person to pick up.
7. **Second, third, fourth, and fifth** grade students wait at the double gate on Point Loma Avenue or in the yards in front of their respective classrooms for a parent or authorized person.
DISMISSAL: 3:00 – 3:15 p.m.

8. All gates are locked at 3:15 p.m., and remaining Lower School students join afternoon Extended Care. Parents need to come to the office to sign out and pick up the children from Extended Care, and any charges will be added to the monthly statement.
9. If there is no curbside parking near the gate you seek, please drive around the block. Avoid the alley when making this choice.
10. Do not make U-Turns in front of the school during drop-off and pick-up.
11. Do not block driveways in the neighborhood or park on the radius of a curb on a street corner at any time or for any reason.
12. Please use the crosswalk when crossing Pt. Loma Avenue.
13. Students may **NOT** wait on the sidewalk for pick-up. Due to our overriding responsibility as a private school, at 3:15 p.m. a child is either on his/her way home or signed into Extended Care, whether it has been requested by the parent or not.
- 14. You must sign in at the office before entering campus at any time during the school day.**
15. Carefully complete and update the forms that inform the School about dismissal plans and people authorized to pick up your child(ren). We will not release to anyone not listed without written permission, so make plans for after school play dates well in advance, to allow time for clear and complete communication.
- 16. With the exception of Pet Day, dogs are not allowed on campus while children are present nor at any gate entrance during arrival or dismissal. We have students who are very allergic to and/or afraid of dogs.**
17. Do **NOT** park at the first spot at the curb on Point Loma Avenue near Froude Street between 2:45 and 3:15 p.m., as it was purchased at the WWPA Parent Party Auction and is reserved.

EMERGENCY INFORMATION AND DISASTER PLAN

All faculty and staff are trained in Cardiopulmonary Resuscitation (CPR) and First Aid. Periodic fire drills and the earthquake “drop procedure” are conducted to train students and staff to exit buildings safely and to take cover in an earthquake. We also have fire extinguishers placed as directed by the Fire Department throughout the Schools. In case of an emergency or disaster, the School is prepared to care for the students for up to 72 hours with supplies on hand throughout the campus, and plans in place. KOGO Radio AM600 is the station we will utilize for updates during the course of a major emergency. Also, the Warren-Walker Parent Association has funded Alert Now, a rapid notification service that is prepared to deliver any message to every parent or guardian within a few minutes of launching by a school administrator. In case of emergency or disaster, the message would tell you what you need to know in order to reconnect with your child(ren), knowing that we are caring for each student until you arrive to sign him or her out. After the initial 72-hour period, any remaining child(ren) will be escorted to the nearest emergency shelter site, which has been preliminarily designated as: Silver Gate Elementary, 1499 Venice Street, San Diego, CA 92107. It is up the hill one block this side of Catalina and easily within walking distance of Warren-Walker School. Take Point Loma Avenue to Savoy Circle and turn left. Savoy Circle becomes Venice Street.

RAINY DAY PROCEDURES

It does not rain much in sunny San Diego, so when it does it is very exciting. To maintain order and safety at drop-off and pick-up times, these procedures are to be followed:

1. Students may bring umbrellas, but need to be taught how to operate them and handle them safely. Parents may come to school with an umbrella to “escort” students to and from their cars.
2. If it is raining at arrival time, use the “white zones” for drop off ONLY. If you wish to “escort” your child, please park a block or so away and carry your own umbrella. All students will go directly to their classrooms, as soon as their teacher arrives. Extended Care will stay inside, and students go with their teachers as they arrive.
3. If it is raining at dismissal time, students will stay in their classrooms (except 1st and 3rd may wait under the overhang of Bldg. IJKL). Teachers will watch for your arrival from various look-out points, or wait to hear Mr. Volker call your child’s name as you arrive on Point Loma Avenue.
4. The Froude Street pick-up procedure is the same as any other day, except the students stay in the classroom, and the teachers go back and forth with an umbrella to escort each to the car as the parent arrives.
5. Again, if you wish to walk your child into the classroom, please park a block or so away so that dismissal in the “white zones” keeps flowing, and goes smoothly and safely.

HEALTH AND MEDICATION

ILLNESS

Please help us prevent illnesses by following these guidelines suggested by the **American Academy of Pediatrics**:

1. **Children with fevers when medicated or not should not attend school.**
2. **Keep your child home from school for a full 24 hours after fever, vomiting, or diarrhea has ended, and no longer requires treatment to control.**
3. Teach children to wash hands often, especially after sneezing, coughing, nose blowing, or using the bathroom.
4. Teach children to sneeze into a tissue or in their elbows, and blow their noses often when they have cold or flu symptoms. Dispose of tissues immediately; then wash hands.
5. Provide a healthy, balanced, and varied diet.
6. Establish a routine that allows for lots of rest and relaxation. Stress weakens the immune system.

MEDICATION

If prescribed medicine needs to be given during the school day, we require a written request signed by the parent that authorizes the School to administer the medicine. The written request **must** state the student's name, type of medication, time it is to be administered, and the dosage. A form is available for this purpose. It is helpful to include the proper measuring device if one is necessary for dispensing the medication or to pre-measure and **only send** the necessary dosage for the day. There is a form available at each front office to complete and return. **All of this should be sent to the office for dispensation (not the classroom or in the student's backpack/lunch box.) No student should have medication of any kind in his/her possession.** A phone call from the parent is not considered sufficient authorization. However, we will accept permission via fax.

If your child has frequent but mild headaches, stomach aches, allergic reactions, mild chronic conditions, etc., you may wish the office staff to administer medication on a more regular basis as symptoms appear. If so, send a supply of the preferred medication, clearly marked with the child's name, the recommended dosage, time to administer, and

written/signed permission needs to be clearly stated. Again, a form is available in the office for this purpose.

In cases of slight discomfort or with the presence of mild symptoms, when no fever, vomiting or diarrhea are evident, the office staff is willing to treat your child using over-the-counter medication such as Tylenol, Advil, and Tums. Written permission is required to do so, and a form is sent home to parents in the summer packet. Upon return, this form is placed in the student's file. No medication will be given without parental approval, and only the medicine marked on the form will be administered.

FORMS AND RECORDS

State-required health forms for students entering prekindergarten, kindergarten, and first grade must be completed and returned to the office before the student is admitted to class. New students must always have up-to-date immunizations prior to attendance. We must see the official immunization record (yellow card) for each new student, and necessary immunizations must be maintained thereafter. Ask your doctor about new required and recommended immunizations. Other forms are directed to you from the school office as necessary.

DRESS CODE FOR PREKINDERGARTEN AND JUNIOR KINDERGARTEN

To make activities enjoyable for our youngest children, their clothing should be durable, washable, and comfortable. Clothes that make toileting easy are most helpful (a minimum of buttons, snaps and belts, **please!**). Rubber-soled shoes like tennis shoes are most appropriate. Sandals, "party" shoes, or boots are not considered safe on the playground, and are not allowed.

DRESS CODE FOR KINDERGARTEN THROUGH FIFTH GRADE

Parent and student support of the Dress Code is essential, as it is a matter of school policy. Our goal in establishing this dress code at Warren-Walker School is to provide a special environment in which a high educational standard is the focus for all students. Over the years in working with children on a daily basis, we are acutely aware that dress and grooming are directly reflected in deportment.

The School has implemented a prescribed dress code for grades kindergarten through Middle School using a collection from Mills Uniforms located at 7510 Hazard Center Drive. **All clothing shall be properly fitted, clean, tidy, and worn as it is designed: i.e. belts with belt loops** (except for kindergarten and first grade children), **shirts with tails tucked-in, hats with bills facing forward etc.** You will note that all polos in our plan and some outerwear have the new logo. Color choices for polos are limited due to inventory requirements.

Mills designed a wardrobe specifically for Warren-Walker School of San Diego that can be viewed online @ www.millswear.com (Code #411). The website has a sketch, description, and price for each of our selected items. Each day, students must wear coordinated outfits using items from this collection.

If you wish to receive a printed copy of the brochure, please call the office at (619) 223-3663, and we will be pleased to forward one to you. Mills has our brochure on file at the Hazard Center location. You may shop at the store, order by phone by calling 1-800-541-1850, or shop online: www.millswear.com.

(Continued on next page)

Girls:

Skirts, jumpers, skorts, and shorts must be near-knee length - not longer or shorter than 2-3 inches from the knee at the time of purchase - to allow for growth.

At least one polo with logo, and one outerwear item with logo from the Mills' collection are required. Slacks, pants and/or tights are recommended for cooler weather.

Shoes must have rubber soles and be appropriate for outdoor play and Physical Education activities; **tennis shoes are best and highly recommended.** Socks or tights are required and must coordinate with the outfit being worn. Non-uniform outerwear is to be removed indoors.

Hair should be clean, tidy, and well groomed.

Boys:

Pants and shorts must be properly fitted (not baggy), clean and tidy. Shorts must be near-knee length - not longer than 2 inches below the knee at the time of purchase.

At least one polo with logo, and one outerwear item with logo from Mills are required. Shirts are to be tucked in at all times.

Shoes must have rubber soles and be appropriate for outdoor play and Physical Education activities; **tennis shoes are best and are highly recommended.** Socks are required and must coordinate with the outfit being worn.

Hair should be clean, tidy, and well groomed.

Hats and non-uniform outerwear are to be removed indoors.

Additional Guidelines

All clothes should be clean and in good repair. Hair should be clean, tidy, and well groomed. Belts are required with belt loops (except for kindergarten and first grade students), and must coordinate appropriately with the outfit. Navy blue, black, or brown belts are recommended. Mills belts are available and appropriate, but not required.

Outerwear that is worn in the classroom must be from the Mills' collection. Other outerwear must be removed upon entering the classroom. There will continue to be a restriction on lettering, slogans and graphics on all forms of outerwear worn to school. Any wording or graphics must be tasteful and supportive of a positive school environment. Approved uniforms for Girl Scouts or Boy Scouts may be worn on meeting days.

For a change of pace, to have fun, and to reward adherence to this dress code, special "school spirit" or "dress down" days are sponsored by the administration. The children may choose to participate by wearing clothing related to the theme selected (i.e. "Sports Teams", "Hawaiian Holiday", "Clash Day", "Spirit Day", etc.), or may opt to wear the prescribed dress code attire.

The Mills' Partners Program

Mills makes a donation to a fund known as the Partners Program in support of the successful implementation of our uniform policy. These funds are used to assist families in need or who are overly burdened by the uniform requirement, or for marketing purposes, at the discretion of the administration.

THE SCHOOL RESERVES THE RIGHT TO BE THE FINAL JUDGE AS TO THE APPROPRIATENESS OF GROOMING AND ANY MODE OF DRESS OR STYLE WORN BY THE STUDENTS.

ACADEMIC ACHIEVEMENT

Warren-Walker School is committed to providing a program that challenges students to progress in all areas of growth and development. Academic excellence is a focus, balanced by emphases on character and leadership development, social-emotional well-being, physical fitness, and experience in, and appreciation of, the arts.

A *Curriculum Guide* and Course of Study have been designed by the School as a guide to grade level expectations. All teachers, including specialists, utilize the *Curriculum Guide* and Course of Study, textbooks, and classroom materials to formulate the program for each class. The teacher adapts the material provided to meet the needs of individual students and the class as a whole.

Individual progress is measured both quantitatively (number of skills mastered, percentage scores, level of achievement, etc.) as well as qualitatively (depth of understanding, level of participation, creativity, etc.) by the teacher. The grades on the Report Cards will reflect both quantity and quality of achievement. Report Cards also allow for evaluation of citizenship, behavior, work habits, and effort.

Standardized tests are given each year to students in kindergarten through Middle School. We test both academic ability and achievement. In this way, we can evaluate if each child and the student body overall, are achieving to potential, and if we are meeting the needs of our students. Over the years, our test profile has been very strong, and validates that our students' achievement scores meet or exceed ability scores in all areas. Administrators are pleased to meet with parents to share and explain test results. The headmistress shares grade level and individual test results each fall at the "Coffee with the Heads." Please attend, as this is the best way for her to help parents understand the values and the limitations of standardized test results.

BEHAVIORAL EXPECTATIONS

Character and Leadership Development

An environment that encourages optimum academic progress must also promote high standards of character and behavior.

The Warren-Walker School administration, faculty, and staff desire to foster a respect for others, and a sense of responsibility in each of our students. To achieve these goals we must provide a school that is safe and inviting, has positive role models, clearly stated expectations, and reasonable limits, and that provides for the positive support and guidance necessary to instill core values and desired virtues in the children.

Our **Character and Leadership Development Program** has been carefully crafted using input from experts, respected colleagues, and parents. Each month we focus on one or more core values or themes: Friendship / Building a Caring Community, Responsibility, Courage, Respect, Self-Discipline, Honesty, Good Judgment, Perseverance, Patience, and Integrity. Students are helped to develop these personal qualities – through special lessons, assignments and activities, with guidance, daily experience, and discipline - and to demonstrate them in their daily lives.

To discipline means to teach. We believe that our strong character education program has done much to establish a caring and friendly atmosphere free of significant misbehavior. Well-disciplined children create a positive environment for growing and learning. Good citizens make a positive difference, helping to ensure that all students feel welcome, happy, and secure.

Discipline Plan

We acknowledge and reinforce positive behavior and good citizenship by maintaining good rapport between students and the faculty and staff, setting standards that are supportive of a positive learning environment, establishing open lines of communication, being clear about expectations, affording rights and privileges to good citizens, and enjoying the benefits of a caring community. There are school rules that are explained to the students, as well as classroom rules that are posted in each classroom.

Children who misbehave or demonstrate poor character are provided with correction and guidance by a teacher, administrator, or staff member, with appropriate follow-up, often in the form of natural or logical consequences, or restitution. Very rarely, more severe consequences, such as detention, suspension, or expulsion are utilized. Parents are contacted if a pattern of misbehavior begins to develop or a major infraction occurs. Conferences with parents are requested when warranted. **Parents are encouraged to contact the teacher or an administrator if their child(ren) are experiencing any kind of social/emotional/behavioral difficulties at school.** We are happy to help, or address issues that affect a student at school.

Under no circumstances is corporal punishment used to discipline a child.

Our Character Education Motto

“Character may show most in the great moments, but it is made in the small ones.”

By Phillips Brooks

Philosophy on the Development of Self-Esteem

Self-esteem and the satisfaction that accompanies achievement are the fruits, not the roots, of virtue

By Kevin Ryan & Karen Bohlin

Schoolwide Discipline Plan

The School and each classroom have rules for good citizenship. Both intrinsic and extrinsic rewards are utilized to reinforce desired behaviors. Negative consequences are used as necessary.

Expectations

- Be kind and respectful to others
- Follow the school guidelines
- Think for yourself
- Be a problem solver
- Make good choices
- Make a positive difference

Teacher/ Administrator Actions When a Student Misbehaves

- Stop the misbehavior and redirect; take time to tell the child what he/she should do
- If the child does not cooperate, or “back talks”, or does the same misbehavior again:
 - 1) assign a logical or natural consequence, require restitution, or in the case of a social problem, guide reconciliation
 - 2) tell the child’s teacher
 - 3) teacher, including specialists, may respond with classroom-level consequence

Teacher/Administrator Actions for Repeated or Severe Incidents of Misbehavior

- Teacher & administrator talk with child & initiate a “stepped-up” plan
- Communicate with parents to plan a corrective program
 - 1) teacher level program; child must demonstrate improvement within a few weeks
 - 2) administrative level program; developed when necessary due to lack of improvement or severity of misbehavior
- Specialists notify classroom teacher

Classroom Discipline Plan

Ideas for Class Rules

- Follow directions
- Follow all school guidelines
- Be kind
- Raise your hand before speaking
- Work quietly
- Complete work on time
- Work independently
- Tell the truth
- Come to class with all materials
- Listen
- Speak politely
- Cooperate
- Share
- Take turns
- Do your work neatly

(Most teachers have 5 or 6 rules)

Teacher Actions for Positive Behavior

- All teachers, including specialists, celebrate good behavior in a variety of ways –
Group/class level (examples:
 - earn a privilege (class game, choice time, etc.)
 - add marbles to a jar leading towards a class event (movie, popcorn party, etc.)
 - add popcorn kernels to a jar, etc.
 - add points, stars, happy faces, etc., to a chart)
- Individual level (examples:
 - earn time with the teacher
 - collect points, tickets, etc., toward shopping at a class store
 - earn passes for:
 - “choice time”
 - “bean bag chairs”
 - playing game with a friend, etc.)

Teacher Actions When a Child Misbehaves

- Stop the misbehavior, correct, and redirect; take time to tell the child what he should do
- If misbehavior continues, correct & redirect again and assign a natural or logical consequence; require restitution, or in the case of a social problem guide reconciliation
 - separate from group
 - take away “choice time”
 - remove a privilege
 - lose recess time
 - repair damage or replace item
- Specialists notify classroom teacher

Teacher Actions for Repeated or Severe Incidents of Misbehavior

- Teacher & administrator talk with child & initiate a “stepped-up” plan
- Communicate with parents to plan a corrective program
 - 1) teacher level program; child must show improvement within a few weeks
 - 2) administrative level; developed when necessary due to lack of improvement or severity of misbehavior
- Specialists notify classroom teacher

COMMUNICATION

Conferences

Conferences with teachers or administrators may be requested at any time and are encouraged. Please schedule conferences through the office. Teachers will schedule conferences after the first quarter, on a day when the students do not attend. All Lower School parents are asked to meet with the teacher at this time. Spring conferences, as well as end-of-year conferences, are also offered and encouraged, as needed.

The teacher's attention is directed to the students' needs during the school day, and he/she is not available to converse with parents when children are present. Parents are asked to make appointments through the office when they desire a conference with the teacher.

Messages

Arrangements for car pools or after-school social engagements must be made at home. Be sure to send a note if you are planning to have someone other than a previously authorized person pick up your child. However, parents may call, or FAX, to leave important and unavoidable messages. If a change is to be made related to dismissal, please call in sufficient time for delivery of the message to be possible before the child leaves for the day (i.e. "Please tell Sally to go home with her carpool, because piano lessons have been cancelled.") **It is not necessary to call to say that your child needs to go to Extended Care after school, since that will happen automatically at the 3:15 p.m. bell.** All such messages will be delivered once Extended Care begins to limit disruptions during class time. Feel free to use the voice mail system for this purpose before 1:30 p.m.

Students may use the office phone in cases of emergency or when deemed necessary by the office staff. If a parent needs to communicate directly with a student during the day, the student will be summoned to the office to receive the call, although we would prefer to have this happen at a time that does not disrupt instructional time. **If you wish to leave a message for a staff member that does not need an immediate response, call (619) 223-0805 (our backdoor line), access the directory, and utilize our automated voice mail system.**

Cell Phone Policy

There is never a time at school or on a bus that a student needs a cell phone, including before and after school. If a child wishes to make a call, he/she must ask the adult in charge. In most cases, the student will be sent to the office, and the office staff, the administration, and/or the teacher will determine if the call is appropriate and/or necessary. If so, the student may use the phone in the office. We do NOT consider making after-school play dates an appropriate use of the phone. Social arrangements should be made in advance, and a signed note should be given to the teacher to facilitate the dismissal process.

If a student brings a cell phone to school, it must be turned off completely and kept in a backpack or sports bag. As stated above, any need to call must be overseen by an adult in charge, and if a phone call is deemed necessary, it can be made on a school phone.

Teachers have cell phones with them on Field Trips, if a call needs to be made for any reason.

Any phones that ring during the school day or that are used without permission and oversight by an adult in charge will be confiscated and given to an administrator. Parents must make arrangements to pick up the phone personally.

Report Cards

Report Cards are the traditional format used to formalize our communication with parents about a child's level of achievement and progress related to grade level expectations. In our small classroom environments, teachers work closely with students and are very aware of each student's learning strengths and weaknesses. The purpose of the Report Card is to transfer this knowledge to parents as meaningfully, objectively, and concisely as possible.

Parents of a child in prekindergarten will receive a Report Card at the end of the year. Parents of a child in kindergarten will receive the Report Card twice during the year, at the end of each semester. The reports are designed to communicate the developmental and pre-academic progress of these children.

Report Cards are issued in first through fifth grades quarterly. Achievement is measured by the student's progress and mastery of grade level expectations, as well as the quality of the work completed. Report Cards are mailed home. A fee is charged to replace a lost Report Card or to provide a duplicate Report Card for two household families.

Tests and work that have been graded by the teacher, and may affect evaluation on the Report Card will be sent home regularly by the teacher. Progress Reports, phone calls, and/or conferences will be used to alert the parents to any problem areas early in the quarter, or to commend notable progress.

Progress Reports

Teachers write Progress Reports during the quarter to inform parents about how a child is doing in school, either academically or behaviorally. Parents of all students in first through fifth grade will receive Progress Reports in the middle of the first quarter. Kindergarten and Prekindergarten teachers prepare Progress Reports before first semester conferences. Otherwise, Progress Reports are written at the teacher's discretion.

Tuesday Folders & Weekly Newsletter

The Tuesday Folder is an important vehicle of communication between the School and home. Each Tuesday, your child will bring home a folder containing important information from the teacher, notices from the School, the Warren-Walker Parent Association, or the community. **Please note:** When there is a Monday holiday, the folder will come home on **Wednesday**. It is important for parents to receive and look at the items sent home in the folder. Please return the folder to the teacher by the end of the week.

A replacement fee will be charged for lost Tuesday Folders. An additional fee will be charged for duplicate folders and other communications for two household families, only when requested.

Each week, the “To the Point” newsletter will be available on line. If you prefer a hard copy, please notify the office. We are happy to provide one for you. The All School calendar is also available and is updated regularly—with sub-calendars easily accessed—through the web.

HOMEWORK

In kindergarten, it is expected that students will have worked enough during the day, and therefore formal daily homework is not generally assigned. Exceptions to this may be optional review or practice, enrichment projects, cases in which review of basic skills is recommended, unfinished daily assignments, practice of weekly spelling lists, or recommended reading, and book report projects.

Students in first grade through fifth grade will be assigned homework regularly at the teacher's discretion. Long term projects will be assigned with adequate advanced notice. Short-term assignments may be made daily or weekly, as deemed necessary by the teacher.

Book reports are assigned to students to encourage independent reading and to reinforce writing skills. Books may be selected from the School, home or public libraries. Teachers will direct attention to a variety of books by making assignments for reading books from various categories.

The purpose of homework is to reinforce the skills taught, to provide an opportunity for students to work independently, and to demonstrate the responsibility for completing and returning assignments. Students learn to budget time, utilize research materials, organize, and follow through on assignments.

The responsibilities of the parents are to provide the time, the supplies, the location and the expectation for the completion of the assignments with minimal assistance. **Please notify us if your child is regularly requiring adult assistance to complete homework, or spending too much time on homework.** A good guide for allotting enough time for homework is to multiply the grade level by ten or fifteen minutes per evening in the Lower School (i.e. for third grade: 3 times 10 or 15 equals 30 to 45 minutes).

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Occasionally, it is necessary to add additional time for the completion of long term projects, although it is encouraged that work on these be paced out over the term of the assignment. One idea is to set a standard in your family that limits parental assistance on daily homework (i.e. *Son, I will only help you with two questions on your homework tonight. So, get busy and do all you can. I'm only available until 8:00 p.m.*).

Students in third through fifth grades are required to maintain a Daily Planner or Assignment Sheet. These tools help students learn to organize, plan, and budget time wisely. Parents are encouraged to review them to enhance their understanding of classroom expectations. **Again, it is important for parents to notify the teacher if a child is having difficulty with or spending too much time on homework.**

LUNCHES

Parents are responsible for providing a lunch for his/her child each day, or the student may participate in the hot lunch programs as provided by an outside vendor. Drinks will be provided by the School as a part of the tuition and fees. We serve low fat milk to prekindergartners and kindergartners, and low fat milk or juice to the other students. Only on Fridays, we serve chocolate milk to the first through fifth graders.

We encourage you to pack a healthy, well-rounded, lunch with a minimum of sugar content, as too much sugar has been shown to affect some students' behaviors. Please do not send glass containers or sodas. Students are encouraged to eat their sandwiches, main courses, or "healthy things" first, and then desserts, and to eat all of what is packed. **However, we continue to witness much waste.** Please discuss lunch content with your child, or prepare lunch cooperatively, so that waste may be minimized. In the event that a child forgets to bring a lunch, an additional drink and snack are served, and a charge may be placed on the monthly statement.

We request that students carry their lunches to school in a lunch box, rather than a bag. Students are not permitted to leave the school grounds to buy food at a neighborhood store while under the School's care.

SUPPLIES

The funds from Instructional Materials Fees are used for the purchase of textbooks, teaching resources, audio-visual equipment, workbooks, worksheets, and classroom supplies, including crayons, glue, and scissors. **Parents of third grade through fifth grade students are asked to provide:**

- ◆ pencils
- ◆ erasers
- ◆ three-ringed notebook to facilitate instruction of organizational skills (first one provided by School; parents to replace thereafter)
- ◆ three-holed paper (initial supply provided by School; parents to re-supply as necessary); wide -ruled for 3rd and 4th; college-ruled for 5th
- ◆ lunch box
- ◆ backpack

Other than a lunch box, all the basic supplies are provided by the School for prekindergartners, kindergartners, first and second graders.

Teachers may add specific items per class expectations, but please do not purchase anything else until asked to do so, including backpacks.

STUDENT STORE

There is a Student Store located next to the Front Office. It is stocked with special WWS-logo items and some school supplies. Purchases may be charged to the student's account and added to the monthly statement. The profits from the store go to the Student Council for service projects and activities. Items will also be available online, with logo items in all sizes.

TUITION AND FEES

Financial obligation to the School is stated in the STUDENT ENROLLMENT CONTRACT. Statements will be mailed monthly unless payment has been made in full. Any Extended Care or miscellaneous charges (i.e. replacement costs for lost books, Report Cards or Tuesday Folders, proctoring fees, charges for duplicate mailings, transportation, etc.) will be added to the monthly statement.

FIELD TRIPS

A yearly field trip permission form is sent in the summer mailing, and should be signed by the parent prior to the beginning of school. Students must have written parental authorization in order to go on field trips. A telephone call is not an acceptable release. Field trips are financed by Activity Fee funds paid upon enrollment or by the Warren-Walker Parent Association (WWPA), and parents are notified via flyers in the Tuesday Folder and/or the calendar on the back of "To the Point", our weekly newsletter. The field trips are selected by the teacher to reinforce the academic program.

A few other trips, such as the fourth grade overnight trip to Sacramento and the American River, the eighth grade excursion to Washington D.C./New York, and various other overnight adventures, require costs beyond what is charged in the Activity Fee. Notice of these will be given to parents well in advance of the due date, and payment is made to the educational tour group or camp.

Chaperone Guidelines

1. Chaperones must understand, and be comfortable with, the duties that the Field Trip/Activity requires. Please read these general guidelines, listen carefully to the teacher's instructions, and ask questions, if necessary.
2. The primary jobs of a chaperone are to help supervise the children and follow the field trip plan that the teacher(s) has organized. Usually, you will be responsible for a group of children.
3. Learn the names of the children in your group as quickly as possible, and introduce yourself to them. Let them know that it is VERY IMPORTANT for them to stay with you. An easy "Rule of Thumb" to use with them is, "If you can't see me, I can't see you. You must stay in view, because it is my job to keep you safe." (The teacher may say this, but you can reiterate it.) Then, be a vigilant supervisor.
4. Expect respectful and responsible behavior from the children, and be a good role model.
5. Pay attention to the needs of the group, and be ready to help (i.e. pass out nametags, carry the lunches, etc.).

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6. Talk to the teacher about any behavior or relationship problems you have with the children in your group, but do not talk to the other parents. As you would want for your own child, difficult issues should be handled sensitively and confidentially.
7. Please do not buy snacks or trinkets for your group of children. This hurts the feelings of others.
8. Have fun! Thank you for helping!

DIRECTORY AND RELEASE OF INFORMATION

A School Directory is published each year that includes students' names by grade, and parents' names, addresses and telephone numbers. If you do not wish to have this information listed, please follow the directives in the *Family Information Verification Form*.

Please note that being "unlisted" makes it difficult for a child to be invited to birthday parties, or to "network" playtime, and often results in calls to the office. The School will not give a student's address or telephone number to anyone upon request if a parent restricts inclusion of this information in the WWPA directory.

Faculty with children at Warren-Walker School request that you not use their home phones for school business. Our voice mail system at School is provided for that purpose.

PARENT INVOLVEMENT

Parents are key to the success of their children and the School. We encourage parent participation in many ways, and often request assistance and support for the many activities and events in the classroom, and on and off campus. Teachers often invite parents for student presentations in the classrooms (i.e. “Teacher of the Day”), to unique happenings (i.e. Poetry Slam”), to help with complicated projects (i.e. use of the hot-glue gun), to go on field trips as chaperones, and for other special events (i.e. Election Day). All parents are welcome at our “Monday Morning Flag Ceremonies” (8:30 a.m.), and are often invited to specific class presentations (i.e. recitations, songs, etc.). Other kinds of parent participation opportunities are available as follows:

CARPOOLING

Sharing transportation to and from school makes sense. If you are interested in participating in a carpool, note it on the form in the summer mailing, and you will be provided with additional information from our database to help you. All drivers must be listed on the Student Health and Safety Form as being authorized to pick up your child.

WALKING SCHOOL BUS

A walking school bus is a group of children walking to or from school with one or more adults. By walking to school you can improve health, air quality, safety awareness, social interaction, and connectedness with the community. The reduction of traffic near the school, pollution, and childhood obesity are also benefits. If you are interested in creating or joining a walking school bus, please note it on the form in the summer mailing, and you will be provided with additional information to help you. All adults involved must be authorized to pick up your child on the appropriate form.

WARREN-WALKER PARENT ASSOCIATION

All parents of our students are automatically members of the Warren-Walker Parent Association (WWPA). This group is active in providing special events, and support for Arts Enrichment, the specialist programs, the library, computer lab, etc. The elected WWPA Executive Board recruits and assigns parent volunteers to be Room Parents, committee chairpersons, etc. The WWPA sponsors special events, and hosts the Fall Barbecues and a Parent Party. Some fund raising is done through the sale of goods such as gift-wrap, Book Fairs, and an auction and raffle at the Parent Party.

Room Parents work closely with the classroom teachers to carry out the teachers' guidelines for class parties, field trips, and special events. Room Parents may ask for help from other parent volunteers. Committee chairs operate under the direction of the WWPA Executive Board, and are guided by the notes of past chairs.

The WWPA is always looking for volunteers to help with all these projects and activities. Check the Tuesday Folder for information. You are encouraged to speak up, step forward, and lend a hand.

PARENT PRESENTERS

Some parents may wish to volunteer time in a classroom by sharing a special talent, hobby, or information with the class as a means of enhancing the curriculum. We have welcomed doctors, artists, actors, "Toastmasters", sportsmen and others into our classrooms for single or multiple presentations. Please sign up at Back-to-School Night, or communicate with the teacher if you are interested in making classroom presentations.

PARTIES

Class Parties and Special Events

Class parties are planned and arranged on School-selected days during the year. Teachers will ask the assistance of the Room Parent(s) and will provide guidelines for party activities. The Room Parent(s) may request help from other parent volunteers, as needed, per these guidelines.

Parents may be invited into the classroom for other activities and special events (i.e. student presentations, parent presentations, etc.). All parents in a classroom are asked to:

- Respect the teacher's decisions, follow his/her directions, and support the efforts of the Room Parent(s)
- Refrain from socializing with other parents (please do so outside the classroom)
- Refrain from using cell phones (again, please step outside)
- Not bring siblings
- Participate by engaging in the activity or helping with the party*
- Interact with and help all the children, not just their own

*Please communicate with the Room Parent(s) prior to the party to find out how you can help.

Birthday Celebrations at School

Parents may wish to give special recognition to their child's birthday by sending a treat for the class. In such cases, only one item per student should be sent in individual servings. In prekindergarten, we request that you send cookies or cookie-like items only. Cupcakes, cookies, or cookie-like items are acceptable for kindergarten through fifth grades. Cakes are difficult to serve.

Parties or Events Outside of School

Invitations to parties or events held outside of school may be distributed at School only if all members of a class are invited or provided either all the boys or all the girls in a class are invited. Invitations to a select few may not be distributed at School as this causes problems and hurts feelings. Certainly you may mail or deliver invitations as you wish using the information in the school directory.

LOST AND FOUND

Please mark all items with the student's name, and check for missing items in "Lost and Found." Notices to remind parents and students to check "Lost and Found" will be posted in "To the Point", our weekly newsletter, but if unclaimed, the items are donated to charity.

The "Lost and Found" at the Lower School is downstairs in the main office building in the back of the hall off the patio.

TOYS

Students are not permitted to bring toys, balls, baseball cards, sticker books, etc., to school for use during regular school hours (8:15 a.m. – 3:15 p.m.). However, students in Extended Care may wish to bring play items for use during the morning or afternoon Extended Care periods. Athletic equipment, other than that provided by the School, is not allowed on the campus at any time.

Any items brought to school must be safe and appropriate for use in a school environment. Students must assume responsibility for their care, and keep them in a backpack for use only during Extended Care. Items too fragile or of too great a value to be shared with others should **not** be brought to school. All items must be clearly labeled with the owner's name. **The School reserves the right to be the final judge on the appropriateness of all items brought from home.**

VISITATIONS

Warren-Walker School is proud of its stellar student-safety record. An important component of this is the School's ability to closely monitor all visitors on site. Therefore, it is necessary for all visitors, including parents, to sign in with the office before entering any part of the School. All extended classroom or school visits are by appointment or invitation only.

CLOSING NOTES

The Warren-Walker School administration, faculty, and staff are committed to the success of each and every student. Please do not hesitate to telephone or make an appointment at the School concerning any matter related to your child.

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