

WALKER STATION ELEMENTARY SCHOOL

2024-2025

PARENT HANDBOOK



This handbook is a living document and can be updated due to changes in COVID-19 protocols or any other adjustments to campus/district procedures.

**Walker Station Elementary
Important Phone Numbers**

Principal	Greg Granger	281-634-4402
Assistant Principal	Dr. Laura Dalton	281-634-4401
Secretary	Estela Pena	281-634-4400
Front Office	Kayla Quinteros	281-634-4400
ADA Clerk	Stephanie Reilly	281-634-4403
Counselor	Cathy Simpson-Bell	281-634-4405
Diagnostician	Sylvia Tackie-Drayton	281-634-9727
Speech Pathologist	Sidrah Ahmed	281-634-4420
Librarian	Erin Cutshall	281-634-4406
Clinic	Savannah Hilliard	281-634-4404
Cafeteria	Naadia Gheewala	281-634-4407
Extended Day	Marla Argueta	281-634-4412
Campus Compliance	Naomi Olguin	281-634-0871



This handbook should be used as a supplement to the Fort Bend ISD Student/Parent Handbook. More information about the school district and its policies may be accessed at the district website, www.fortbendisd.com. In addition, we invite you to visit the Walker Station Elementary website at www.fortbendisd.com/campus/wse.

It is our sincerest hope that once you feel at home, you will become active in our PTO (Parent/Teacher Organization) and/or as a VIP (Volunteers in Public Schools). Contact WSEPTOPresident@gmail.com for more information. There is a place for everyone and we value all forms of volunteering. For more information on how to volunteer, please click here: <https://www.fortbendisd.com/howtovolunteer>

TOPICS OF INTEREST:

Attendance: Attendance is taken each day at 10:00 a.m. A student absent from school must bring a note signed by a parent that describes the reason for the absence within five days of returning to school, or they may e-mail wseattendance@fortbendisd.com. Upon return, after five days without an excuse, the absence will remain unexcused. Four or more unexcused absences in a four-week period will result in the child being truant from school. If a student leaves for a doctor's appointment, he/she will not be counted absent if he/she attends a portion of the school day with doctor's documentation.

Arrival: Students may arrive on campus at 7:30 a.m. Students are not to arrive at school before 7:30; there is no adult supervision before 7:30. Classes begin at 8:05, and students will be counted tardy at 8:05 if they are not in their class. Students arriving at school after 7:30 who do not eat breakfast will go to the cafeteria or to a designated grade level area. Teachers are on duty to supervise the students. The students are expected to sit/read quietly until dismissed to their classrooms at 8:00.

Badges and Replacement: Students are issued a FBISD student badge to be worn at school. Students who ride the bus must use their badge to sign on and off the bus. Teachers collect all student badges (except for bus riders) at the end of each day and redistribute them in the morning. If your child loses his/her badge, please notify our school registrar at attendanceWSE@fortbendisd.gov. There is a \$5.00 fee to replace the badge. The fee will be applied in your student's Skyward account. Once the fee is paid in Skyward, a new badge will be reprinted and given to the student.

If you send me the name of the student, I will load the fee today and you can let them know to pay the replacement fee in their Skyward family access.

Breakfast: Breakfast is offered daily for \$2.00 and \$0 for students participating in the reduced program. Breakfast is served from 7:30 a.m. to 8:00 a.m.

Buses: Bus transportation is provided for students who live two or more miles from the school. To learn information about specific routes or pick up times, call the



Transportation Department at 281-634-1970. Students are expected to behave in a manner that ensures the safety of all occupants on the bus. They must follow the driver's instructions at all times. Misconduct may result in suspension from the bus in accordance with the Student Code of Conduct.

Cafeteria Accounts: All students will use their school identification card in the cafeteria. You may deposit money in your child's account if you prefer not to send money on a daily basis. You may also pay online at <https://www.schoolcafe.com>. The cafeteria will send notices home when your child's account balance is low or overdrawn. The district shall allow five (5) breakfast and/or five (5) lunches to be charged with a total charge balance not to exceed \$17.50. When the charge limit is reached, your child shall be provided a courtesy meal until the balance is paid in full. These meals will prevent additional charges to the student's account until the outstanding balance is paid, but even more importantly, it will ensure that our students do not go with an empty stomach if they do not have money to pay for a meal.



Calendar: The FBISD school calendar is located on the FBISD website: www.fortbendisd.com. It includes the beginning and ending dates for the nine week grading periods, school holidays, teacher staff development days, and early dismissal days.

Celebrating Birthdays: Only store bought cupcakes are to be brought for celebrating a child's birthday. Notify the teacher by email/note **prior** to bringing the cupcakes. Cupcakes are to be brought to the front office and will be delivered to your child's class at the end of the day. Party favors will not be distributed at school. Make sure you have enough cupcakes for each student in your child's homeroom. Students wishing to invite other students to a private party **must** either mail these invitations or provide all students in the class, of the same sex, with an invitation. Invitations to students in other classes are to be mailed.

Cell Phones/Smart Watches: Students are permitted to bring cell phones and smart watches to school. Cell phones must be **turned off** and stored in the student's backpack during the school day. Students may wear smart watches, but they may **not** use them for text messaging or gaming during the instructional day. If a smart watch becomes a distraction, teachers will ask the student to leave it in their backpack. Parents, please refrain from texting your child during school hours. If a student needs to contact their parent, their teacher can send them to the front office to call.

Classroom Observations: Parents may request in writing (at least 24 hours in advance) to observe in their child's classroom. Observations are limited to 30 minutes. During the observation, you may not interact with students/teacher or disrupt/participate in instructional activities. Observations are not to be recorded and cell phone use will not be allowed. An administrator or designee must be present in the classroom during this time.

Classroom Parties: There will be two classroom parties during the school year: a winter holiday party before the winter break and a Valentine party. Homeroom parents plan the parties and purchased refreshments are served throughout the grade level.

Classroom Pictures: A classroom picture will be made of all students with their teacher. Individual pictures will be taken twice a year, and you will be given the opportunity to purchase them. Your child's teacher will send an announcement with picture dates. Please notify your child's teacher if you do not want your child to be photographed for any reason.



Clinic: Children will be sent home if they have a fever of 100 degrees or above, have diarrhea or are vomiting, are too ill to remain in school, or display symptoms of a communicable disease. If medication must be given at school, it is the parent's responsibility to give the nurse the child's medication. Do not send medication with your child. That includes over the counter medications such as throat lozenges and cough drops. Parents must drop off medication to the nurse. It should be accompanied by a written request from the parent to administer the medication and must be in the original package or bottle. Please inform the nurse of any specific medical concerns with your child. Students who have been ill must be fever free, without medication for 24 hours before returning to school. This prevents the spread of illness.

Conferences: Your child's teacher can be reached by email or through the front office at 281-634-4400. Telephone calls and email communication are returned within 24 hours. There will also be two early dismissal days to allow teachers the opportunity to conference with parents. You will receive notice in advance, in order to schedule your conference on these dates. If you would like a conference outside of these dates, email your child's teacher and request a conference.

Deliveries: Deliveries to the classroom for such items as forgotten homework or lunch (money), water bottles/snacks, papers, etc. disrupt valuable instruction time. We ask that parents work with us to promote responsibility among our students and to help reduce the number of classroom interruptions by not bringing forgotten items to the office for delivery. All dropped off lunches will be placed in the grade level lunch bins located at the front office. Please have your child's name marked clearly on the lunch bag/box. All other items that need to be delivered **MUST** be brought to the front office before 10:00.



Digital Citizenship: Beginning with the 2012-2013 school year, Fort Bend ISD adopted a Digital Citizenship policy. Personal electronic devices will be allowed only for classroom instructional purposes as determined by the teacher. WSE is not responsible for lost/stolen devices. A digital citizenship form must be completed in Skyward by a parent before the child is allowed to use district computers. Parents must also sign an

internet permission slip before their child is allowed to use the internet. FBISD computers are filtered, and students are always supervised in their computer usage.

Dismissal: School is dismissed at 3:25. If your child is going home a **different** way than he/she normally does, you need to send a note to your child's teacher indicating how you want your child to go home on that **particular** day. Without a note, your child will be sent home the **same** way he or she normally goes home. Parents are not allowed to pick up students or to congregate at the exit doors. If you are late picking up your child after 3:35, you must come inside and sign them out at the front desk.



- **Bus Riders** are sent to the designated area for bus riders and exit the building through the first grade hall to the back loading area.
- **Car Riders** and **Day Care** students are led to their designated areas until their ride arrives. Colored cards will be provided for you to place in your car window to identify your children's carpool number. This will help us ensure that children are placed in the correct vehicle and will expedite pick up for the teachers on duty.
- **Extended Day Students** walk to the Extended Day Room. Please notify Extended Day if your child is absent or not attending on a particular day.
- **Back Green Bike Rack/Walkers** exit the building on the back side of the school and are escorted by teachers to the bike rack.
- **Blue Bike Rack/Walkers** exit the building through the front of the school and are escorted by teachers to the bike rack (4th & 5th grade blue bike rack students will exit out gate closest to blue back rack).
- **Side Yellow Bike Rack/Walkers** exit the building through the kindergarten cafeteria door and are escorted by teachers to the bike rack.
- **Crossing Guards/Walkers** are designated on Homeward Way and Walker School Road. Adults and children are both expected to only cross the streets at the designated areas.

If you need to change your child's dismissal plan, you must notify the teacher in writing. **Children will follow their original dismissal plan if a note is not received.** No changes in dismissal plan may be made after 2:55 p.m. In addition, we request that no early checkout be made after 2:55 p.m. Thank you for understanding that our goal is for every student to be dismissed safely, and we need your help by planning in advance.



Dress Code: Elementary school dress code regulations are provided in the FBISD Student/Parent Handbook located on the FBISD website www.fortbendisd.com.

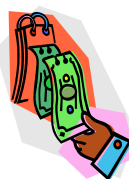
Early Pick-Up: If you are picking up your child early (before regular dismissal time at 3:25 p.m.), please send a note that morning to your child's teacher informing him/her what time the child will be leaving. You will need to sign your child out from the front office before 2:55 p.m. Students will not be signed out after 2:55. Students will be called to the front office when a parent/guardian is present.



Email: To email a Walker Station administrator, teacher, or staff member, go to www.fortbendisd.com, click on Campuses, and scroll down to Elementary schools. Click on Walker Station Elementary website and then click on Faculty. Scroll to the staff member's name you are seeking and then double click on the email address to send a message.

Emergency Closing of School: Closings will be announced by the Superintendent. Check the Fort Bend ISD website and/or the district's X page for up to date information.

Fort Bend ISD Online Resources: Your child has access to many different online resources through the district's website. These include animated books, streaming videos, text, and graphics. To access these resources students will need to connect to the Internet and locate the FBISD library home page, www.fortbendisd.com/library/. Click Online Resources at the top of the page. Most of these sites require either ftbend or fbisd as a Username. Our librarian will be able to give you a list of Online Resources and the username and password which will enable your child to utilize these resources from home.



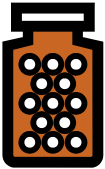
Fundraisers: Walker Station has multiple fundraisers and/or drives for charity throughout the year. Many of these benefit our school and community directly. Others may be offered to provide the students an opportunity to develop a sense of giving and sharing. Contributing is completely voluntary.

Grading: Walker Station follows FBISD policy for grading. Retesting of major grades shall be done if a student does not meet mastery (grades 74 and below) on a given learning objective. The highest grade that can be earned on a retest is a 75. Major grades are determined by grade level. Zeros can be given when a student does not do the assigned work. Students will collaborate with the classroom teacher to determine conduct marks for the attributes of communication, collaboration, and skills for life using grade level checklists. Parents can monitor grades online through Skyward Family Access.

Important Folders: Teachers will send home graded papers, office announcements, and PTO and VIPs handouts in your child's designated folder that's specifically for home/school communication.

Lunch: The cost of lunch is \$2.75 daily and \$0.40 reduced. An adult lunch is \$4.75. Parents are welcome to eat with their children and/or bring them lunch. Parents may only bring in food for their own child. There will be designated visitor tables for parents to eat lunch with their child. Food may not be shared or brought in for any other students. Lunch visitors should not interfere with teachers when they are on duty in the cafeteria. Visitors are not permitted to walk their students back to class after lunch or attend recess.

Marquee: Parents may purchase space on the marquee on Homeward Way to send a special message to their child for his/her birthday. The cost of a message for two days on one side of the marquee is \$20.00. Messages are allowed for current Walker Station Elementary students only and must be approved by the principal or assistant principal. Forms will be sent home at the beginning of the year that you may complete to reserve your space. If an occasion arises later in the year, there will be extra forms in the front office.



Medication: All *prescription and over the counter medication* **must** be brought to school and picked up by a **parent or adult**. We ask this of our parents so that we can protect all students. Medications brought to school by children can be lost on the way, drop out of backpacks, or be shared with other students. Please notify the School Nurse if this is difficult, so that you can work out a solution together.

*In order for the School Nurse to dispense medication, a **FBISD medication form** (including student's name and DOB, name of medicine, dose, and time to be given) must be filled out and signed by a parent/guardian. All *over the counter medications* brought into school must be in the original box/container and unopened. A doctor's prescription is required for all asthma medications, Epi-pens, or any medicine that needs to be given for more than 15 days. *Prescription medications* need to be in the original container with the pharmacy label attached. All medications must have a valid expiration date.

*You can access all medication administration forms at
<https://www.fortbendisd.com/Page/888>

Menus: Lunch and breakfast menus for each month can be viewed online at
<https://www.schoolcafe.com/>.



Planners: Planners are used in third, fourth, and fifth grades to encourage children to be organized and responsible. Teachers use the planners to communicate with parents on a daily basis. Planners are sold for \$5.00.

PTO: The Parent Teacher Organization assists in the overall activities of the school and holds a variety of fundraisers that benefit our school. The PTO has provided many extras

for our campus such as technology equipment, cafeteria tables and enlarged our Guided Reading library. They provide help to finance field trips or special in-school opportunities for the students. For information pertaining to joining the PTO, please visit <http://wse-pto.org/>.

Raptor: To ensure the safety of all of our students there is a check-in system at the front desk to screen all visitors. Be prepared to present your driver's license each time you visit the school. It will be swiped through the system, and you will be given a visitor sticker. All visitors must wear the name tag with their destination while they are on the school campus. Visitors and volunteers are only to visit the area of the campus designated on their name tag. The system has the ability to identify people who may jeopardize the safety of the campus.

Recess: According to policy EHAB (Legal), "the District shall require students in kindergarten through grade 5 to participate in moderate or vigorous daily physical activity for at least 30 minutes throughout the school year, as part of the District's physical education program or through structured activity during a campus's daily recess. If the District determines, for any particular grade level, that requiring moderate or vigorous daily physical activity is impractical due to scheduling concerns and other factors, the district may as an alternative require a student in that grade level to participate in moderate or vigorous physical activity for at least 135 minutes during each school week."

If a student has a medical reason that they cannot participate in recess, the parent must submit a doctor's note to the nurse, that includes the beginning and ending date for the restriction. The student will sit in the front office outside the nurse's office during recess. They may read a book or complete classwork quietly.



Report Cards: Parents will be able to access their child's report card online through Skyward Family Access at the end of each nine weeks grading period and on the last day of school. They will be available online the Thursday following the end of each nine weeks.

School Supplies: See the Fort Bend school supply list by grade level located on the FBISD website. Some of these will need to be replenished during the school year. Your child's teacher will let you know when more supplies are needed. Supplies for the next school year can also be ordered through the PTO at the end of the current year.



Science Fair: Third, fourth and fifth graders may participate in the Science Fair held each spring. Teachers will distribute guidelines for projects in Science Investigation. Science Fair winners will be able to have their projects included in the FBISD showcase of projects.

Severe Weather Plan: Students will be in the cafeteria or gym and will be dismissed when their car arrives. **Parents are asked not to come to the front office or back walkway area on severe weather days.** Walkers and bikers will follow their rainy day plan developed by their parents and given in writing to their homeroom teacher.

How do I know if it is going to be a severe weather dismissal?

A severe weather dismissal will be called at 2:55 if any of the following conditions are present:

- Heavy rain or threatening wind is present
- Anytime lightning or thunder occurs



Parents are urged to take the initiative and monitor the weather forecasts to make a plan before your student leaves for school. If appropriate, make sure your child is equipped with the necessary rain gear. Although we will do our best to make sound decisions concerning dismissal, we cannot control the weather.

Skyward Family Access: Maintaining open lines of communication between the school and home is vital to achieve the common goal of providing the best quality education to every student. Skyward Family Access allows easy, open lines of communication between the school and home. Students and parents can login to view attendance, grades, schedules and calendars. Family Access is available anywhere with an internet connection. Please contact our attendance clerk, Stephanie Reilly at (281) 634-4403 if you have questions regarding access to Family Access.

STAAR: State of Texas Assessments of Academic Readiness. These statewide tests are given in 3rd, 4th, and 5th grades to test a child's knowledge of the grade level TEKS in reading, language arts, and math. In addition, science is tested in 5th grade.

Snacks: Refer to the approved snack list at the back of this document.

Student/Parent Handbook (FBISD): Your child will be given access to the Student/Parent handbook each year; a hard copy may be requested or you may view it online on the FBISD website or through a link on the WSE website.

Student Success Initiative (SSI): The Texas Legislature passed the SSI in 1999 and modified it in 2009, to support every student's academic achievement of the Texas Essential Knowledge and Skills (TEKS). The legislation requires that every student in 5th grade must meet the standard in reading **and** math in order to be promoted to the 6th grade.

T-Shirts: Walker Station Elementary t-shirts are on sale at the beginning of the school year and are available for purchase through PTO.



Tardies: Instruction begins promptly at 8:05 a.m. The tardy bell rings at 8:05. **Students who are not in their class by 8:05 are considered tardy. Students must report directly to the office to receive a tardy slip.**

TEKS: Texas Essential Knowledge and Skills are specified by the Texas Education Agency and drive the curriculum your child is taught. If you are interested in what your child is being taught by nine weeks, refer to www.fortbendisd.com and open Curriculum. You will then need to designate the subject area and grade level. The online curriculum will appear by nine weeks.



Textbooks: Your child's teacher will issue the textbooks your child will need. Textbooks are primarily issued for classroom usage. Your child is responsible for any book issued to him or her. If your child is missing a book at that time, you will receive a notice from the assistant principal for the cost of replacement.

Traffic Patterns:

Arrivals: Car riders may be dropped off in the morning at the front of the school or at the circular drive on the cafeteria side. Buses only will drop off and pick up students in the back teacher parking lot. **The parking lots are NOT for the pickup and drop off of students.** If your child is a walker, he/she must cross roadways only with crossing guards. Instruction begins promptly at 7:55 a.m. The tardy bell will ring at 8:05, and it is imperative that all students are in class by this time.



Dismissal numbers: All PK-5 students will be assigned a dismissal number regardless of how they go home. Parents will be given a numbered card that *must* be displayed on the visor or rearview mirror of your vehicle. Dismissal numbers 1-499 will use the front drive located on Homeward Way for dismissal. Numbers 500-999 will use the side drive on Walker School Rd. to pick up their children. **Please prominently display your dismissal number until your child is in the car and remember cell phone use in a school zone is illegal.**

Important: Parents will not be allowed to walk up to the front door area to pick up their child. The front door area will be reserved for those actually picking up their child in a car. If parents wish to walk and meet their child, then one of the three colored bike racks can be the designated meeting place. Parents will not be allowed to congregate and wait for their children near the front office prior to dismissal time, so please plan accordingly.

Students will not be allowed to cross the main streets to meet parents. Students and parents must cross at the cross walk with the crossing guard for safety.



Walkers and Bikers – The bike racks will be the designated meeting place for younger and older siblings to meet before proceeding to walk home. Parents wishing to meet their children after school should also use the bike racks as a meeting place. Walking/biking will, without a doubt, be the fastest and most convenient way for your child to depart from school.



**Volunteer
Services**

Visitors: All visitors must sign in at the front desk with a driver's license in order to be admitted to the building. Parents who wish to visit in their child's classroom before/after the instructional day must have made prior arrangements with the classroom teacher. Visitors are only to go to the area as written on their visitor badge and where they have approval. Visitors are not permitted to go to recess with students. Visitors are never to go anywhere on campus without checking in at the front desk. Volunteers must adhere to the same requirements as all visitors. Please read the visitor procedures under **Raptor**.

VIPS: Volunteers in Public Schools help the school and teachers in a number of ways. They work in classrooms, make weekly trips to the Teacher Center to fulfill teacher requests for materials, make bulletin boards, mentor students, plan and carry out special events like Field Day and so many other activities. All volunteers must first submit a Criminal History Authorization online before they are allowed to volunteer within the building. This can be done by going to www.fortbendisd.com. Click "Parents" then click "Volunteer Criminal History Application."

Walker Station Website: www.fortbendisd.com/wse

WALKER STATION APPROVED SNACK LIST

Many children (and adults, too) are able to concentrate more effectively if allowed to "snack" while learning. Snacking, also referred to as "intake," replenishes physical energy and provides relief for anxiety or nervousness.

We allow foods that are nutritional and not messy. If **sugar** (in any form, such as fructose or corn syrup) or **oil** is listed in the first three ingredients, then it is NOT an appropriate snack. We do not allow candy, chips, cookies, pudding, etc.

Furthermore, because we have students at WSE with **life threatening food allergies to**

peanuts and nuts, we do NOT allow peanut or nut products in the classrooms. Please check the ingredients on the snack to make sure that peanuts or nuts are not in the snack. Be aware that many products have cross contamination with nuts because they share machinery that produces nut products. Your child can eat these products in the cafeteria during their lunch period. If your child has a food allergy, please alert the school nurse immediately and the classroom teacher so we can take appropriate precautions in the classroom to address the specific food allergy.

Your child may choose to bring one of the following snacks, or something very similar to school. If you are in doubt, please consult the classroom teacher:

- Grapes
- Sliced carrots
- Celery sticks
- Goldfish crackers
- Saltine crackers
- Bite-sized apple slices
- Plain Cheerios (not flavored cheerios)
- Plain popcorn (no butter or flavor)
- Pretzels

If the snack is not on the approved list, then it will not be allowed in the classroom. Please do NOT send foods that require eating utensils, spoil easily or attract ants/flies in the classroom. We encourage you to discuss the importance of eating a healthy breakfast each morning at home with your child. The snack does not take the place of breakfast or lunch. Students may also bring a container with a pop-up top to fill with **WATER**. Only water will be allowed in the classroom.

Please know that snacks are not required and are allowed at times determined by the classroom teacher. This is an option for students who respond well to snacking while learning. Because of food allergies and health reasons, students are NOT allowed to share snacks.