

## **Appendix 7: Parent/Student Handbook**

### WHITTIER K-8 EAGLES PARENT/STUDENT HANDBOOK

WHITTIER SCHOOL  
2480 DOWNING STREET  
303-861-1310

PRINCIPAL: Jai Palmer

WHITTIER MASCOT: The Eagle

WHITTIER MOTTO:  
"I Believe I Can Fly"

WHITTIER COLORS: Purple and  
Teal

#### **WELCOME TO WHITTIER K-8**

The policies, procedures, programs contained herein apply to all students without regard to sex, race, or ethnic origins. They are designed to provide an orderly, positive learning environment in which students feel motivated to succeed. Please discuss these policies and procedures with your children.

#### **DAILY SCHEDULE**

OFFICE HOURS: 7:30a.m. - 4:00p.m.

STUDENT HOURS: 8:15a.m. - 3:00p.m. for grades ECE, KDG. 1 -8

8:15a.m. - 3:00p.m. for kindergarten students who live in the Whittier School attendance area. Others will be admitted as space permits.

•**Note:** -Students are not to arrive at school until 7:45a.m. There will be no supervision on the playground until 7:45a.m.

-ECE and Kindergarten students must be picked up on time at dismissal.

-All students in grades 1 -8 will be dismissed to walk home at the end of the school day (3:00p.m.). Children in these grades will not be held for pick up. If you want to walk home with your child after school you will need to be waiting outside the school at 3:00p.m.

#### **SCHOOL MEALS**

**BREAKFAST:**

- Breakfast will be served beginning at 7:45a.m. Students who wish to eat breakfast must be in line by 8:00a.m. to allow time for eating. Students arriving after 8:00 will not be served.

**LUNCH:**

- Lunch is served only to students who attend school for the full day. Students have a thirty-five minute lunch period.
- Students must remain on the school grounds during the lunch period. Parents who want their children to go home for lunch must contact the principal in writing with appropriate signatures.

**SCHOOL POLICIES****ATTENDANCE:****•Absences:**

- Regular attendance is important to good learning. If a child misses school, he/she misses out on learning.
- Students are to be in class every day. Students who are taken on trips during the school year fall behind in their educational development and risk the need for retention.
- The school does not approve of students taking trips during the school year. Trips should be taken during a school vacation period so that your child's education will not be interrupted.
  - Students who are absent without the permission of the parent and school are considered truant.
  - Parents are requested to call the school between 7:15a.m. and 8:00a.m. when a child is to be absent from school.
  - Students who have excessive absences will be referred to the Social Worker.

**•Early Dismissal of Students:**

-If you wish to have your child dismissed before the school day is over, you must check your child out through the school's office. -For safety reasons, the school will not honor requests to let a child walk home before school has been dismissed.

-If it becomes necessary to send someone else to pick up your child, please send a written note showing the date of the note and your signature. Your signature must match the signature that appears on your child's registration and emergency cards or your child may not be released.

**•Tardies:**

- Students who are late to class delay and interrupt class work. Children must get to school on time. Students who arrive late must get a late pass from the office before going to class and will miss at least a part of their lunch.
- Students who are often late will be referred to the Social Worker.
- Students who are late three or more times during a quarter will not be eligible to receive attendance awards even if they were present each day during the quarter.

**RETENTION:**

- At Whittier K-8 retention and/or acceleration is staff and school based decision. The following will be considered when a student is retained: environment, assessment data, academics, age of student, work

ethic and effort, attendance, behavior

**BEHAVIOR:**

- Students must obey and respect all staff members at all times. A zero tolerance policy will be applied for disobedient and disrespectful conduct.

- Students are to obey all school rules and classroom rules.

- Students involved in disobedient and disrespectful conduct will be subject to disciplinary action which will include the following

- 1.) Counseling with the student to discuss and correct student conduct.
- 2.) Further counseling and after school detention along with parental notification.
- 3.) If the disobedient and disrespectful conduct continues the student will be suspended for one day.
- 4.) Any further violations will result in an indefinite suspension.
- 5.) Re-instatement may occur after a conference with the student, parent, faculty, and administration.
- 6.) Loss of extra curricular activities, such as, field trips, clubs, parties, continuation, etc...

- \*Students involved in the following or similar behaviors will be subject to disciplinary action:

- a. disrespectful behavior to staff
- b. fighting, instigating fights
- c. bullying, intimidation
- d. stealing
- e. sexual harassment
- f. lying
- g. assault
- h. extortion
- i. destruction or damage of school property
- j. use of obscenities, vulgarities, profanities in any form-spoken, written, gestures, pictures, or symbols.
- k. use, possession, or sale of tobacco, alcohol, narcotics, dangerous or illegal chemical substances or drug paraphernalia.
- l. use or possession of any dangerous weapon including, but not limited to, such items as knives, guns, brass knuckles, large sticks, chains, spiked bracelets, etc.
- m. gang activity
- n. violation of dress code

- Toys, cell phones, and other nuisance items are not to be brought to school. They are disruptive to the school environment. These include, but are not limited to, card collections, cell phones, pagers, dolls, coloring books, and snack foods.

- Students are not to engage in horseplay, shoving, throwing any objects, or running inside the school.

- Students are not to eat candy, snack items or chew gum in school or on the playground.

- Parent must notify teachers of classroom birthday celebrations 2 weeks in advance.

**CUSTODY:**

- A parent having sole custody of a child should be sure that proper papers are on file in the school's office. The school will not deny a parent the right to see his/her child unless appropriate legal papers are on file in the school's office.

**DRESS CODE:**

- Pants must be dark blue or khaki and be worn with a belt. Absolutely no sagging is allowed. Uniform polo shirts (short sleeve, long sleeve, or button up) must be either white, dark blue, or gold (not yellow) and must be tucked in.

- Personal appearance, cleanliness, and neatness of clothes must meet reasonable standards. As parents make the decision about their children's clothes, the following guidelines should be considered:

- Shoes must be worn at all times. Tennis shoes/sneakers are probably the **safest** shoes to wear. Flip-flops, mules, arid shoes with heels that are over 1.5 inches high are dangerous, particularly, on steps and on the playground. They should not be worn to school.

- Hats, head coverings, gloves, and sunglasses are not to be worn in the building by boys or girls.

- Articles of clothing which may be used as a weapon are not allowed. This includes chain belts, large billfold chains, steel-toed footwear, etc.

- Shorts are not recommended for safety purposes, but if worn, must be an appropriate length to adequately cover the body. No Daisy Duke shorts. Remember, spandex is not for everyone. Use proper judgment.

- The torso must be covered. Strapless or midriff blouses, cut-off T-shirts, see-through shirts/blouses, tank tops, or muscle shirts are not to be worn.

- Students should dress appropriately for the weather. This may include sweaters, boots, coats, hats, gloves, and scarves.

- Students are not to wear make-up; this includes lip gloss.

- Students are not to wear fake nails.

- Use good judgment and check your child before he/she leaves home.

#### **EMERGENCY NUMBERS:**

- It is important that we be able to contact all parents in case of an emergency

- Please keep us informed of any address or telephone changes during the year.

- If you do not have a telephone, be sure we have the name and phone number of someone to call in case your child is injured or is ill at school.

#### **HOMEWORK:**

- Please consult your child's teacher for their homework schedule.

- Homework is to be completed and turned in on time.

- The quantity and quality of the returned homework will effect the grade the child earns in the subject.

#### **LIBRARY USE:**

- Children are encouraged to check out books from the school's library.

- Books are to be returned to the library on time and in good condition.

- Lost books will result in a fine to cover replacement costs.

**MEDICINE:**

- Only prescription medicine can be dispensed at school. All medicine to be taken to school must be brought to the office immediately.
- Prescription medication brought to school must be in its original labeled pharmacy container.
- A form must be completed by the physician and parent/guardian requesting that the prescription medicine be dispensed at school.

**PERSONAL BELONGINGS:**

- Mark all personal items (coats, hats, etc.) with at least the child's name and room number.
- Students are not to bring large sums of money or valuable personal items to school.
- The school cannot assume responsibility for money or personal items which are lost, stolen, or damaged.

**SAFETY:**

- To and From School:
  - It is the parent's responsibility to get his/her child safely to and from school, the following suggestions may be helpful:
    - Arrange a walk pool of students to be accompanied by a designated adult.
    - Instruct your child...
      - .to cross only at proper intersections, .to obey traffic lights work.
      - .to stay within painted crosswalks where provided.
      - .that playing or being otherwise inattentive at street crossings could result in an accident or injury.
    - Start your child to school on time; accidents are more likely to happen if the child is hurrying and does not take the necessary precautions for safety.

**VISITORS:**

- Parents and guardians are always welcome to visit their child's class. All visitors are to report to the office upon entering the school. You will need to sign in and may be asked to show identification. Your cooperation in this matter will be greatly appreciated.
- Students are not to bring minors to visit the school during the school day. Minors visiting the school must be accompanied by a parent at all times.

**SCHOOL PROCEDURES AND INFORMATION****BULLETINS and NEWSLETTERS:**

- The school periodically sends home bulletins and notices informing parents of school news and activities that will be of interest.
- A copy of the school's newsletter will be sent home near the beginning of each month.

## **COMMITTEES:**

### **•Leadership Team**

-This committee makes operational and instructional decisions for the school.

-It is made up of four elected parents, elected teachers, classified staff members, and business and/or community representatives.

## **HEALTH:**

### **•Clinic:**

-The health clinic is located in the main office.

-We must be able to reach you or a responsible person in case your child is ill or injured. We need to have at least three telephone numbers to call in case of an emergency.

-Keep the school informed of any condition your child has that may affect his/her well-being at school.

### **•Nurse:**

-The school nurse cares for emergency cases, provides routine health services for each child, assists with health education, maintains health records, and counsels with parents and teachers.

-When the nurse is not scheduled to be in the clinic other staff members will assist ill or injured students.

-Students are routinely checked for vision, condition of teeth, and hearing.

•The psychologist works with students and families concerning behavior and emotional issues as they relate to learning.

## **SOCIAL WORKER:**

•The social worker works with families to

-reverse severe tardiness or severe absenteeism

-provide assistance to abused children

## **SPECIAL EDUCATION/SPEECH PROGRAMS:**

•Students with special learning needs receive small group instruction in basic subject areas, utilizing techniques and strategies that support their educational needs.

