

Whittier Elementary

Wildcats

2014 - 2015

Parent/Student Handbook



CELL PHONES AND OTHER COMMUNICATION DEVICES

A. CAMPUS POLICY

1. Use of devices on school grounds – Electronic communication devices may be used before and after the instructional day only. Electronic communication devices must be turned in to the office.

2. Student responsibility – It is the students’ responsibility to ensure that their devices are turned in to the office.

Any student at Whittier Elementary School who violates the above is subject to the following disciplinary action:

First Offense: Electronic communication device is confiscated by teacher and turned in to the office. Parent contact made by Principal. Student assigned ISS (In School Suspension).

Second Offense: Electronic communication device is confiscated by teacher and turned in to the office. Parent contact made by Principal. The electronic device will be returned only to the parent/guardian. Parent pays fee of \$15.00.

Third Offense: Electronic communication device is confiscated by teacher and turned in to the office. The electronic device will be returned only to the parent/guardian. Parent/guardian pays the fee. Student assigned ISS (In School Suspension). Electronic device is banned from school for the remaining part of the school year.

B. OTHER ELECTRONIC DEVICES

Electronic devices (i.e. iPods, MP3 players, digital cameras, camcorders, etc.) may not be used during the instructional day and should not be brought to school. *Such devices will be confiscated and may be picked up by the student or parent at the end of the semester only.*

C. VIOLATING CELL PHONE POLICY DURING TESTING

Any student who violates the Cell Phone Policy during testing will be subject to having his/her test invalidated and will be removed from the testing environment.

Parents will be notified of this decision. Student will not be allowed to make up any portion of his/her assessment missed due to this infraction.

Note: Whittier Elementary School is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

Parent/Guardian Signature

Date

Student Signature

Date

MISSION

Through well – planned lessons, rigorous instruction, and targeted support Whittier Elementary prepares ALL PreK – 5th grade students for the middle schools, high schools, and colleges of THEIR choice.

Arrival Procedures for the First and Second Week of School

On the first day of school, the hallway doors will open at 7:00 AM. Students and parents may go directly to the classrooms.

Starting the second day of school and continuing throughout the school year 1st and 5th grade students will be picked up from the cafeteria and escorted to their classrooms by their teachers. PreK/Kindergarten will sit outside their classrooms until 7:30 AM.

Procedures for Children Remaining after Dismissal

Students that have not been picked up by 3:30 PM will be escorted to the office. Parents will then be notified by phone to pick up student. Parents are required to enter the building to sign the student out documenting the reason for the late pick up. In the unlikely event that you are running late, call to inform office personnel. Repeated incidents may results in an administrative conference.

Frequently Asked Parent Questions

Websites

Houston ISD website -- www.houstonisd.org

Whittier website -- <http://www.houstonisd.org/WhittierES>

Food Services website -- <http://www.houstonisd.org/portal/site/FoodServices>

Phone Numbers

Whittier Elementary main number is 713-671-3810, fax number is 713-671-3812.

Communication

Whittier creates an electronic newsletter every week that is available on the first day of the month. This is our main form of communication. It contains a calendar of events with articles relating to activities that are occurring at Whittier and also district wide events. A printed copy of the newsletter is also available. There are also some grade levels that send home a grade level or classroom newsletter. Please take the time to read these sources of communication. We also use the marquee to advertise dates of interest.

Personal Checks

If you write a check to Whittier Elementary for a field trip, library books, t-shirts, etc., the following must be included on the check -- the drivers license number of person writing the check, complete address, phone number, student's name and teacher's name. Any NSF check is forwarded to Checksmart recovery.

Parties

Can we bring snacks for birthdays?

Students may bring treats but must give them to the teacher upon arrival. Prior to bringing the treats, parents should notify the homeroom teacher. Birthday parties are not allowed to be held in classrooms.

How many parties will my child have through the school year?

K-5th grade have 2 parties for the year – Winter and Friendship. Grade levels may designate an end of year event.

During school parties will I, as a parent, be able to bring other siblings?

Due to the number of parents who attend, we are unable to allow siblings to attend parties.

Lunch

What time is lunch?

Lunch times are as follows:

PK- 10:00 – 10:45

K- 10:20 – 11:05

1st- 10:40 – 11:20

2nd- 10:50 – 11:30

3rd- 11:05 – 11:40

4th- 11:15 – 11:50

5th- 11:25 – 12:00

Lunch times are also posted on the school website and newsletter.

How do I deposit money in my child's lunch account?

The Food Service website is <http://www.houstonisd.org/portal/site/FoodServices>. Please remember that once deposited there may be a short delay before Whittier receives the deposit. Students may also bring their money to the cafeteria in the morning. Please have the money/check in an envelope with the student and teacher's name labeled on the outside of the envelope.

How much are the meals?

Breakfast is free. Lunch is \$2.25

What is for breakfast and/or lunch?

This can be found on the Houston ISD website, www.houstonisd.org and click on menu. Breakfast is served daily. The cafeteria serving lines open at 7:00-7:45.

How can I check the balance of my child's lunch account?

Once you are in the Nutrikids system you can find this information at <https://www.parentonline.net/public/login.aspx> the Quick Reference Guide for Parents at this site also has valuable information.

What do I do if my child lost his/her jacket at school?

Between 7:30 to 3:30, parents may check the Lost and Found in the hall closet. After receiving permission from their teacher, students may go to the Lost and Found to check for items. All items unclaimed at the end of each semester will be donated to charity.

What do I do if my child leaves something at school?

Once children have been dismissed, they are not allowed in the classroom areas to retrieve forgotten items. Office personnel are also unable to retrieve items.

Transportation

What do I need to do if my child needs to go home a different way?

Parents should notify the teacher of the dismissal change by sending a note in the child's indicating the date of the change and method of transportation. It is the child's responsibility to give the note to the teacher. In an emergency, parents may send an email message to the teacher's school email address. Teacher addresses are found on the Whittier website.

Grades

Can I view my child's grades online?

Yes, grades for students in third through fifth grade can be accessed through eConnect Parent Student Connect. PSC can be accessed from the HISD portal <https://psc.houstonisd.org/ParentStudentConnect/Login.aspx> by clicking on the PSC link.

Will I need any information the first time I access the site?

No, you will register the first time you access the site. At that time you create your own user name. A password will be sent to the email address on file.

Can I reset my password for PSC?

Yes, and it is strongly suggested that it be changed. To change the password select **My Profile** (it is located in the top right of the screen). You will be asked to provide the old password then create a new password.

Who do I contact if I am having problems registering for PSC?

Mrs. Pena at 713-671-3810 or epena1@houstonisd.org

I check my child's grades every day and no new entries have been made. Should I be concerned? No, you shouldn't be concerned. Teachers input grades at least once a week. There may be weeks that no grades are added due to a major project the students are working to complete.

I see my child is missing several grades. Can they make up the work?

This question will have to be answered on a case by case basis. Contact your child's teacher with any questions or concerns about missing grades.

Absences/Tardies

When is my child considered tardy? Children are considered tardy after the 8:00 bell.

What is the difference between an excused and an un-excused absence?

An excused absence means that the school has received a note from the parent or physician. An un-excused absence means that no note has been received by the school.

What do I need to do if my child is going to be absent?

Please call the absent line 713-671-3810.

Early Pick-up

What is the latest I can pick-up my child from school?

2:45 – If you know you are picking your student up early from school, send a note to the teacher. The note enables the teacher to have the student ready in the classroom for pickup when you arrive. The student will not come to the office until you actually are in the office signing them out. Please have your driver's license available for proper identification. After 2:45, students are not checked out early. The parent will need to wait for the child to exit the building in their usual way.

Drop Off / Pick up area

Where do I drop off and pick up my child?

All parents should use the Drop Off/Pick up area at the front of the building. When dropping off, the student should be prepared to exit the vehicle upon stopping. **Do not let students exit into the drive lane.** This area is also a restricted fire lane area; therefore parking or leaving your vehicle unattended is against the law. If Jacinto City police department is patrolling the area, we have had occasions when parking tickets were given to vehicles parked illegally. If you arrive before 7:00 and want to wait until staff is on duty or the front door are opened before leaving your child, please either pull all the way up or park in a designated parking place. **DO NOT BLOCK ANY DROP OFF LINE.** Staff supervision is available from 7:00 – 3:30 on school days.

Parking for Visitors

If a parent comes in for a visit, where may they park?

All visitors may park in the front in an unassigned parking space, in the parking lot at the side of the building.

Nurse/Medicine

What should I do if my child wakes up with a fever?

The child should stay at home, if he wakes up with a fever or has had a fever within the previous 24 hour period. Call the absence line to inform the school that your child is ill and will not attend school 713-671-3810.

Volunteering

As a chaperone or volunteer, should I bring other siblings?

We ask that you refrain from bringing any siblings. No students or younger siblings are allowed in the workroom at any time.

Early Dismissal Days

All students will be dismissed at 1:00 P.M. every Wednesday.

Whittier Elementary

School–Wide Behavioral Expectations

A Guide for Teaching School–Wide Behavioral Expectations

School-Wide Positive Behavior Support is a set of strategies and systems to increase the capacity of school to (a) reduce school disruption, and (b) educate all students including those with problem behaviors.

- Clearly defined outcomes
- Research –validated practices
- Supportive administrative systems
- Use of information for problem solving

Features of School-Wide Positive Support

- Establish regular, predictable, positive learning & teaching environments.
- Train adults & peers to serve as positive models.
- Teach and model behavioral expectations
- Create systems for providing regular positive feedback.
 - Acknowledge students when they are “doing the right thing”.
- Improve social competence.
- Develop environments that support academic success.

Whittier Elementary

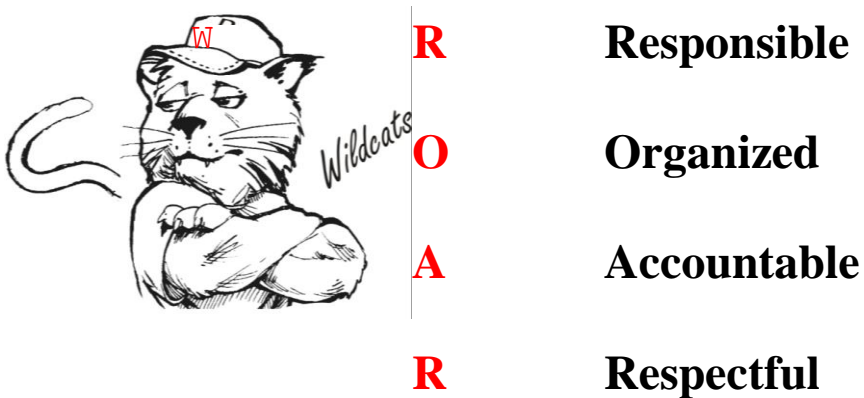
School-Wide Behavioral Expectations

This guide provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions of behavioral expectations, and specific routines to be followed.

School Goal:

Students at Whittier Elementary will ROAR throughout the school day by following the four behavioral expectations.

Whittier Behavioral Expectations:



Acknowledgment System

The acknowledgement system is a feature of the ROAR behavioral expectation system. The behavioral expectation system focuses on acknowledging students who demonstrate Whittier behavioral expectations.

Specific verbal feedback

- ✓ When you observe students being responsible, organized, accountable, and/or respectful, acknowledge them by giving specific positive verbal feedback such as:
 - “That was so helpful the way you held the door open for your classmates”.
 - “Thank you for walking with your hands and feet to yourself”.

Cafeteria Expectations

Responsible in the cafeteria:

- Hands, feet & objects to self
- Eat your own food
- Raise hand for permission to be excused
- Walk

Organized in the cafeteria:

- Have card ready
- Deposit money to account in morning

Accountable in the cafeteria:

- Focus on eating first
- Follow cafeteria procedures*
- Clean up after yourself
- Use table manners

Respectful in the cafeteria:

- Give your attention to the cafeteria personnel while in serving zone
- Keep silent in serving zone
- Wait your turn
- Use a soft voice
- Respond to teacher's signal for silence
- Respect other's personal space

Cafeteria Procedures

- Enter the cafeteria quietly.
- Students bringing lunch – walk to your table.
- Students buying lunch – students line up at door. Purchase ice cream, chips etc. before exiting.
- Keep quite in the serving zone.
- Give your attention to the cafeteria personnel.
- Walk to your table.
- Remain seated facing forward.
- Use a soft voice
- Talk only to those across and next to you.
- For teacher’s assistance, raise your hand and wait.
- Eat your food only.
- Use good table manners
- When finished, pick up all trash, raise hand, wait for teacher’s permission to throw trash away and return lunch tray and go outside.
- Put all uneaten food in trash can. Unopened food should be put into your lunch kit or into the trash can.
- Dispose of trash in trash can carefully.

Hallway Expectations

Responsibility in the hallway:

- In groups of more than two, walk single file
- Hands, feet & objects to self
- Walk on the right of the hallway
- Look straight ahead

Organized in the hallway:

- Keep backpack closed
- Stay with your class

Accountable in the hallway:

- Go directly to your destination

Respectful in the hallway:

- Respect others’ personal space
- Walk silently when with your class

Restroom Expectations

Responsibility in the restroom:

- Use restroom facility appropriately
- Keep water in the sink
- Walk in the restroom
- Tell an adult if restroom needs attention
- No wetting your hair

Organized in the restroom:

- Follow 1, 2, 1 procedures*

Accountable in the restroom:

- Use water, soap and paper towels sparingly
- Flush toilet after use
- Keep restrooms clean
- Return directly to class or designated area when finished

Respectful in the restroom:

- Observe personal space
- Lock stalls when entering and unlock when leaving
- Respect privacy
- Use a soft voice

Recess Expectations

Responsible at recess:

- Follow playground procedures*
- Remain on school grounds
- Walk on sidewalk when exiting the building to playground area
- Follow game rules
- Inform adult of unsafe behavior or incidents
- Stay away from unfamiliar adults or animals
- Keep hands, feet, and objects to self

Organized at recess:

- Put equipment away when finished

Accountable at recess:

- Line up quickly when called
- Listen for instructions
- Be responsible for jackets and other belongings

Respectful at recess:

- Respect school property
- Share equipment
- Use positive talk
- Take turns
- Use good sportsmanship

Playground Procedures*

Playground Equipment

- Swings are for sitting, front-facing swinging only
- Get off equipment carefully
- One person on cross bars at a time and crossed only using hands
- If feet are on a bar, your hands should be on a bar as well
- Keep hands and feet to yourself while on equipment
- Go up the ladder, down the slide

Equipment

- Take care of all equipment
- Use equipment properly
- Return equipment to cart when finished
- Let monitors know when balls go over the fence

Field

- Share space on field for different activities
- Follow rules of the games
- Keep fields in good playing condition
- Use bike racks for parking bikes

Arrival Expectations

Responsible during arrival:

- Arrive at school no earlier than 7:00 am (no supervision available until 7:00)
- If you arrive before 7:00 am, stay seated until the doors open
- Enter building when doors are opened
- Walk into the building
- PK/K sit outside classroom
- 1st – 5th go to cafeteria
- Wait in cafeteria with grade level until dismissed at 7:35 A.M. or assigned class
- Arrivals after 7:35 A.M. go straight to classroom unless eating breakfast

Organized during arrival:

- Make sure all materials are in backpack (lunch kits, jackets, etc.)

Accountable during arrival:

- Arrive at school on time (between 7:00 A.M. – 7:50 A.M.)
- For activities before 7:35 A.M. have a pass, or wait for staff member to get you
- Arrivals after 8:00 A.M., a tardy slip is required

Respectful during arrival:

- Keep hands, feet, and objects to self
- Use soft voice
- Respect others' personal space
- Respond appropriately to adult directions

Dismissal Expectations

Responsible during dismissal:

- Walk to designated dismissal area
- Walk with teacher when dismissal bell rings
- Follow hallway expectations

Organized during dismissal

- Be packed and ready to go
- Keep materials in backpack until arrival at home
- Bell schedule
 - 2:40 P.M. PreKinder and Kinder
 - 2:50 P.M. 1st – 5th Grade
 - 3:25 P.M. Remaining students go to the front desk
 - Bus riders will be picked up in the library

Accountable during dismissal:

- Be where you need to be when you need to be there.

Respectful during dismissal:

- Keep hands, feet, and objects to self
- Use soft voice
- Respect others' personal space
- Respond appropriately to adult directions

General Dismissal Procedures

Student Procedures

- Walk quietly in line with the teacher on duty to the appropriate dismissal area
- Sit on the sidewalk in the designated area
- Watch for ride and listen to be called
- Stay on the sidewalk until car door is open
- Use soft voice
- After 3:30 wait in the front office for ride.

Child Left Behind at Dismissal

Student Procedures

Car Rider Students

- Walk quietly to the office
- Sit on chairs
- Listen for adult instructions
- Wait for your parent to enter the building and sign you out

Bus Students

- Walk to the library
- Sit quietly in your bus line
- Listen for teacher's instructions
- Walk to your bus when called