

WE BELIEVE:

- All students are capable of learning.
- That a safe environment is essential in challenging all students to their highest potential.
- In encouraging the present and future success of all students.
- In high expectations in academics and personal ethics.
- Diversity enhances education.
- Parents and community are essential to the success of our students and school district.
- In supporting a responsible, nurturing environment in the home of each student.

VISION

Whitmore School will always be a place where all children discover and nurture their own personal fascination for life's challenges, so that their passion in learning will last a lifetime.

MISSION STATEMENT

Whitmore Union Elementary School will provide a safe and positive learning environment for all students while emphasizing academics and citizenship through state standards, technology and co-curricular programs.

WHITMORE ELEMENTARY SCHOOL STAFF

ADMINISTRATION

Dr. Larry Robins - Principal/Superintendent
Linda Barneby - District Secretary

TEACHERS

Cindy Gonzalez - K-3rd
Jessica German - 4-8th

SUPPORT STAFF

Linda Hahn - Bus Driver and Preschool
Cheryl McBee - Paraprofessional
Sandra Hawkins - Paraprofessional
Everett Barry - Paraprofessional
Steve Skaggs - Grounds Keeper/Maintenance
Teresa Reed - Cafeteria
Shirley Barry - Playground supervision/clerical
Melissa Brehmer - Custodian

BOARD MEMBERS

Maria Gonzales
Jeri Johnson
John Hampton
Steve Shockey
Russell Dederer

SCHOOL HOURS

School begins at 8:25 a.m. No student should arrive before 8:20 a.m., unless arrangements have been made for their teacher have them in their classroom.

Office Hours: 8:00 - 4:00, Answering machine for after hour messages

REGULAR DAY

GRADES K-8TH 8:25-2:55

MINIMUM DAY

ALL STUDENTS DISMISSED AT 1:15

ALL STUDENTS REVERSED DAY 10:25-2:55 USED FOR HEAVY SNOW DAYS

Project SHARE (A County run program)
3:00 p.m. to 6 p.m.

IMPORTANT DATES

BOARD MEETINGS

OPEN SESSION 6:00

AUGUST __, 2016-SPECIAL

SEPTEMBER 13, 2016-SPECIAL

OCTOBER 11, 2016

NOVEMBER 8, 2016

DECEMBER 13, 2016

JANUARY 10, 2017

FEBRUARY 14, 2017

MARCH 14, 2017

APRIL 18, 2017

MAY 9, 2017

JUNE 13, 2017

NO MEETING IN JULY

MINIMUM DAYS 1:15

WEDNESDAY, THURSDAY, FRIDAY

(November 18, 21, 22)

FRIDAY, DECEMBER 16

WEDNESDAY, JUNE 7

SPECIAL EVENTS

MONDAY, AUGUST 25

THURSDAY, MAY 25

FRIDAY, MAY 26

TUESDAY, JUNE 6

WEDNESDAY, JUNE 7

BACK TO SCHOOL NIGHT

OPEN HOUSE

SNOW MAKE UP DAY, IF NECESSARY

OTHERWISE NO SCHOOL IS HELD

8TH GRADUATION

LAST DAY OF SCHOOL-

Kindergarten Graduation and AWARDS ASSEMBLY

POLICIES & PROCEDURES

Parents, you can help our school run more smoothly and efficiently if you will:

- Read all school correspondence sent to you.
- Enter through the main office and **SIGN IN AND OBTAIN A VISITOR PASS** when you arrive at school. The law requires that all persons entering the school campus to first register at the office.
- If you need to check out your student from school for any reason, please sign the student out at the office.
- Make an appointment when you wish to speak with the staff. **School routine should be interrupted as little as possible.**
- Send all absence notes, permission slips and lunch money promptly.
- Help your student to be prompt, courteous, and responsible for his or her obligations.
- Students will be permitted to use the telephone **ONLY** for unexpected or emergency situations. Arrangements for visitations to friend's homes or other appointments should be arranged prior to coming to school.

Student Visitors to the School

Student visitors are not allowed at school, unless prior authorization is obtained from the Superintendent or his designee.

School Volunteers

To enhance the safety of our school and comply with increasingly stringent laws, volunteers who have contact with students will be asked to have fingerprints taken and a criminal background check just as all school employees do. The school will cover the cost.

Field Trips

Field trips are part of the educational program of the school and are under the supervision of the classroom teacher. Walking trips within the area of the school are also part of the school program. Permission slips will be sent home to be signed. **NO STUDENT WILL BE PERMITTED TO GO ON ANY FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.**

Computers/Tablets

Students regularly use the Internet for research and word processing. (Permission slip required). Each classroom is equipped with 4-6 desk top computers and tablets for each student. Every room is connected to the Internet. It is not recommended that students bring their own laptops.

Whitmore Parent/Community Club

This club consists of parents and community members interested in assisting the students through fund-raisers, dinners, and events. The monthly meetings are open to everyone and we encourage your attendance.

School Site Council

The School Site Council consists of members of the community, parents and staff, all in equal numbers. The purpose of the council is to review policies, contribute views/opinions pertinent to improving school safety, programs (both new and established) and a parent survey. The School Site Council is combined with the Whitmore Parent/Community Club.

Whitmore Union Elementary School District

CONDUCT BP 5131(d)

Policy for Prevention of Bullying

The Whitmore Union Elementary School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Whitmore Union Elementary School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation and this would include cyberbullying.

The Whitmore Union Elementary School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent/Principal or designee may establish other processes for student to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with the grievance procedures specified in AR 5145.7 - Sexual Harassment. This policy applies to students on school grounds, while they are traveling to and from school or a school-sponsored activity off-site, during the lunch period whether on or off campus, and during a school-sponsored activity.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance.

Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a

teacher, the Superintendent/Principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying using district-owned equipment, on school premises, or off-campus in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site service that has terms of use that prohibit posting of harmful material, the Superintendent/Principal or designee also may file a complaint with the Internet site or service to have the material removed.

To ensure bullying does not occur on school campuses, the Whitmore Union Elementary School District will provide staff development training in prevention of bullying and cultivate acceptance and understanding in all students and staff to develop the school's ability to maintain a safe and healthy learning environment.

Teachers should discuss this policy with students in ways appropriate to their ages and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Whitmore Elementary School will adopt a Student Code of Conduct to be followed by every student while he or she is on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

ACADEMICS

STANDARDS-BASED CURRIULUM

Whitmore School's K-8 teachers adhere to the California State Standards in all academic subjects including math, language, social studies and science. Lessons are planned to meet these standards at each grade level and in each subject area. Copies of the grade level standards are available in the office.

PHYSICAL FITNESS TESTING

The purpose of the Physical Fitness Testing is to evaluate the fitness of our youth in the 5th & 7th grades. One of the main objectives of fitness testing is to provide the student, the teacher, and the parents with information regarding the student's personal level of fitness. The students are assessed in the spring. The tests consist of aerobics, muscle strength, muscle and endurance, flexibility, and body composition. The test results are sent to Los Angeles County Office of Education for recording and evaluation.

TEXTBOOKS & OTHER SUPPLIES

Students are responsible for textbooks, and anything else that is issued to them at school. Parents will receive a bill for any lost or damaged items. As with the high school policy, no diplomas will be issued till all fees due the school are paid.

PROMOTION/RETENTION

Parents, teachers, and our community have stressed the need for minimum standards at all grade levels. From experience, we know that students will do better in school if expectations and standards are clearly established. The district requires students to maintain passing grades in all subjects, satisfactory behavior and good attendance.

Project SHARE

Whitmore Elementary School provides the area for this county run after school project.

Project SHARE is a minimal fee program that follows the district's school calendar. Its daily schedule operates from 2:55 to 6 p.m.

Applications may be obtained directly from Project SHARE personnel or from the school office.

REPORT CARDS/PARENT CONFERENCES

Report cards will be available to parents at the end of each trimester. On-site conferences will be held November 20, 23, and 24; at which time teachers, will review each student's progress with parents. Report cards will be mailed at the end of the 2nd and 3rd trimesters.

*Report cards will not be released if a student owes any fines for books or supplies.

INDEPENDENT STUDY

Short-Term (a minimum of 5 days) is offered to parents who are going on extended trips, vacations or have other family emergencies and their children will not be able to attend regular classes.

HOME SCHOOL PROGRAM

Whitmore's Home School Program is an option made available for parents who prefer not to immunize their children or who would like to follow a different state approved curriculum. Students meet with the Home School Program's teacher at a prescribed time and place. (1) **An application is completed and returned to the school.** (2) **An appointment must be made with the Superintendent, once this meeting has occurred,** (3) **a teacher will contact the family.**

. Parent involvement is mandatory, for they are the teachers, the assigned teacher acts as the support for the student and parent.

ATTENDANCE

It is important that your child get the best education possible. To achieve that it is very important that he/she attend school every day. We strive for a positive learning environment and we encourage parent participation both in the classroom and at home. Students who have been absent from school are required to bring a note from their parent/guardian indicating the dates and reasons for their absence. If a student will be out for an extended period, it is the parent's responsibility to notify the school, in advance, to request student work.

To participate in any school activity, such as games, field trips, etc., a student must be present the entire day of the event, or, in case of a Saturday event, the entire preceding day.

Effective July 1, 1998, new legislation (SB 727) changed our attendance accounting system. State fund apportionments to schools are now based on actual physical student attendance. Our schools, therefore, experience a loss of income for any student not in attendance, whether the absence is excused or unexcused. However, compulsory education laws still require schools to collect notes and verify absences. So even though excused absences no longer count toward ADA, attendance will continue to verify absences and report attendance for compulsory education purposes and truancy determination.

LEGALLY EXCUSED ABSENCES

State-approved excused absences are those due to illness, injury, medical and dental appointments, funeral, observance of religious/ceremony/retreat, prearranged advance absences, employment conference, and when a student is the custodial parent of a sick child.

UNEXCUSED ABSENCES

These are absences the State law does not allow to be legally excused, but which the parent has approved. State law requires that students attend school each day unless they have a legally excused absence. It is the parent's responsibility to send their son/daughter to school when the student is between the ages of 6 and 18 (unless exempted.)

TARDIES

When students are late to school, they must report to the office and tardy time will be made up during recess or lunch time.

Attendance and lunch count are taken during the first five minutes of school. Habitual tardiness causes students to lose valuable learning time. Unexcused tardies of 30 minutes or more will result in truancy procedures. Every attempt should be made to have students to school on time. Excused tardies are: personal illness, doctor or dental appointments and they will need a note for verification.

SUNDAY - MAKE UP SCHOOL

Students with absences will be afforded the opportunity to make up absences they have accumulated. Dates will be posted monthly. School hours will be from 8:30 a.m. to 12:30 p.m. and lunch will be available as during a regular school day. There will be an afternoon session from 12:00 to 4:30 p.m.

LEAVING CAMPUS

If you need to pick up your child early, you must sign him/her out in the office. A note to the teacher, in advance, is also helpful.

TRANSFERS

If you plan to move, please let the office know in advance. This will make your child's transition into a new school much smoother. Notice gives the office, and your child's teacher time to prepare reports that will be used by the new school. Before withdrawing your child from Whitmore Elementary School, please return all library books, check the lost and found and return all text books to the classroom, settle your student's lunch bills and Before & After School Day Care.

SERVICES TO FAMILIES

LUNCH PROGRAM

Whitmore Union Elementary School District participates in the National School Lunch Program for No-charge and Reduced price meals which are available to all enrolled students.

Parents are asked to pay lunch fees in advance. Student lunches are \$2.50. One week in advance would be \$12.50, 20 days would be \$50.00.

MEDI-CAL/HEALTHY FAMILIES

This program's sign up material is in the school office.

TABACCO FREE ZONE

Cigarettes, cigars, any tobacco product or E-cigarettes are not allowed on school premises. For those adults who must smoke, please do so off school property.

Additional information may be found in the Student Conduct/Code of Conduct.

WHITMORE COMMUNITY LIBRARY

All students visit the library on a weekly basis. Students in 1st grade and higher are encouraged to borrow books and increase their reading time.

ACTIVITIES

CO-CURRICULAR ACTIVITIES

The co-curricular school programs at Whitmore Elementary School are provided to

build the body as well as the mind. It is considered a privilege to participate in school activities.

Soccer has been added to the physical education program. John Hampton and Everett Barry will coach and set up some games with other schools in the area. Mrs. Gonzalez will again coach the basketball team. Cross Country has always been a program that enhances all the other sports. Endurance is one of the benefits of this competitive sport.

WHITMORE SCHOOL GARDEN

Whitmore's orchard now has a peach tree, two cherry trees, a fig tree and a mobile lemon tree. The lemon tree will be transferred to a rolling container, so it can be brought in to the hallway during the winter months. All the Blueberry plants have made it during the summer, so the students will be measuring the growth when they return to school.

As an extension of the science programs, flowers have been planted in front of the school offices to encourage beneficial insects. Portable gardens will encourage students to taste the difference of just picked vegetables and commercially harvested vegetables. This garden project will enhance nutrition awareness for all students at Whitmore School.

An area has been set aside to act as our "natural habitat" for the study of insects and birds' native to our area. Students will enhance this natural area over the years by adding walkways and seating for the students and community's use has been established by placing three large tractor tires in the "natural habitat" area. Flowering bulbs have been planted in the center of each of these tires. As stated by the California Integrated Waste Management Board, tires do not deteriorate or give off toxins that plants or humans could absorb.

STUDENT COUNCIL

Elections will be held the second week of school. The council will consist of a President, Vice President, Secretary and Treasurer. These officers are from the 4-8th grade classes. A third-grade representative will be selected to represent the K-3rd grade class. These are chosen or appointed from the students in each class.

The council sponsors events throughout the school year. The council also responds to suggestions and concerns of students.



STUDENT BEHAVIOR/CODE OF CONDUCT

EXPECTATIONS

*The 3 R's

1. Respect yourself
2. Respect others
3. Be Responsible for your actions

*Straight "A" s

1. Attendance
2. Academics
3. Attitude

DISCIPLINE GUIDELINES AND CONSEQUENCES

<u>Type of Student Behavior</u>	<u>1st Offense Options</u>	<u>2nd Offense Options</u>	<u>3rd Offense Options</u>
1. FIGHTING - causing, attempting to cause or threatening to cause injury	a) Parent Conference b) 1-3-day suspension	A) Parent Conference b) Suspension c) 3-day suspension d) Recommendation for expulsion	a) Parent Conference b) Suspension c) Recommendation for expulsion
2. WEAPONS - possessed, sold or furnished; knife, gun, explosives or other dangerous objects	a) 3-5-day suspension b) Parent conference c) Refer to Law Enforcement d) Recommendation for expulsion		
3. THREATENING OR ATTACKING STUDENT OR SCHOOL PERSONNEL	a) Parent Conference b) 1-3-day suspension c) Possible Recommendation for expulsion d) Notify law enforcement	a) Parent Conference b) Suspension 3-5 days c) Recommendation for expulsion d) Notify law enforcement	

<u>Type of Student Behavior</u>	<u>1st Offense Options</u>	<u>2nd Offense Options</u>	<u>3rd Offense Options</u>
4. DRUGS - possessed, used, sold, or provided or being under the influence of: alcohol, marijuana, pills, unlawful prescription drugs or any controlled substance. This includes mock and fake drugs.	a) Parent Conference b) 3-5-day suspension c) Notify law enforcement d) Possible recommendation for expulsion	a) Parent Conference b) 3-5-day suspension c) Recommendation for expulsion	
5. ROBBERY EXTORTION	a) Parent Conference b) 3-day suspension c) Notify law enforcement d) Possible recommendation for expulsion	a) Parent Conference b) 3-5-day suspension c) Recommendation for expulsion d) Notify law enforcement	

6. DRUG PARAPHERNALIA- Possesses, offered arranged or negotiated to sell drug related material	a) Parent Conference b) 3-day suspension c) Notify law enforcement d) Possible recommend- ation for expulsion	a) Parent Conference b) 3-5-day suspension c) Recommendation for expulsion d) Notify law enforcement	
7. STEALING/THEFT	a) Parent Conference b) Possible 2-day suspension	a) Parent Conference b) 2-4-day Suspension c) Notify law enforcement d) Possible recommend- ation for expulsion	a) Parent Conference b) 3-5-day Suspension c) Notify law enforcement d) Possible recommend- ation for expulsion
8. DISRUPTION of classroom or school activities, defiance of school authority, pro- fanity, vulgarity or committing an "obscene act", bringing obscene material to school*	a) Pupil warning b) Sent to time-out c) Parent notification d) Possible suspension	a) Pupil warning b) Sent to time-out c) Parent notification d) Possible suspension	a) Pupil warning b) Sent to time-out c) Parent notification d) Possible suspension e) Recommendation for expulsion

***3rd written Citation will result in 1 day suspension. Referrals given by a substitute teacher will be considered as the regular teacher.**

<u>Type of Student Behavior</u>	<u>1st Offense Options</u>	<u>2nd Offense Options</u>	<u>3rd Offense Options</u>
9. DESTROYING OR DEFACING PROPERTY	a) Parent Conference b) Restitution c) Possible suspension	a) Parent Conference b) 2-3-day suspension c) Restitution	a) 3-5-day suspension b) Possible expulsion recommendation c) Restitution
10. TOBACCO- possession in any form or mock-look alike chew	a) Parent Conference b) 1-3-day suspension	a) Parent Conference b) 2-3-day suspension	a) Parent Conference b) 3-5-day suspension c) Possible expulsion
11. SEXUAL HARASSMENT (previously discussed)	a) Warning b) Sent to time-out c) Possible suspension	a) Parent Conference b) Sent to time-out c) 1 day suspension	a) Parent Conference b) 2-day suspension c) Possible recommend- depending upon severity d) Parent notification

12. EXTREME PROFANITY, OR VULGARITY	a) Parent Conference b) 1-3-day suspension	a) Parent Conference b) Possible recommendation for expulsion	
13. DRESS POLICY	a) Discuss dress policy with student b) Require student to meet dress policy before going to class	a) Parent Notification b) Possible suspension c) Require student to meet dress policy before going to class	a) Parent Conference b) Possible 2 day suspension
14. TARDIES - be in the classroom	a) Pupil warning	a) Pupil warning b) Possible conference with teacher during recess	a) Parents notified b) After school or recess make-up time
15. CUTS/TRUANCY	a) Parent Conference b) truancy letter c) Possible time-out	a) Parent Conference b) Possible SARB referral after habitual truancy c) After school make-up time	a) Parent Conference b) After school make-up c) SARB referral
16. POSSESSION OF NON-SCHOOL RELATED PARAPHERNALIA: Radios, cassettes, Electronic games, toys Noise-makers and any Item which could Interrupt the educational Process or be deemed Inappropriate By school officials	a) Pupil warning b) Item temporarily confiscated; returned at the end of the day	a) Item confiscated; held to the end of the semester b) Parent Notification	
17. INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION as determined By school personnel	a) Pupil warning	a) Parent notification b) Pupil warning	a) Parent Conference b) Loss of some privileges
18. ENDANGERING SAFETY OF OTHERS	a) Parent Conference b) 2-4-day suspension	a) Parent Conference b) 2-4-day suspension c) Notify law enforcement d) Possible recommendation for expulsion	

19. GUM/SUNFLOWER SEEDS/CANDY/SODA School rules prohibit the Use of these on campus Without school approval	a) Pupil warning	a) Pupil warning b) Possible time-out c) Possible conference with teacher after school	a) Pupil warning b) Possible time-out c) Parent Notification d) Possible meeting with principal
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IMPORTANT DISCIPLINE NOTE

We feel that our students are well behaved and will prosper at Whitmore School, obtain an excellent education and be ready for high school. However, a student who habitually exhibits the poor behaviors indicated previously will be dealt with fairly, quickly, and firmly.

When a student has attained three suspensions for the year, the principal will make arrangements for that student and his/her parents to attend the next available school board meeting. At that meeting discussion, will occur regarding means of correcting inappropriate student behavior and avoiding possible expulsion.

If a student has more than five (5) suspensions in one year for any reason, it is the administration's intent to bring them before the Board of Trustees for expulsion! Extenuating circumstances may be considered.

DISCIPLINE RECAP IN PLAIN LANGUAGE

California Education Code (48900.7-488900.7) rules and behaviors which are grounds for suspension or expulsion—in everyday language

Fighting or violence (cause or threatened)—Weapons—Drugs—Alcohol—Robbery or extortion—Damage to property—Theft (including attempted)—Tobacco (any kind)—Obscene act/habitual profanity—Drug paraphernalia---Disruptions/defiance—Stolen property—Imitation firearm—Sexual assault or battery—Harassing a witness in a school matter—Sexual harassment—Hate violence—Threats and intimidation—Terrorist threats

These items require a recommendation for expulsion (Ed Code 48915):

Causing serious injury—Weapon or dangerous object—Drug (possession)—Robbery or extortion—Assault, battery on school employee—Firearm—Brandishing a knife—Drugs (sales)—Sexual assault or battery

Sexual Harassment Guidelines

Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature (Ed Code 48900)

Other types of conduct which are prohibited in the district and may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Spreading sexual rumors.

5. Touching in a sexual way or attempting to remove clothing.
6. Cornering or blocking of normal movements.
7. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
8. Sexual jokes, stories, drawings, pictures, or gestures.

REWARDS

Preferred activity time, points accumulated for class activity, individual recognition, school wide recognition and Student of the Month.

DRESS CODE

Clothing must be appropriate for school

Inappropriate:

1. No hats in covered areas
2. No gang style clothing or paraphernalia.
3. Sagging and Bagging (pants worn below the waist) is prohibited.
4. Cut-off jeans
5. Shorts shall be knee length and not designed for swimming, jogging, sun bathing, exercise or other recreation activities.
6. Tops shall have wide shoulder straps and cover the mid-section and sides of the body. No see-through clothing or revealing clothing.
7. Clothing shall not have profane slogans or advertising of illegal substances or alcohol brought to school.
8. NO flip flops nor sandals with open toes without socks.

Parents will be called for any clothing concerns or to bring appropriate clothing if necessary.

HEALTH

EMERGENCY INFORMATION

Registration-emergency cards are kept in the office on every student. These cards contain pertinent information such as physician's name, special health problems, and an emergency contact phone numbers to call if parents are not available. It is very important that these cards are current always. If you change your address or phone number, please notify the school immediately.

HEALTH SCREENING

Every student is tested for color vision, given a dental screening and given a hearing test. 7th and 8th students are tested for scoliosis. There are classes in Growth & Development and HIV.

NURSE

Whitmore Elementary School has a registered nurse that visits the school approximately every six weeks. The nurse provides minor medical treatment, health screenings, student/family/staff health training and literature.

MEDICATIONS

Medication that is prescribed is subject to certain safeguards. If your child requires the administration of medications during school hours, there is a form available in the office which you must have completed by your physician. When the form is filed in the school office, the medication may be brought to the office for administration. Medications should not be taken to the classroom. Medications should be brought to the school in their original containers.

IMMUNIZATIONS

Immunizations are required for all Pre-Schoolers, Kindergarteners and all incoming students. The requirements are:

Polio 4 doses

DPT 4

Tdap booster (7th -12th)

7th & 8th grade students will not be allowed in school without this booster. (State law)

MMR 2

Hepatitis 3

Chickenpox 1 (Kindergarten)

Hepatitis 3 (by the 7th grade)

Varicella 1 (Kindergarten)

KINDERGARTEN REGISTRATION

The birth date of students registering for kindergarten or first grade must be verified by a birth certificate, affidavit, hospital or baptismal certificate. Students will be admitted to kindergarten if they will be five years of age on or before September 1, 2016. New enrollees must have current immunizations to be permitted into the classroom. An oral health assessment (dental check-up) is due by May 10th.

FIRST AID SERVICES

Basic first aid will be administered in the case of accident or sudden illness. First aid will be rendered by a staff member. Parents will be notified to pick up a sick student.

The District does not provide accident medical insurance for school related injuries. Whitmore School encourages you to purchase a student accident insurance plan to help you in the event of an accident.

DOGS ON CAMPUS

Per state law, dogs are prohibited on campus. Service dogs with proper paper work are exempt and The READING Dogs have been trained and have met stringent requirements and are permitted on campus.

TRANSPORTATION

WALKERS AND BICYCLISTS

Student safety is of utmost importance to Whitmore School's staff; therefore, we strongly recommend that only 4-8th grade students be allowed to ride their bicycles to school. Helmets must be worn as per state law, bicycles should be licensed and locked in the school bike racks - the school assumes no responsibility for loss or damage to bicycles. **Written parent permission is required**, a permission slip is provided with the registration packet. Pedestrians and bicyclists must obey the all rules of the road and should cross Whitmore Road at the crosswalk in front of the store.

AUTHORITY OF DRIVER

Ed Code, Section 14263, Title 5(a)

"Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or are being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."

BUS TRANSPORTATION

Bus transportation is a privilege offered by the school district extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

1. Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. The driver may move children from one seat to another at his/her discretion.

2. Students not picked up at their home are required to go immediately to the bus stop upon leaving their home in the morning and directly home after departing the bus in the afternoon.

3. Riders should arrive at the bus stop five (5) minutes prior to their scheduled pick up time and stand in a safe place to wait quietly for the bus.

4. Riders shall enter the bus in an orderly manner and go directly to their seats.

5. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, rides shall remain seated until the

bus stops and only then enter the aisle and go directly to the exit.

6. Riders shall be courteous to the driver and to fellow passengers.

7. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.

8. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.

9. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment including windows without express permission from the driver.

10. No animals shall be allowed on the bus without express permission from the principal or designee.

11. No CD's or other electronic devices shall be allowed on the bus without express permission from the principal or designee.

12. Drivers shall not allow students to leave the bus en route between home and school or other destinations except at their regularly scheduled stop. Exceptions may be made if the school receives a written request from the parent or guardian.

13. Riders should be alert for traffic when leaving the bus.

14. Drivers shall escort all students across the highway or private road, **IN FRONT OF THE BUS**. Students may not cross alone.

15. Parents are to assist in getting children from bus when necessary.

16. Parent should be home, or have arrangements made for others to be there, when children arrive home in the afternoon.

17. Visitors are prohibited from riding the school bus without express permission from the principal or designee.

18. Aerosol cans are prohibited on the bus.

Riders who fail to comply with the above rules shall be issued a referral by the bus driver. The school principal may take additional action, depending on the severity of the misconduct.

In all instances of misconduct, the rider may be denied transportation for a period of time determined by the bus driver and/or the principal; which could include up to the remainder of the school year.

PICKING UP CHILDREN FROM SCHOOL BEFORE NORMAL CLASS DISMISSAL

Parents should go to the office to sign their student out. The office will notify the teacher and the student will come to the office. If your student normally rides the bus and you prefer to pick them up, please telephone the school before 2:00 p.m., this will allow notification of the bus driver before students are loaded for their trip home. For safety, students walking or bicycling will be released after the bus leaves the campus.

PARKING

If you provide your own transportation or if you occasionally drop off or pick up your children. Child safety is a top priority.

1. **The parking lot speed limit is five (5) miles per hour. So please drive slowly.**
2. Enter the parking lot, keep to the right and continue through the parking lot and

line up behind the bus. This puts all the vehicles in the same direction.

3. Please park in marked spaces only.
4. **Do not park in the bus zone.**

PROPERTY PROTECTION

Skateboards, rollerblades, roller skates, heales (shoes with roller blades in the heel) and scooters are prohibited on school premises.

EMERGENCY SITUATIONS

In the event of snow, electrical outage or another emergency, the media listed below will be notified. Parents will be notified when possible and further instructions will be given.

KQMS/KSHA 1400AM/104.3FM 221-1400
KRCR-TV CHANNEL 7R 243-7777
Record Searchlight www.Redding.com
Shasta County Office of Education 225-0285

In the case of an electrical outage, our regular telephone system, which is electrically powered, will cease to function, however, a rotary phone will be plugged in to the fax line and you will be able to reach the school at 472-1127.

Whitmore Union Elementary School District Family-School Compact

The Whitmore Union Elementary School District believes that families and schools work together to help students achieve high academic standards. The following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge

I agree to carry out the following responsibilities to be best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make the school an accessible and welcoming place for families which help each student achieve the school's high academic standards.
- Teachers and parents will voluntarily participate in home visits or community-based meetings.
- Respect the school, students, staff, and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Do homework and read every day or evening after school.
- Respect the school, classmates, staff, and families.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework.
- Read to my child or encourage my child to read every day.
- Parents and teachers will voluntarily participate in home visits or community-based meetings.
- Ensure that my child is on time and attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate as much as possible in school activities such as decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Affirmed by:

Student

Teacher

Parent/Guardian

COMPLAINTS CONCERNING PERSONNEL PARENT/CITIZEN COMPLAINT PROCESS

Parents and citizens who have a complaint against school personnel are encouraged to follow the steps as outlined below. Every effort should be made to resolve the complaint at the earliest possible stage.

- STEP I Any parent or citizen (hereafter referred to as complainant) who has a complaint about school personnel shall normally discuss the complaint with the teacher or staff member first.
- STEP II If the complaint is not resolved at Step I; the complainant should report the problem to the supervising school administrator.
- STEP III Should the complainant feel that the allegations are still not resolved and are sufficiently serious, the administrator will schedule a conference for the complainant, the employee and the administrator.
- STEP IV If the matter is not resolved at the meeting in Step III to the satisfaction of the complainant he/she may put the complaint in writing.
- STEP V Should the complainant feels the matter has not been resolved after review by the administrator; the administrator shall refer the written complaint, and an analysis of the situation to the Superintendent or his/her designee.
- STEP VI The Superintendent will meet with the complainant and render a decision in writing. The Superintendent's decision shall be final unless the complainant or employee requests a hearing before the Governing Board.
- STEP VII The Governing Board will meet in closed session with the complainant and the employee. The Governing Board's decision shall be final.

Notice to Parents and Guardians Complaint Rights

Parents, Guardians, Pupils, Teachers and Staff:

Pursuant to California Education Code section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a standards-aligned textbook or instructional materials, or both, to use in the class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners if present.
4. A pupil should not be provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials
5. A complaint form may be obtained at the school office, district office. You may also download a copy of the California Department of Education complaint form from the following website:
<http://www.cde.ca.gov/eo/ce/wc/index.asp>.

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

Complaints may be filed anonymously. However, if you wish to receive a response to your complaint in writing, you must provide the contact information below.

Response requested? Yes No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue(s) of the complaint: Please check all that apply: Grade level _____

1. Textbooks and instructional materials:

A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state adopted or district adopted textbooks or other required instructional materials to use in class.

A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignments:

A semester begins and a teacher vacancy exists.

A teacher lacks credentials or training to teach English learners or is assigned to teach a class with more than 20% English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facility conditions:

A condition poses an urgent or emergency threat to the health or safety of students or staff,, including: gas leaks, nonfunctional heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school determines appropriate.

A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hour when pupils are in classes.

Whitmore Union Elementary School
District Secretary
P.O. Box 10; 30611 Whitmore Road; Whitmore, CA 96096