

# **Whitney Student Handbook 2008 – 2009**

***School Motto: “At our school everyone has the right to be treated with kindness and respect as we work and learn together.”***

Welcome to Whitney! We are here to help your child be successful at school with academics and friendships. This handbook answers questions often asked by students and parents, if you have other questions please ask the office staff or any teacher at Whitney for help. Boise School District policies and guide to the school rules are in student planners, at the office, and on the district website. *Please read this handbook with your child, sign the contract page and return it to school right away.* Keep this handbook for information and important dates.

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## **Parent Information**

### **School Phone Numbers**

Office 854-6580, Brenda and Tina are the school secretaries

Teachers will return phone calls after 3:15 pm

If you must contact your child during the day, you may leave a message with the office and the message will be delivered at the first available break in your child's schedule

FAX 854-6581

Boise School District office 854-4000

### **Sick Time**

If your child is sick please call the office and let us know, the nurse can talk to you if you have questions

If your child is sick for 3 or more days please bring us a note from the doctor so the absences can be excused

### **Please Note**

Calendar – the school calendar is attached and tells you about vacation times, conferences and early release days

School Time for grades 1-6 is 8:45 am – 3:15 pm, Early Release days students are dismissed at 1:15 pm

Morning Kindergarten times are 8:45 – 11:30 am, but Early Release days are 8:45 – 10:30 am

Afternoon Kindergarten times are 12:30 – 3:15 pm, but Early Release days are 11:30 am – 1:15 pm

Reader Board – please check the reader board on the corner of Owyhee and Overland for important reminders about dates and events

The Newsletter comes home every month and has useful information and dates for upcoming events

Teacher conferences are held every year and give you the chance to meet the teacher and learn about the class your child is in. Please call the teacher with questions about your child at any time

### **Before and after school opportunities**

GOAL – Get Out And Learn offers before and after school enrichment activities, contact the office to sign your child up

Study Center is open every morning from 8:00 – 8:30 am for homework help

Tutoring is offered from 8:00 – 8:30 to students who need help with reading and math

Just For Kids (JFK -- our daycare center), is open at 7 am and closes at 6 pm, please call them at 854-6582 for more information

### **PTO**

PTO meets every month to plan and help out at Whitney - please join this hard working group

### **Media**

The local newspapers and TV stations occasionally visit Whitney to report on school topics, if you don't want to have your child photographed please let the office know

### **Parent volunteers**

We need your help! Please contact your child's teacher or the office to find out the opportunities at Whitney

When you volunteer at Whitney please dress professionally – the public thinks you are a teacher too!

### **Counseling services**

The counselor at Whitney teaches classes to all grade levels about topics like making friends, solving problems and doing well in school

Students are encouraged to talk to the counselor if they have a problem

Individual and group counseling is available to all students

If you don't want your child to be included in counseling services please contact the office

### **Social worker**

The Community Resource Worker, Becky Woodland, is available to help any family with housing, food, utilities or other issues

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## **Student Information**

### **Problem Solving Process**

At Whitney, our students are smart and they are great problem solvers. Students are encouraged to solve their own problems as much as possible, using the following problem solving process.

It is important to follow the steps *in order*, and go to the next step only when you have to:

1. Solve the problem nonviolently on your own using the Peace Wheel options
2. Find the **nearest** adult and ask for help
3. Ask your own teacher for help

4. Sign up to see the counselor
5. Make an appointment to see the principal

### **Discipline**

Students come to Whitney to do their job: learn.

When students make choices that cause a problem for themselves or anybody else and/or interfere with their learning or the learning of others, they will be asked to help solve the problem.

### **Internet Use**

Students may have the privilege of using the internet while at school as long as they use it in a manner that does not cause a problem for themselves or anybody else.

If a student chooses to use the internet in a way that causes a problem for anybody else, the privilege will be taken away.

### **Dress Code**

Students are expected to come to school dressed in a way that does not cause a problem for themselves or for anybody else, and to follow the Boise School District policies.

The following clothing is not allowed at school: very short skirts or shorts, tank tops with skinny straps, flip flops, gang related clothing, drug or alcohol symbols on clothing, and sagging pants and low-rise jeans.

If there is a problem with the way a student is dressed, he/she will be asked to solve the problem. This may mean calling a parent to get the proper clothing.

### **Recess Expectations**

Students are expected to play well with others and behave at recess in a way that does not cause a problem for themselves or others.

Sometimes going out to recess is not an appealing choice for students. When this is the case, recess alternatives will be provided. These alternatives are NOT used as punishments, but are other, fun activities supervised by an adult, that students may participate in.

### **Attendance**

Attendance is CRITICAL to success in school. If you do not attend each school day, you will miss important learning.

School starts at 8:45 am every day. Being on time is also CRITICAL to success in school. If you are not on time for school each day, you will miss important and fun learning!

Consequences for not attending school get progressively more serious (letters home, Attendance Court, School Board referral, dis-enrollment). Please let the office know if there are problems with coming to school every day.

### **Homework**

Homework is a part of schooling. It is a chance to finish or get extra practice with what was learned in the classroom.

Each student will be expected to read for a specific period of time each night.

Make sure you have a quiet place to sit and do homework.

Talk to your teacher if you have trouble getting your homework done.

The Study Center is open every day from 8:00 - 8:30 am for homework help

### **Testing**

Testing is also a part of schooling. It is a way to show what you know.

Be aware of testing times and be sure to be at school on those days.  
A good night's sleep the night before and a good breakfast the morning of the test are HUGE helpers for students.

### **Library**

Our library is an excellent resource for students and parents.  
Find information about certain topics!  
Use the computer!  
Check out books to read at home!

### **Expectations for Student Behavior**

Whitney students must behave with kindness and respect toward every adult and child at Whitney

Whitney students learn to solve their own problems according to the Peace Wheel problem solving process

Whitney students follow school rules and district policies all the time, even if no one is looking

Students who do not behave may lose privileges like recess or free time

Serious rule breaking may result in suspension or expulsion

### **Problem Solving Process**

Every child learns a non-violent way to solve problems at Whitney and is helped by their teacher to use that process with any issues

Students can always ask an adult for help with a problem

If your child comes home with a problem ask them if they have tried the Peace Wheel process and if they have asked an adult for help

If your child has a big problem please call their teacher or the office for help right away

### **Bullying and Cyber Bullying**

Bullying means one or more children repeatedly picking on another student

Bullying is not tolerated and should be reported to the teacher, counselor or principal

Cyber-bullying means using an electronic device such as a phone or computer to harass and bully another student

Cyber-bullying goes against district policy and is also against the law

If you are aware of bullying or cyber-bullying at Whitney please contact the teacher, counselor or principal

### **Detention**

Detention may be a consequence for violating any school or district policy.

Detention may be served at recess, lunch, or after school, depending on the circumstances.

If a student owes detention time after school, it will last no later than 4:00 p.m. Parents will be notified if their student will be kept for after school detention.

### **Suspension**

Suspension means that a student is removed from the classroom or school setting for one to three days

Students who hurt other children or adults or school property may be suspended from school  
Suspension will be either in-school or out of school  
If a student is suspended the parent will be called to pick them up -- please treat this seriously and have your child do appropriate tasks or work at home – this should not be a fun day off from school  
Students may not make up missed school work while suspended  
If your student is suspended please come in and discuss the situation with the principal

## **Whitney is a “Hands Off, Kind Words” School**

**School Motto: “At our school everyone has the right to be treated with kindness and respect as we work and learn together.”**

At Whitney Elementary, these are against the rules:

Rough Play  
Play Fighting  
Real Fighting  
This looks like:  
Hitting  
Kicking  
Slapping  
Head locks  
Jumping on someone  
Shouldering into someone  
Tripping  
Pushing  
Pulling someone’s arm, clothing or backpack  
Hitting someone with a coat, back pack or other item  
Or any other physical touching that is rough, inappropriate or unwelcome by the other person!

At Whitney we always talk to each other in a respectful way

Hurting others with words is against the rules

This looks like:

Name calling  
Threatening  
Starting rumors  
Profanity / cussing  
Verbal harassment  
Cyber bullying  
Or any other comment that is unwelcome by the other person!  
If you are breaking the rules an adult will say “Hands Off” or ask you to stop hurting someone with words. If you continue you may face the following consequences:  
Time out  
Missed recesses  
Phone call to a parent  
Meeting with the counselor or principal

In school detention  
Suspension or Expulsion  
Referral to the SRO  
Loss of field trip privileges

*Please sign and return to the office right away!*

**Contract for Success at Whitney**

**Contract: I have read the Whitney Student - Parent Handbook and agree to follow district policies and Whitney norms and rules.**

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Whitney Staff Member \_\_\_\_\_ Date \_\_\_\_\_

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**Field Trip Permission for 2008 – 2009 School Year**

Student Name \_\_\_\_\_

**My child has my permission to attend Whitney Field Trips.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_