



WHITTIER ELEMENTARY

STUDENT AND PARENT HANDBOOK

2024-2025

FREQUENTLY CALLED NUMBERS/EMAILS

OFFICE 268-7230
PRINCIPAL 268-7232
franklin_gilbert@gfps.k12.mt.us

FOLLOW US ON WHITTIER WEBSITE

<https://www.gfps.k12.mt.us/schools/whittier-elementary>

Whittier-- where all students and professionals want to be!

Welcome Whittier Elementary Families,

I am delighted to welcome you to another exciting school year! Here at Whittier Elementary, we are dedicated to creating a nurturing and stimulating learning environment. As the principal, it is my pleasure to introduce you to our wonderful school community.

Through the joy of learning, we instill confidence, nurture character, and foster academic achievement, laying the groundwork for lifelong success.

Our talented and caring teachers and staff are the heart of our school. They bring enthusiasm and expertise to their classrooms, continuously engaging in professional development to ensure they provide the best possible education for our students.

We value the strong partnership between our school and our families. Your involvement and support are essential to the success of our students. I encourage you to participate in our school events, join our Parent-Teacher Association, and engage in open communication with our staff.

As we look forward to the upcoming school year, I am filled with excitement and optimism about the wonderful opportunities and achievements that lie ahead. Together, we will make this year a memorable and impactful one for our students.

Please feel free to explore our website for more information, and do not hesitate to contact us with any questions or concerns.

Warm regards,
Mr. Gilbert
Principal

Pages 3 & 4 must be read and signed by the parent/guardian and the student, and returned to the principal by **September 6, 2024**.

Receipt of Handbook

I have received a copy of the Whittier Student Handbook for **2024-2025**. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to disciplinary consequences and rewards as determined by the principal or designee.

Release of Directory Information

Regarding student records, federal law allows GFPS to release directory information on your child unless you object in writing to the release of any or all this information. This objection must be filed with school principal within ten school days of the time this handbook was given to your child. Specific directory information might be included in the following examples of school activities:

- Listing your child’s name on party lists (Valentine’s Day, etc.)
- Posting of your child’s birthday on our birthday bulletin board
- Printing of your child’s pictures and name in the school yearbook
- Publishing of awards or accomplishments in the Tribune and/or school newsletter (including Honor Roll, GPA, and Student of the Week)
- Photographing, filming, and/or interviewing your child by the local TV stations, Facebook, and Tribune for educationally related stories
- Printing of your child’s name in the programs for music concerts and other holiday programs, award ceremonies, Geography Bee, Spelling Bee, Academic Bowl, math contests, Mathlete, and art contests

As a matter of practice, we do not release information to persons or agencies that do not have a special need to know.

In exercising your right to limit release of this information, you must attach a letter of request stating which directory information you do not want released and to whom.



(Cut off and return to Building Principal)

I have received a copy of the Whittier Handbook for 2024-2025, and have read the release of information portion.

Name of Student: _____ **Grade Level:** _____
PRINT

Signature of Student: _____

Signature of Parent/Guardian: _____

Date: _____

***Please be sure to mark options that apply below.**

I am requesting that the District ***NOT RELEASE student information*** to (choose all options that apply):

- Great Falls Tribune, KRTV, KFBB, Whittier’s Facebook page, or other media
- School yearbook, honor roll, program events, or other such publications
- Other-please specify

2024-2025

Our school receives funds under Title funds and is required to implement this agreement. The following are ways to build and maintain a partnership to share the responsibility for supporting your child's learning.

PARENT/GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign in lieu of the parent.) I want my child to succeed.

Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly and is on time.
- Support the school discipline policy.
- Set a time for homework and review homework regularly.
- Provide a quiet, well-lit place for study.
- Encourage my child's efforts and be available for questions.
- Read with my child and let my child see me read.

Signature/Date _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Attend school regularly.
- Come to school each day ready to learn.
- Complete and return homework assignments.
- Follow universal school rules: Pride & Respect, Accept Responsibility, Work Hard, Safety Always

Signature/Date _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Maintain an open line of communication with parents.
- Provide necessary assistance to parents so that they can help with assignments.
- Provide information about student's progress to ensure success.
- Use special activities in the classroom to make learning enjoyable.

Signature/Date _____

PRINCIPAL AGREEMENT

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Create and implement a positive discipline plan (with staff, students, parents) that is school-wide.

Signature/Date _____

Reviewed on _____

Initial _____ _____ _____ _____
 Parent Student Teacher Principal

EDUCATIONAL FIELD TRIPS

- ✓ During the school year, many of the students at Whittier will have the opportunity to take part in various educational field trips.
- ✓ In order for your youngsters to take part in these activities, we will need a signed permission slip. Please fill out the permission slip below and return the slip to school this week. Thank you for your cooperation in this matter.

(Cut off and return to Building Principal)

As a student enrolled in Whittier Elementary School, my child

_____, has permission to participate in

field trips during the school year 2024-2025. It is understood that all school

regulations and policies must be adhered to by students participating in these

trips.

Signed _____

Date _____

Relationship to Student _____

Whittier Elementary Staff

2024-2025

Office Staff		
Principal	Administrative Assistant	Office Aide
Franklin Gilbert	Laurie Ueland	Jeri Campbell

Classroom Teachers			
Kinder	Melissa Garten	Lori Lind	
1 st Grade	Cassie Johnson	Sheleen Kloppel	
2 nd Grade	Chase Short	Andrea Smith	
3 rd Grade	Shanell Lavallie	Katelynn Peterson	
4 th Grade	Eric Bush		
5 th Grade	Tara Gray	Emily Coen	
6 th Grade	Deb Thomas		

Specialists			
Librarian	Counselor	PE	K-6 Intervention
Tara Hagins	Heather Mills	Dan Brady	Kaitlin Geer
Resource	CSCT Support	Susan Olson	Julie Radonich
Breanne Foster	TBA		
Nancy Carter		Nurse	Academic Coach
		TBA	Arika Hagel

Classified Staff		
Engineers	Kitchen	HANDS
Troy Blancher	Diane Davis	Wanell Fahrer
Paul Diemart	Carolyn Kovatch	Indian Education
		Serena Steffenson
Playground Supervisors		
Jeri Campbell, Gage Moss and Desirae Gray		

Traveling Staff		
School Psychologist	Extended Curriculum Services	Speech
Sandra Bodecker	Lainie Warneke	Karlene Heinz
Music		
Music – Joseph Dresen		

K-6 School Hours with Common Dismissal

- 8:10** STAFF ON DUTY-STUDENTS ALLOWED ON PLAYGROUND
- 8:20** 1ST BELL (STUDENTS ENTER THE BUILDING)
- 8:25** TARDY BELL/ANNOUNCEMENTS/BREAKFAST-IN-THE-CLASSROOM
INSTRUCTIONAL DAY BEGINS
- 3:20** DISMISSAL FROM K-6 STUDENTS (MON/TUES/THURS/FRI)
- 2:40** **WEDNESDAY DISMISSAL K-6**

Early Arrival

School starts at 8:20. No students are to arrive before 8:10 and cannot be in the building before the 8:20 bell rings. Please help us with this request by telling your children to go directly to the playground once they arrive. We believe proper supervision is necessary to ensure the safety of all our students. Since teachers are not on duty until 8:10, *we cannot provide supervision before that time.*

Late Arrival

All students arriving at school after 8:25 shall report to the school office and check in with the school secretary. Then students report to the homeroom teacher. In this way, we can be sure our attendance records are correct. Should tardiness become a problem, corrective procedures will be put in place.

Before/After School Care

The HANDS program is available for students who need to come before 8:10 AM and stay after dismissal. Make sure to sign up your child as soon as possible. The main HANDS office is located at Lewis and Clark Elementary, phone number is 268-6932.

Hands Website - <https://handschildcare.org/>

Early Checkout

If a student leaves the school during school hours, they need to check out in the office. If you come to the school to pick up your child during the day, please check them out in the office so we can **carefully account** for all students.

Enrollment/Withdrawal of Students

When a student enters school during the school year, the student and parent should make immediate contact with the office. Once the registration process has been completed, tentative placement will be made based on information available. Final placement will take place after the principal has had the opportunity to review the student's records. When a student withdraws from Whittier, the procedures are as follows:

1. Inform the teacher or office of the last date the student will attend.
2. Inform the school of the new address of the student.
3. Ask the new school to contact Whittier so records will be forwarded.
4. Turn in library books and textbooks, paying fees if owed to school.

Evacuation

In the event of a school evacuation (gas, water, fire, etc. . . .), Whittier Elementary School staff and students will evacuate to an alternate site. Whittier has two alternative sites—depending on the reason for the evacuation. We will be in contact with families from those locations for student pick-up.

Attendance

Attendance matters to our school district and community. In order for your child to receive the **maximum benefit** of our education system, they are expected to attend school every day except for illness, medical appointments, or a family emergency.

If it is necessary for your child to miss school, please call the school office at 268-7230. If an absence is necessary, parents or guardians must notify the school by 9:00 a.m. on the day of the absence. **If parents or guardians do not call the school when a child is absent, a call will be made through our automated attendance system.** You will be instructed to contact the school to verify the reason for your child's absence. If no contact is made, your child's absence will be marked as *unexcused*.

NOTE: Attendance plans will be devised for students with the principal and parents/guardians upon 10+ excused absences. 10+ absences are **chronic absenteeism**.

Birthdays

Birthday treats are usually welcome, but advance notice is appreciated by the teachers. Please ask the teacher about food allergies. Usually treats are handed out the last 15 minutes of the day. Make sure to have plenty for all. **WE DO NOT give out birthday party invitations at school unless all children in the class are invited.**

Communication

- Wednesday envelopes go home every Wednesday and will contain communications from teachers, the school, or the district! Be sure to **look through your child's envelope every Wednesday** and have them return it ASAP for refilling the following Wednesday.
 - Electronic Copy of District Flyers - <https://www.gfps.k12.mt.us/Page/1399>
- Whittier's marquee in the front of the school will list current activities occurring at Whittier.
- You can email your teacher (and keep an eye on your student's grades!) with the GFPS PowerSchool Portal. GFPS will send a letter home about logging on to this site; or you can visit our Office to get your student's username and password. We can provide computer access to view grades.
- Parent/Teacher Conference-Formal conference are held twice a year. A parent/teacher conference helps to communicate to parents the areas their children are excelling in and to give them specific ideas of how to improve upon their child's performance in school.

Parent/teacher conferences are used as a way to increase the academic success and be a stepping stone to foster improvement within each child.

Elementary Breakfast and Lunch

Free breakfast and lunch are provided to **all** students at Whittier Elementary School. Breakfast will be in the classroom and lunch is served in our gym each day. Menus are sent home monthly and appear in the GF Tribune. Students may receive free breakfast and lunch, or bring their own lunch from home. Please **no soda**—it just explodes. All chips (ex: Hot Cheetos) must be brought to school in a lunch bag. Students must code in their ID number as they go through the cafeteria line.

Medication/Prescription and Non-prescription

We ask that **all medication**, including cough drops, be checked in at the office with directions for administering. If it is prescription, you must have the doctor complete the medical form and meds must be brought to the office in their original container. You will need to come and give your child their medication unless we have the proper forms on file. Whittier Elementary has a full time school nurse.

Money and Valuables

Children should be advised to leave all valuable electronics, toys, and money at home. We have no safe location for keeping these items. **Lockers are not secure** and classrooms are not monitored during breaks and lunch. Personal items are all vulnerable to theft. It is best to leave them at home. No toys at school.

Lost and Found

Students may check in the lost and found and with the school secretary for “lost and found” items. Items not claimed are given to charity at the end of each quarter. It is the responsibility of the student to claim their lost items. Lost and Found is in the foyer by the front doors of Whittier.

Cell Phones

If you require your child to have a phone at school, you must do the following:

- All cell phones will be collected at the beginning of the day and given back upon dismissal. Phone calls home during the day can be made with teacher or another staff permission.
- Whittier Elementary will not be responsible for the loss or damage of cell phones.
- **If on school grounds upon dismissal, students may use their cell phones with staff supervision, with a signed cell phone agreement. After dismissal they may walk off school grounds and use them without supervision.**

School Telephones

Students may use the school phones in cases of emergency. **Parents need to make sure transportation arrangements are made prior to the school day.** Calls made to the office after 2:00 pm are not guaranteed to reach the child's homeroom in time for dismissal.

Dress and Grooming

Each student's dress and grooming must be appropriate for school. Students should dress in such a manner that the educational process is not interrupted in any way due to clothing choices. Binders or clothing items with alcohol or drug slogans, as well as any profanity, obscenities, or gang graffiti are not allowed. Shoes are required at all times. If a student's general appearance causes a distraction in the school building, he/she will be required to correct it.

School Safety

Walkers: Always use the crosswalks and intersections when walking to school and home. Parents, please model appropriate crossing and waiting. Obey the directions of the crossing guards.

On Wheels: Students riding bikes, skateboards, roller blades, etc. to school must have locks for safety and wear helmets. If on wheels, you may only ride them off school grounds and must be stored and **locked** in the bike racks. No wheelie shoes or roller blades/skates worn in school. Whittier is not responsible for lost or stolen items.

Bus Riders: Parents and students must be familiar with the rules and procedures of riding school buses. All stops are posted in the paper and are available by calling the office. Riding the bus is a privilege and if abused, it can be denied. Children are not allowed to bring guests on the bus.

Car Travelers: Because traffic is such a concern here at Whittier, we **implore** parents to be especially cautious when bringing and picking up your child. Plan for congestion and confusion both morning and afternoon; we do report all violations of parking and safety to the police department in an attempt to keep our students safe. Allow plenty of time to get here and drop off children **only after pulling up to a curb.**

DO NOT STOP in the middle of the street and unload children—it is just not safe.

Crossing 9th Street:

Students walking to school or discharged from cars on 9th Street should walk to the crosswalk on the corner of 4th Avenue and 9th Street where the crossing guard is on duty before and after school. Students are asked to cross at the 4th Avenue location only. This is important for their safety due to the increasing amount of traffic on 9th Street.

Parent PICK-UP and DROP-OFF Zones

Passenger cars are asked to discharge and/or pick up students at two locations:

1. The PARENT PICK-UP and DROP-OFF ZONE on the 3rd Avenue side (K-3 grades), in front of the school in the passenger zone
2. The PARENT PICK-UP and DROP-OFF ZONE on the 4th Avenue side near the north playground (4-6 grades).

The front of the school is very congested –please do not drop your students off in the front.

PLEASE DO NOT PARK IN THE BUS ZONES.

Playground and Recess

Recess is a privilege! Students are responsible for classwork and appropriate behavior first.

Students are expected to be dressed for outside activities all days. We keep students in when heavy rain falls or temperatures are below zero. If temperatures warm to one degree above zero, they are outside. We monitor and adjust as needed. You can help by seeing that your child is properly attired and ready to go outside. K-2 students will be asked to wear another layer of clothing when the temperature is below 60 degrees.

Children with notes to stay in do not remain in their classroom, but are sent to a buddy room while the teacher has a break or prep.

We understand the necessity of safety on the playground and work hard to enforce all rules and procedures. Children are encouraged to report injuries and bullying to the playground supervisor, their teacher, principal, and a parent.

Bikes

- The bike racks are for securing bikes. Bikes brought to school must be put in the bike rack, and secured. Bikes must be **walked** around the building on the side most convenient to you. The District is not responsible for any lost or stolen bikes or scooters.

Arrival Procedures

Goal: Students will arrive in a safe and orderly manner by the start of school at 8:10 AM.

Responsible Before School Behavior

1. Students will proceed immediately to the playground upon arrival at school.
2. Students are allowed on the playground at 8:10 AM. If students consistently arrive too early, parents will be contacted. HANDS program is available for before and after school care.
3. Before school, students are allowed in the building only with permission by staff members or accompanied by parent.
4. Students may bring musical instruments into building if the weather is too cold and left in the foyer when they arrive at school in the morning.
5. Bus students should go directly to the playground after exiting the bus.
6. One bell will ring at 8:20 AM. Students arriving after 8:25 AM in the morning must check in at the office. They are tardy after 8:25 AM.
7. Students may keep their school bags or backpacks with them on the playground until the bell rings.
8. Students will play on the playground, avoiding classroom windows.

- Children are expected to be outside before school. If the weather is bad, signs will be posted that tell children to report to the Gym instead.

Dismissal Procedures

Goal: Students will depart in a safe and orderly manner at 3:20 PM Monday, Tuesday, Thursday, and Friday; 2:45 PM on Wednesday.

Responsible After School Behavior

- Upon dismissal, students are responsible for waiting in assigned areas and using the crosswalk correctly. Students and parents will cross at crosswalks only, for safety.
- Walkers are to leave the school grounds promptly upon dismissal unless attending HANDS Program.
- The playground is unsupervised after school.
- Students will wait respectfully on the sidewalk with supervising adult.**
- Parents will check students out at the office if taken before normal dismissal times.
- Any student waiting for a ride, not picked up within a reasonable amount of time, should report to the office for support.
- For your child's safety parents please **wait outdoors** for your student at dismissal time. When parents are in the hallway at dismissal it takes students longer to get outside. We are less likely to see someone take a student if many adults are in the hall.
- Parents please let your child finish the day instead of pulling them right before dismissal...**EVERY MINUTE COUNTS!**
- Students not picked up before 3:30 PM on a consistent basis will be asked to take advantage of our HANDS after school program.

Whittier School Homework Plan:

According to district policy, homework is practice done outside of the classroom. Ample time is given to students to finish class work during the day. Should a student not finish classwork during the allotted time, it is the student's responsibility to complete at home along with assigned homework and return the next day. Listed below are some choices you will see.

Grade Level	Time / Day	Responsibilities and Expectations
Kindergarten	10-15 minutes 4X/Week	*Homework – will be sent home weekly in a folder <ul style="list-style-type: none"> <i>Students</i> – Review letters, numbers, phone numbers, address, phonics, sight words, and do math practice/games, read and respond to nonfiction and fiction, read for enjoyment <i>Parents</i> – will support the child's efforts by reading directions, allotting time, and assisting the return of the folder. <i>Teachers</i> – will provide weekly homework
First	15 minutes 4X/Week	<ul style="list-style-type: none"> <i>Students</i> -- read daily from stories and poems, read and respond to nonfiction and fiction, read for enjoyment, study vocabulary and weekly spelling list, basic math facts to 18, do math practice/games, practice handwriting, work on family projects for sharing <i>Parents</i> – support child's efforts by participating in student's activities daily, especially listening to them read. <i>Teachers</i> – communicate expectations, provides materials, tracks, and assesses student progress

Second	15 minutes 4X/Week	<ul style="list-style-type: none"> • <i>Students</i> – read daily from stories, poems related to curriculum, read and respond to nonfiction and fiction, read for enjoyment, study weekly spelling list, basic math facts to 18 (+/-), do math practice/games, practice handwriting • <i>Parents</i> – listen to child read, reinforce math skills/spelling, and encourage correct handwriting • <i>Teachers</i> – provides materials for binder, assess skill mastery
Third	15-20 minutes 4X/Week	<ul style="list-style-type: none"> • <i>Students</i> – read and respond to nonfiction and fiction, read for enjoyment, study math facts, spelling words; do math practice/games, and work on special projects • <i>Parents</i> – support and encourage child’s efforts; sign when task is completed • <i>Teachers</i> – provide materials for binder, and assesses progress
Fourth	15-30 minutes 4X/Week	<ul style="list-style-type: none"> • <i>Students</i> – read and respond to nonfiction and fiction, read for enjoyment, study spelling words for weekly test, math facts, do math practice/games, write social studies headings with notes weekly, key words once a week work on projects when assigned in social studies and science review for tests • <i>Parents</i> – assist students when needed, check assignment sheet • <i>Teachers</i> – assigns work, checks for completion, reteaches as needed
Fifth	20-30 minutes 4X/Week	<ul style="list-style-type: none"> • <i>Students</i> – responsible for keeping track of assignments daily; study weekly spelling, practice math facts, do math practice/games, read and respond to nonfiction and fiction, read for enjoyment, review for tests and quizzes, study vocabulary in content areas, work on extra credit opportunities, work on skill sheets which address individual problem areas, complete school to home performance assessments as assigned in science and social studies • <i>Parents</i> – assist student in above areas as is appropriate, sign assignment sheet when tasks are completed at home, encourage student in adequate task completion and acceptance of responsibility • <i>Teachers</i> – assesses student skill levels and needs and assigns appropriate level of work, articulates expectations for successful achievement, monitors student work completion
Sixth	30-60 minutes 4X/Week	<ul style="list-style-type: none"> • <i>Students</i> – responsible for keeping track of assignments daily; study weekly spelling, practice math facts, do math practice/games, read and respond to nonfiction and fiction, read for enjoyment, review for tests and quizzes, study vocabulary in content areas, work on extra credit opportunities, work on skill sheets which address individual problem areas, complete school to home performance assessments as assigned in science and social studies • <i>Parents</i> – assist student in above areas as is appropriate, sign assignment sheet when tasks are completed at home, encourage student in adequate task completion and acceptance of responsibility • <i>Teachers</i> – assesses student skill levels and needs and assigns appropriate level of work, articulates expectations for successful achievement, monitors student work completion

Whittier Elementary Guidelines for Success and Whittier Behavior System

Whittier Elementary will utilize a school-wide behavior system that all adult staff members are responsible for upholding. The system incorporates Responsibility Centered Discipline. Teaching, modeling, practicing, and re-teaching are vital in successful implementation. Additionally, all adults need to give clear and consistent messages to students regarding their behavior. Students will quickly learn that they will get the **same consistent response from principal, teachers, other staff members, or other adults on campus.**

The responsibility for basic behavior development rightfully belongs with the student and his/her parents. Effective learning cannot take place without good behavior. Therefore, we will hold students accountable for their behavior while at school. Hopefully, by doing this, we can ensure that a proper educational environment will be provided, and there will be more time spent on student academic success.

Please take time to discuss these guidelines with your child—we are a team that will make sure your student receives the best opportunities to learn.

All children make mistakes and poor choices at times. This does not mean they are a bully or are even displaying bullying behavior. The word “bully” is used often, but bully behavior must be defined as:

- ✓ Is aggressive and involves unwanted, negative actions
- ✓ Is repeated over time
- ✓ Involves an imbalance of power or strength

The following is a list of the school-wide guidelines which all students are expected to follow while in the school:

- **P=Pride and Respect**
- **A=Accept Responsibility**
- **W=Work Hard**
- **S=Safety Always**

***School-wide guidelines also apply to students while they are going to and from school, and at all before and after school functions, including field trips.

As we begin a new year at Whittier we will universally teach our behavioral procedures developed as part of our school-wide behavior plan by our classroom teachers, specialists, and staff. This procedure is based upon our belief that discipline needs to be progressive, from the lowest level of adult involvement to maximum adult involvement. It is our belief to begin with natural consequences that fit the action and the individual and proceed from there. Some of our practices will keep better track of student behavior and keep the school staff and parents better informed of their child’s conduct.

All disciplinary measures are in accordance with the GFPS Student Code and applicable state statutes. Communication with parents, by teachers and principal, regarding a disciplinary action will either be verbal or in writing. Discipline reports will be issued for serious or chronic infractions. Progressive discipline means that consequences get more serious when behaviors accelerate. Most first offenses result in a warning, a re-teaching, or a missed recess. A second offense may involve a tune up, Lunch Learning Opportunity or a phone call home.

When an office referral is involved, usually parents are contacted by the teacher or principal. Office consequences include:

- loss of privileges,

- conference with parent, counselor, and principal

Area/Setting	P Pride and Respect	A Accept Responsibility	W Work hard	S Safety always
Hallway/Stairs	<ul style="list-style-type: none"> ✓ 0 level voice ✓ Maintain personal space ✓ Hands, feet, and objects to self 	<ul style="list-style-type: none"> ✓ Manage your time ✓ Keep halls and locker area clean 	<ul style="list-style-type: none"> ✓ Set a good example 	<ul style="list-style-type: none"> ✓ Walk ✓ Stay to the right ✓ Face forward ✓ Take one stair at a time ✓ Use the handrail appropriately
Lunchroom	<ul style="list-style-type: none"> ✓ Level 3 voice ✓ Maintain personal space ✓ Stay in line order ✓ Say please and thank you 	<ul style="list-style-type: none"> ✓ Eat what you take ✓ Clean up your area when you leave ✓ Wait patiently to be dismissed 	<ul style="list-style-type: none"> ✓ Make healthy choices 	<ul style="list-style-type: none"> ✓ Walk ✓ Stay in designated area ✓ Listen and follow directions
Bathroom	<ul style="list-style-type: none"> ✓ Allow for privacy of others ✓ Use facilities appropriately 	<ul style="list-style-type: none"> ✓ Go, FLUSH, and wash ✓ Clean up after yourself 	<ul style="list-style-type: none"> ✓ Return to class promptly 	<ul style="list-style-type: none"> ✓ Report any issues to an adult right away
Assembly	<ul style="list-style-type: none"> ✓ Use appropriate applause ✓ Sit on your pockets so people behind you can see ✓ Listen attentively 	<ul style="list-style-type: none"> ✓ Enter and exit quietly ✓ Participate when appropriate 	<ul style="list-style-type: none"> ✓ Listen to learn 	<ul style="list-style-type: none"> ✓ Stay in one spot ✓ If you need to leave, let your teacher know
Recess	<ul style="list-style-type: none"> ✓ Display positive behaviors ✓ Include others ✓ Take turns Set a good example 	<ul style="list-style-type: none"> ✓ Throw garbage in trash cans ✓ Use equipment appropriately Line up when the bell rings 	<ul style="list-style-type: none"> Listen and follow directions 	<ul style="list-style-type: none"> ✓ Stay in designated areas ✓ Avoid rough play ✓ Leave rocks and snow on the ground ✓ Wear weather-appropriate clothing Report issues to an adult right away
Bus	<ul style="list-style-type: none"> ✓ Use kind words ✓ Hands, feet, and objects to self 	<ul style="list-style-type: none"> ✓ Go to and stay in designated area 	<ul style="list-style-type: none"> ✓ Listen and follow directions 	<ul style="list-style-type: none"> ✓ Keep hands, feet, and objects to self

- time out/detention
- in-school and out-of-school suspension (You will be notified of all suspensions).

In some cases, involving an intervention specialist, psychologist, or counselor is required when the typical strategies used by teachers just are not working. We work as a **team** to find the best solution. We appreciate your support and follow-up with serious behavior issues that influence the learning of your child and the learning of others.

Whittier Elementary Behavior Expectations

- All staff will use the Whittier Leveled Behaviors Chart (available in the office) as the basis for determining levels of misbehavior.
- All staff will use Lunch Learning Opportunity, Tune Ups, and Office Referrals consistently in all areas of Whittier Campus.
- Discipline data will be shared with staff members periodically throughout the year.
- Rules will be taught, retaught, and posted in common areas.

Voice Levels

Goal: Whittier students will use a voice level that is appropriate to the situation and will allow others to work and learn without disruptions.

LEVEL	VOICE	WHEN APPROPRIATE
0	Silent-no voices	Used in emergency situations
1	Only necessary quiet voices-“please”, “thank you”, “excuse me”.	Used in hallways and bathrooms
2	Quiet voices	Used when talking to small groups or in the classroom, common areas, breakout spaces, computer lab, library
3	Normal conversation voices	Used in the lunchroom
4	Loud and Proud	Used when presenting to large groups and when outdoors

Assembly Procedures

Goal: Whittier students will demonstrate respectful behavior during assemblies by listening and following directions.

Looks Like	Sounds Like
We will get attention by showing the “Wildcats” hand signal	We will get attention by calling “Wildcats”
During program and transitions, students will have eyes looking at speaker, bodies still and ears listening	During program and transitions, students will have voices off
Students will follow adult directions	
A single “Round of Applause”	Voices will be quiet – Level 1
Student will remain seated until directed otherwise	Voices will be quiet – Level 1

Bathroom Procedures

Goal: The bathrooms at Whittier will be safe. **Go! Flush! Wash!**

Looks Like	Sounds Like
Student need a pass to use the bathroom	Voices will be quiet – Level 1
One student per class at a time	
Students will respect privacy of others	
Students will respect property and use it appropriately	
Keep feet on the floor	
Put garbage in trash can	

All objects (pencils, etc.) will remain in classroom	
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Hallway Procedures

Goal: The halls at Whittier will be a safe and quiet environment where people interact with courtesy and respect.

Looks Like	Sounds Like
Students walking safely, in a line (not a snake)	Quiet Feet
Students will move quickly and quietly to their classrooms when the bell rings	Voice Level 1
One foot on each stair, one stair at a time	Quiet feet without jumping or stomping
Students must have a pass before, during and after school	
Teachers will escort classes quietly as they move through the halls--anytime	
Teachers will greet students as they enter the building	

Chromebook Cart

Goal: Students will use technology appropriately to engage in academic activities.

Looks Like	Sounds Like
Respect all equipment and adult instructions	
Students will engage in activities designated by the teacher.	Voice level 2 or as designated by the teacher.
Use only teacher-instructed websites	
Students will be responsible for the Chromebook checked out to them.	
No food or drink.	

All materials returned to where they belong.	
Students will be supervised by an adult.	

Lunchroom Procedures

Goal: Our lunchroom will be a safe, calm and clean environment where we cooperate, and enjoy our noon meal.

Responsible Cafeteria Behavior	Looks Like	Sounds Like
Student will be signed out by a parent in the office if he/she is leaving the building for lunch		Level 2 voices
Wear weather-appropriate clothing to the lunchroom		
Cold lunch bin will be placed near the doors from the playground		
Stand in line, enter I.D. numbers, get tray, sit at assigned table, and accept the opportunity to sit by different people daily		Talking softly , say “please” and “thank you”
Hands, feet and objects to yourself		
We will get attention by calling “Wildcats”		Students will respond with “Zero Voices Everyone”
All food stays in the cafeteria unless the student has a pass		
No sharing food		
Raise hand for assistance		
Stay at the table until dismissed		

- 1.) Listen and show respect

Use level 2 voice
Nice table manners
Caution! Please walk!
Hands, feet and objects to yourself

2.)

Everyone is walking
No talking in line
Take everything you need in lunch line.
Exit line to table quickly and quietly.
Respectful manners.

Playground Procedures

Goal: Students will play safely, cooperatively, and respectfully.

Responsible Playground Behavior

Supervision begins on the playground at 8:10 a.m. Students should not arrive prior to 8:10-no supervision. Supervision will be provided during recess and lunch times. Supervision will end at 3:30 p.m. (or 2:50 p.m. on Wednesdays). If your children need to stay longer than 10 minutes to wait for a ride; they need to be signed into HANDS.

Playground and Recess

Students are expected to be dressed for outside activities every day except in rain, temperatures, or wind chill below zero, or when the air quality is poor (per district procedures). We monitor and adjust as needed. You can help by seeing that your child is properly dressed and ready to go out. Please send your child with boots, mittens, and a hat during the winter; as the weather often changes quickly.

Children with notes to stay in do not remain in their classroom but are sent to an alternate location while the teacher has a break.

We understand the necessity of safety on the playground and work hard to enforce all rules and procedures. Children are taught Kelso's Choices for solving conflicts and are encouraged to first try solving problems cooperatively. If the problem cannot be resolved peacefully, the child is then to request an adult assist. Children are encouraged to report injuries and conflicts to a supervisor while on the playground, the principal and their teacher as well as their parents.

Before School Looks Like	Sounds Like
Students arrive after 8:10 a.m.	
No balls or jump ropes	

No cell phone use	
Bikes, skateboards, and scooters will be walked onto the school grounds and locked up	
Students will quickly enter the school when the bell rings	Voice Level 1 when entering the school.

Outdoor Recess	Looks Like	Sounds Like
	Students will show respect for others.	
	Students will follow the directions of the recess teachers.	Use a polite voice, say "Okay" and do it right away
	Stay in the line of sight of the recess teachers	
	Students must have a pass in order to leave the playground.	
	No rough play (such as pushing, shoving, wrestling, kicking, throwing, and grabbing)	
	Stay away from puddles, mud and ice	
	All snow, rocks, sticks and bugs must be left on the ground and not picked up or kicked by students.	
	No interlocking bodies on the bars.	
	Students will use the equipment properly. No jumping off the equipment. No "Tag" on the equipment.	
	Personal toys must stay at home.	

Students will help keep the playground clean by throwing trash in the garbage can.	
Students will settle differences peacefully using Kelso's Choices or Rock-Paper-Scissors.	
Students will proceed directly to their classroom when the bell rings. Students will walk single file and on the right side of the hallway or stairs.	Voice Level 1
Students should dress appropriately for outdoor recess every day.	
Students must follow proper safety procedures when using umbrellas.	

Indoor Recess Looks Like	Sounds Like
Students will show respect for others.	
Students will follow the directions of the recess teachers.	Use a polite voice, say "Okay" and do it right away
Students will engage in activities designated and posted in the classroom.	Voice Level 2
Students must walk in the classroom.	
Students must have permission from a Recess Teacher to leave the classroom.	
Supervising adults will rotate from room to room. (Visual contact will be maintained as much as possible.)	
Students will settle differences peacefully using Kelso's Choices or Rock-Paper-Scissors.	

Visitors

Anytime you come to school to visit, volunteer, or pick up your child, you will sign in at the office or sign out your child. You will receive a visitor badge from a school employee. *Parents will be invited by teachers into the classroom routinely for special projects, student support, and more. While volunteering, parents who take pictures will follow the school guidelines. We ask that parents get permission from teachers and principal for classroom instructional time visits.* This is an essential safety issue. If you send a relative or friend to pick up your child, you must notify us in advance or we will try and contact you before allowing your child to leave. If this occurs every day, just let the office know. Make sure your cell phone is put on “silent” or “vibrate” while in the school.

WE ASK THAT NO ONE GO DIRECTLY TO THE CLASSROOMS FOR THE SAFETY AND SECURITY OF STUDENTS AND THE STAFF.

Volunteers in Our School

You volunteering and caring makes such a difference to all of us. Thank you for your time, support, and effort. As you come to volunteer this year, please consider these guidelines:

1. Please check into the office and sign in. Let us know what you plan to be doing while here. **Get a visitor badge from a staff member.**
2. Please sign out when leaving the school.
3. Please sign it at the office if accompanying a class on a field trip.
4. You will be asked to respect the procedures of the teacher that you are assisting. Your help is appreciated and we hope that you will return again.

PTA

Whittier Elementary has an active PTA whose involvement increases benefits for all of our students. Please join and become actively involved in our PTA.

School Store

Every Thursday a school store sponsored by PTA will visit every classroom.

Activities

Whittier holds several school-wide as well as classroom activities each school year in which parents are invited and encouraged to attend. Keep an eye out for information in your Wednesday Envelope, our website and Facebook about our special assemblies, events and concerts.

Wildcats – We are ready for a **peaceful, productive** school year!

