

Whittier Elementary Student Handbook

Whittier Elementary School welcomes you to our school and to our 2010-2011 academic programs. Our staff is dedicated to making every effort to connect with our students in all facets of their development. Of course, our main focus is on academic growth for every student at Whittier. How well your child develops this year will depend on their effort both in and out of school, your support and involvement, and our success in meeting your child's individual needs.

Please take a few minutes to read and discuss with your child the information in this handbook/calendar. It was prepared to acquaint you with our basic rules and policies. Knowing and following the school rules will help us provide a safe, pleasant, rewarding place for your child to learn. We hope encourage you to keep this handbook in a convenient spot for quick reference.

Let's work together as a team to provide the best possible educational experience for your child.

Respectfully,

Marc Horton
Principal

General Information

Address: 400 W. Whittier Avenue
Hemet, CA 92545
Phone: 951-765-1650
FAX: 951-765-1654
FAX: 951-765-1654

Office Hours: 7:30 a.m.-3:30 p.m. M-Thursday
7:30 a.m. – 2:30 p.m. Friday

School Administration

Principal: Marc Horton
Assistant Principal: Nicole Picchiottino
Assistant Principal: Megan Haley
Office Manager: Jeanne Clark

Attendance: Nora Marquez
Health Technician: Beatriz Marquez

Please sign and return to your child's teacher by September 3, 2010

Student Name

Teacher Name

I have read and discussed the Parent-Student Handbook with my child and I understand Whittier Elementary School policies and procedures.

Parent Name

Parent Signature/Date

Whittier Elementary School Calendar 2010-2011

First Day of School	August 23, 2010
Labor Day – No School	September 6, 2010
Conference Week – Minimum Days Early Dismissal 12:53	October 11, 2010 to October 15, 2010
Veteran's Day – No School No School	November 11, 2010 November 12, 2010
1 st Trimester Ends / Report Cards Go Home	November 10, 2010
Awards Assemblies*	
1 st , 2 nd and 3 rd Grades	October 7, 2010
Kindergarten, 4 th & 5 th Grades	October 8, 2010
1 st , 2 nd and 3 rd Grades	November 18, 2010
Kindergarten, 4 th & 5 th Grades	November 19, 2010
1 st , 2 nd and 3 rd Grades	January 20, 2011
Kindergarten, 4 th & 5 th Grades	January 21, 2011
1 st , 2 nd and 3 rd Grades	March 10, 2011
Kindergarten, 4 th & 5 th Grades	March 11, 2011
1 st , 2 nd and 3 rd Grades	April 28, 2011
Kindergarten, 4 th & 5 th Grades	April 29, 2011
Thanksgiving Break – No School	November 22, 2010 to November 26, 2010
Winter Break – No School	December 20, 2010 to December 31, 2010
President's Week – No School	February 21, 2011 to February 25, 2011
2 nd Trimester Ends / Report Cards Go Home	March 11, 2011
Conference Week – Minimum Days Early Dismissal 12:53	March 21, 2011 to March 25, 2011
Spring Break	April 4, 2011 to April 8, 2011
Memorial Day – No School	May 30, 2011
Last Day of School/Report Cards go Home	June 3, 2011

***Assembly times: First Grade – 8:10, Second Grade-9:00, Third Grade – 10:00 (Thursdays)
Fourth Grade – 8:10, Fifth Grade – 9:00, Kindergarten 10:00 (Fridays)
SCHOOL AND OFFICE HOURS**

The school office is open from 7:30 a.m. to 3:30 p.m. Monday through Thursday, and 7:30 a.m. to 2:30 on Friday.

SCHOOL DAYS

Supervised parts of the campus are open to students at 7:150 a.m. for breakfast and walking club. There will be no free play offered before school. School hours are as follows:

- 7:45 First Bell
- 7:50 Morning Reading in Classrooms Begins:
- 8:00 Formal Classroom Instruction Begins
- 10:34 PM Kindergarten begins Monday - Thursday
- 9:34 PM Kindergarten begins Friday

Dismissal

- 2:14 Monday- Thursday
- 11:40 AM Kindergarten M-F
- 1:14 Friday Grades 1-5 and PM Kindergarten

Lunch Schedules

		Friday (if different)
AM Kindergarten	11:15 – 11:35	
PM Kindergarten	10:40 – 11:00	
1 st Grade	10:45 – 11:38	
2 nd Grade	11:05 – 11:58	
3 rd Grade	11:30 – 12:23	
4 th Grade	11:50 – 12:35	11:50 – 12:20
5 th Grade	12:20 – 12:55	12:20 – 12:53



As we continue to focus on maximizing our instructional day, we will be adhering to bell to bell instruction. Our goal is to take every opportunity to increase student achievement. Instruction will begin at 8:00 and will continue to 2:14 p.m (1:14 p.m. Friday). At that time, the students will begin packing up and then be dismissed.

Students are requested to leave campus immediately after dismissal. After school supervision is not available except by being registered with the on-campus S.A.F.E. Program. *No school supervision is available before 7:15 a.m. each morning or after 3:00 p.m. in the afternoon.*

ATTENDANCE AND TARDIES REGULAR SCHOOL ATTENDANCE IS EXTREMELY IMPORTANT. WE URGE YOU TO HAVE YOUR CHILD IN SCHOOL AT ALL TIMES UNLESS HE/SHE IS ILL. Good attendance habits promote responsibility and allow students to gain the optimum benefit from daily classroom instruction. Parents are an integral part in encouraging good attendance and supporting the educational program

CHILDREN ARE REQUIRED TO ATTEND SCHOOL UNLESS EXCUSED. EXCUSED ABSENCES ARE:

1. ILLNESS OF STUDENT
2. A DOCTOR OR DENTAL APPOINTMENT
3. FUNERAL OF IMMEDIATE RELATIVE

Students absent for any other reasons are considered unexcused by the State Education Code. Students are to bring a note from parents or a doctor's note the day they return to school from an absence. A personal call to the office (phone 765-1650) by the parent regarding the absence will be accepted in place of a note. Please attempt to schedule doctor appointments after the school day has ended.

Extended Illness In case of extended illness for three or more days assignments may be requested through the office. Home instruction may be provided for extended illness. Parents need to discuss post-operative procedures or special care with the school health technician or the teacher. Independent Study can be arranged for these situations.

Independent Study Program for Vacations/Special Trips Parents who take vacations or trips during the school year may apply for Independent Study to cover their child's absences. This is accomplished through the office staff. However, this **MUST** be arranged prior to the absence. **ALL ASSIGNED WORK** must be completed and returned in order to clear the absence. Independent Study is only offered when the student is going to be absent for **five or more** consecutive days. We highly recommend taking vacations or trips outside the school year.

Tardies First bell rings at 7:45. Time is a precious school ingredient. **PARENTS ARE URGED TO HAVE THEIR CHILD AT SCHOOL ON TIME.** Students who arrive on campus after 8:00 a.m. will need to report to the office for a tardy pass. Excessive tardies may result in one or more of the following consequences:

1. Student and/or parent conference with principal.
2. Parent meets with School Attendance Review Team.
3. Parent meets with the district School Attendance Review Board.

Excessive Absences Parents will receive a letter from the school when student attendance patterns show excessive absences and/or are interfering with the student's educational progress. Continued absences will require parent contact with the District Child Welfare and Attendance Office or the School Attendance Review Board. Three or more unexcused absences are considered excessive by school district policy and the state law. There will be several opportunities for students that have unavoidable absences to make up those absences on scheduled Saturday School Dates during the year. A list of Saturday School Dates will be posted in the office.

Attendance Recognition and Awards Classrooms and students with perfect or outstanding attendance will be rewarded throughout the year. Perfect attendance = 0 days absent and 3 or fewer tardy days. Outstanding attendance = Up to 3 absences and no more than 3 late or tardy days for the year.

ASSEMBLIES Awards assemblies are a regularly scheduled part of the curriculum and are designed to be educational. Students have an opportunity to receive awards in both academic and non-academic areas. These awards honor students for outstanding achievement, attendance, citizenship and sportsmanship, as well as academic achievement. Assemblies provide one of the few opportunities in school to learn formal audience behavior and enjoy the various performances.



Assembly Guidelines: Talking, whispering, whistling, stamping feet, and booing are discourteous and will not be tolerated.

1. When the person in charge of the assembly asks for your attention, give it immediately.
2. Be courteous to the performers and to your neighbors.
3. Applause should be generous and keeping with the occasion.
4. Yelling, whistling, and booing are not allowed.

BACK TO SCHOOL NIGHT September 16th, 2010 - Back to School Night is an information night for parents about their child's academic programs. During this evening, parents are provided the opportunity to meet the school staff, tour the school site and be informed of this year's course of study, daily schedules and classroom procedures, materials and instructional practices. This informative meeting is for adults. Children present must be accompanied by a parent at all times.

BICYCLES/SCOOTERS/ROLLERBLADES The school strongly urges students to wait until 3rd grade before riding bicycles, scooters or roller blades to school to and from school. Bicycle helmets must be worn as per state law. Students on bicycles must drive under the same rules of the road as motor vehicles, stop at all stop signs, and drive on the right hand side of the street. Bicycles on sidewalks are to be walked and not ridden. The following rules are to be observed by all bike riders when entering and leaving school.

1. Students arriving on bicycles must go directly to the bike rack, lock their bike and leave the bike rack area immediately.
2. Bikes are never to be ridden on school grounds.



3. The school is not responsible for theft of any bicycles, parts, or damage while bicycles are on the school ground.

BREAKFAST PROGRAM Breakfast will be offered each morning, from 7:15 a.m.-7:50 a.m. Students receiving free or reduced lunches will be offered the same for breakfast. Students not on free or reduced status are charged \$1.25.

CLOSED CAMPUS For the safety and welfare of our students and staff, Whittier is a closed campus. This means that students may not leave the school grounds after they arrive at school in the morning unless released to a parent or guardian. PLEASE COME TO THE OFFICE TO CHECK YOUR CHILD OUT. The office will then call your child to the office. Except for emergency situations, students cannot be checked out of school during the last 15 minutes of the school day. Students who are pulled out before the end of the school day will not be eligible for Perfect Attendance at the end of the school year.

COMMUNICATION Communication is very important to the success of our program. We'd like to keep you highly informed, involved, and a part of your child's education. Close communication is made available by notes going home with students, report cards, the Whittier newsletter, teachers' weekly/monthly letters. If you need to contact a teacher for any reason, please call the school office and leave a message. The teacher will return your call.



CITIZENSHIP GUIDELINES FOR STUDENTS

The following criteria are given to define citizenship:

1. Attends class regularly, except excused absences.
2. Arrives to class on time.
3. Comes to class with necessary materials.
4. Completes homework assignments.
5. Meets deadlines.
6. Does own work when independent work is required.
7. Participates in class activities and discussions.
8. Exercises reasonable care of school property.
9. Shows respect for others.
10. Does not disrupt class and exercises good conduct.



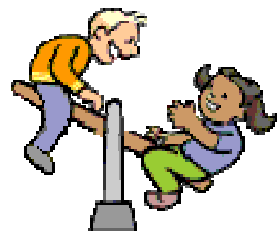
CELL PHONES Cell phones may only be used before or after school outside the school gates. Students observed using cell phones in class or during recess, will receive a character violation and will have their cell phones confiscated, until the end of the day.

COMPLAINT PROCEDURE HUSD complaint procedure includes speaking with the specific employee involved concerning the complaint within one week of knowledge of the event. If the complaint is not resolved satisfactorily, a formal complaint form should be submitted to the employee's supervisor.

DISCIPLINE POLICY The Hemet Unified School District believes that high standards of discipline allow students to develop appropriate behavior and are a necessary part of the student's education. Whittier Elementary, home and community need to operate with basic rules and procedures so a safe school environment may be provided for all students. The following rules and consequences are provided so all staff, parents, and students are aware of the behavior policies at our school. Classroom rules are developed by each teacher and support school rules.

General School Rules – Character Counts

1. Be Responsible
2. Be Fair
3. Be Respectful
4. Be Kind
5. Be Trustworthy
6. Be a Good Citizen



DROPOFF AND PICK UP – Please pay attention to all signage and staff direction during these times. PLEASE DO NOT PARK IN THE PICK UP/DROP OFF ZONE.

Be a good example for our students – when walking, cross in designated crossing areas (crosswalks) and do not cross in the middle of the street or parking lot.

Consequences of Violations of General Behavior Guidelines

Students will receive a verbal warning for most first offenses. The school wide discipline grid, a comprehensive list of violations and consequences will be used and followed for major offenses.



Positive Reinforcement

- ◆ Classroom rewards & special opportunities
- ◆ Principal/Assistant Principal recognition
- ◆ Certificates at school-wide assemblies
- ◆ Lunch with the Principal
- ◆ A visit to the Principal's prize box

DRESS CODE

It is expected that all students at Whittier Elementary shall maintain their person and clothing in a clean and neat manner consistent with the dress code. Attire and general appearance should not interfere with or distract from the

teaching or learning process. Attire or grooming which creates a disruption of the orderly operation of the school is prohibited. For the safety of all students, gang related apparel is not acceptable. Any clothing, apparel or "colors" that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Clothing shall be free of writing, pictures or any other insignia which identifies a professional sports team or any group advocating or participating in disruptive behaviors. No attire may include any representation of drugs, alcohol, tobacco, sexual connotations, gang identifiers, profanity, vulgarity and/or violence. (HUSD Board Policy 5132a)

Hair

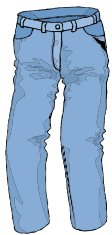
- ⌘ Hair must be of a natural color. Natural looking highlights are acceptable. No vivid colors. Orange, blue, green, purple, etc. are not acceptable.
- ⌘ Extreme hairstyles that create a disturbance in the classroom or on campus are not allowed. SPIKED MOHAWKS ARE NOT ALLOWED.

Jackets, Coats, Flannels, Sweaters, Sweatshirts

- ⌘ Jackets, coats, etc. must fit properly and be appropriate for weather conditions.

Make-up/Nails

- ⌘ Make-up is not to be worn at school for any reason.
- ⌘ Fake, acrylic, or press-on nails are not allowed at school for safety reasons.



Pants, Slacks, Jeans, Shorts, Overalls, Skorts, Leggings

- ⌘ Pants, slacks, etc. are to be sized appropriately.
- ⌘ NO sagging pants, slacks, etc. Pants, slacks, etc. must fit properly at the waist.
- ⌘ Overall straps must be worn over the shoulder and attached properly.
- ⌘ Shorts must be no shorter than mid thigh length and no longer than just below the knee.
- ⌘ No undergarments or posteriors shall show.
- ⌘ No bike shorts or tights without a dress or skirt.
- ⌘ Leggings may be worn with a mid thigh length top (tunic), or under a dress, skorts or shorts.

Shoes

- ⌘ Shoes must be worn which enable safe participation in all types of active play and be appropriate in an emergency situation.
- ⌘ Back straps are required on ALL shoes.
- ⌘ NO Heelies (shoes with wheels), flip flops, platform shoes, or boots with steel toes (safety issue).
- ⌘ NO student writing on shoes.



- ⌘ Bike



Skirts/Dresses

- ⌘ Skirts/dresses must be NO shorter than thigh length.
- shorts should be worn under skirts/dresses on Physical Education Days.

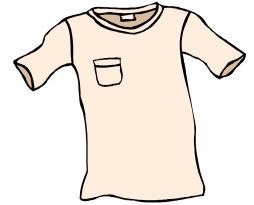


Sun Protective Clothing

⌘ Hats & sunglasses are permitted. Ball caps must be worn bill forward, removed inside buildings.

Tops, T-Shirts, Sweatshirts, Blouses, Sweaters, Flannels

- ⌘ Shirts, T-shirts, blouses must be long enough to cover the abdomen at all times.
- ⌘ Shirts and tops are to be sized appropriately.
- ⌘ No halter-tops, tube tops, strapless tops, spaghetti straps, off the shoulder or mesh shirts.
- ⌘ Necklines must maintain modesty.
- ⌘ Tank tops must have at least 1" straps and regular size armholes that are hemmed.



Any clothing or grooming that creates a disturbance, presents a danger to the students/staff or violates school regulations is prohibited. Our dress code is open to revision as fads and fashion change. Students with inappropriate clothing will call home for a change of clothes. If this is not possible, a change of clothing will be given to the student and returned at the end of the day. A note will be sent home to notify parents of the dress code violation.

FIELD TRIPS Educational trips are available throughout the year. Individual teachers and/or grade levels plan trips that enhance the students' education. Each child must have completed parent permission before leaving campus. Student behavior and completion of work may be considered in a student's ability to participate. Siblings and friends are not permitted due to H.U.S.D. insurance coverage. A field trip chaperone information page is available at the office or from your child's teacher if you are interested.

GUM/CANDY/ENERGY DRINKS

Gum chewing and or carrying gum on campus is not allowed. Additionally, candy should not be brought on the school campus. Snacks should be made up of items that nutritionally sound and will not constitute empty calories. Energy drinks are not allowed.

HOMEWORK POLICY Homework assigned should follow district policy and an established pattern that is understood by parents and students. The family's role is to support and encourage the student, provide an appropriate place and time to complete the homework, which must be returned within the time frame specified by the teacher, and maintain communication with the teacher. Family emergencies will be considered when homework is not complete.



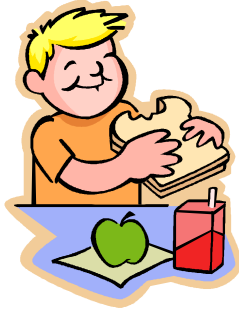
LIBRARY/MEDIA CENTER There is no charge for books that are overdue. However, there are charges for lost and damaged books. Students in 1st-5th grades are allowed to check out books. Books are checked out for two weeks. Students in grades 1st-3rd may check out one book, grades 4th-5th may check out two books.

By signing the library contract the parent/guardian and student agree to pay for any damage or replacement costs associated with Whittier library books checked out by the student. A student will not be allowed to check out library books unless the library contract has been signed and returned to the student's teacher. Any student owing books to another school will not be allowed to check out library books until they have returned or paid for those books.

Students will be notified of overdue books once a week. Overdue notices are mailed home once an overdue book has exceeded one month. Students with books overdue a month or more will be assigned recess detention, until the book is returned or paid for (if lost or damaged). If, by the end of the school year, as student has not returned checked out books or paid for the books, they will be excluded from year-end field trips, Play Day, and other special events. Their final report card will be held in the office and not released until the book is returned or payment has been made.

LOST AND FOUND Articles of clothing and lunch boxes lost at school are turned in to the lost and found. Books/Backpacks and small misplaced items can be turned in to the office. Students looking for items need to check with the custodian. Lost and Found is located in the Cafeteria.

LUNCH PROGRAM The HUSD will provide lunch to students for a nominal fee. Reduced and free lunch forms are available in the school's office or from the cafeteria manager. Students may purchase lunch tickets for twenty or more days from the cafeteria manager. Tickets or cash are accepted for purchase of lunch through the lunch line. The cost of a school lunch is \$1.75. Milk is also available for purchase for those who bring their lunch.



MEDICATION

The health technician will distribute all medications. Only medication accompanied by forms filled out by the attending physician will be given. Forms are available in the Health Office. Students are not allowed to bring over-the-counter medications (i.e. Tylenol, aspirin, cough drops, medicated lip balm, etc.) without a note from a doctor and they must leave the medication in the health office. The health tech can administer the medication pursuant to the doctor's directions. Tubes of non-medicated lip balm or Vaseline may be brought to school for personal use.

BAND Whittier has a music program, which is open to 4th and 5th grade students.

NON-DISCRIMINATION NOTICE "The Hemet Unified School District maintains an operating policy for nondiscrimination on the basis of race, color, national origin, sex or handicap in its educational programs and activities. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent." (Federal Regulation, Title VI, Civil Rights Act and Title IX, 1972 Education Act)



OPEN ENROLLMENT POLICY The Hemet Unified School District has an open enrollment policy within the district pending space available at the requested school. The district does not provide transportation for open enrollment transfers. Students attending their neighborhood schools have first priority for those schools. You may contact the district office for application forms and open enrollment deadlines.

OPEN HOUSE On May 12th, 2011, parents, students and friends of Whittier School are invited to an evening of celebration in honor of student achievement. This is not an opportunity to have a one on one conference with your child's teacher. Parents are invited to view their child's academic growth. Students must be supervised by an adult, as supervision is not provided. Students will not be allowed to play on the playground during this event.

PARKING Please park in designated areas only - do not park in areas designated Staff parking, or in the loading/unloading zones. Staff members are on duty during peak drop off and pick up times to promote student and public safety. Please be patient and cautious, and follow all staff directions and curb markings.

PARTIES All classroom celebrations must have prior permission from the classroom teacher, and approval of items to be brought to school. Food items must be store bought and in original packaging, and must be a healthy snack that every child can enjoy. Birthday invitations are not to be distributed at school. We are unable to provide lists of student names and/or phone numbers/addresses. ALL APPROVED CLASSROOM PARTIES WILL BE HELD DURING THE LAST ½ HOUR OF THE DAY.

PERSONAL PROPERTY Students are not allowed to bring toys or personal property to school to play with either in class or on the playground. Exceptions are made during special event times for items such as marbles, yo-yos, etc. School newsletters will announce these times. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

PHYSICAL EDUCATION

Proper PE attire (clothing and shoes):

1. No sandals (bring tennis shoes on PE days).
2. Closed-toe shoes are recommended
3. Shorts should be worn under dresses.

A physical education program is offered to students. The program consists of skills development. A student may be excused from class with a written excuse from a parent for two consecutive



days. After that period of time a doctor's excuse is required. A note from the classroom teacher or the nurse is accepted as an excuse. Special equipment for PE classroom usage will be checked out from the physical education teacher.



PLAYGROUND/BATHROOM/CAFETERIA/WALKWAY RULES

General safety rules apply in all areas of campus. Specific area rules are posted throughout campus and the teachers will review the rules with the students throughout the year.

1. Show respect for people, property of others and the school.
2. No physical or verbal abuse.
3. Play only in appropriate/designated areas.
4. Use equipment properly.
5. Follow all school rules and directions of adults.
6. Leave toys and personal equipment at home.

PTO The PTO plays an integral part in the Whittier Elementary School educational program. Joining this organization and participating in its activities helps to support class field trips, disaster preparedness, and school assemblies, to mention a few. Be a part of this great group of people by joining the PTO and being an active member. Whittier's executive board is always interested in recruiting members for various committees throughout the year. Please leave your name and phone number with the front office and they will forward it to the PTO mailbox.

RECESS The purpose of recess is to provide students with an opportunity to eat a healthy snack, get drinks, and use the restrooms. When the bell rings, indicating recess is over, drinks and use of the restroom is not permitted. At no time shall students play in the restroom. Students are to "freeze" when the bell rings, wait until the teacher/supervisor blows the whistle and walk to designated line up areas. Classroom teachers meet and escort their class to and from recess.

Snacks are permitted at recess and are to be eaten at the snack tables, disposing of all trash in proper receptacles. SODAS AND CANDY ARE NOT PERMITTED. Only nutritious snacks are allowed.

REPORT CARDS/GRADING Grade level standards based report cards are issued at the end of each trimester. The reporting system will help the parent understand potential, level of performance, attitudes, behavior, and goals for the year.



S.A.F.E. PROGRAM Hemet Unified School District is pleased to welcome you to apply for our 2010-2011 after school program. For more information, please call the S.A.F.E. Office at 951-765-5100 extension 3901.

SCHOOL SITE COUNCIL A Single Plan for Student Achievement developed and monitored by the School Site Council and the Whittier Staff is in operation throughout the year. This group is elected from parents and staff to identify and address school needs. If you are interested in being a member or would like to attend a meeting, please contact the office.

SEARCH AND SEIZURE The administration retains control over buildings, parking lots, and grounds, and has the right to search them without warrant. All persons entering a school site or district facility may be subject to a metal detector scan and/or personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion or arrest.

SEXUAL HARRASSMENT AMONG STUDENTS Sexual harassment is against federal law, California Education Code and district policy. Such harassment will not be tolerated and can result in suspension and expulsion. A student who makes derogatory sexual comments, shows sexually explicit pictures or drawings or engage in unwanted touching is setting themselves up for a sexual harassment complaint. All complaints will be thoroughly investigated. Classroom teachers will discuss this policy with students at the beginning of each school year and with incoming students.

SPECIAL PROGRAMS Whittier Elementary School has special classes and programs for students with disabilities who qualify, to help them with academic growth. Such programs include: Special Day Class, Resource Class, Adaptive Physical Education and Speech.

SPIRIT WEAR School t-shirts and sweatshirts are sold throughout the year to promote school spirit. There are a number of Spirit Days planned that will offer students, who are wearing school colors, the opportunity to participate in fun activities during lunch.

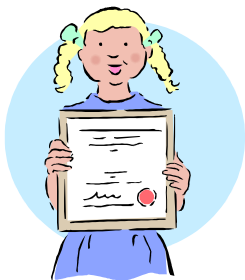
SPLINTS/CRUTCHES AND CASTS If a student is required to wear a splint, cast or use crutches, a doctor's note must be given to the health technician with the length of time for use specified. Students using splints, crutches or casts will not be allowed to participate in PE or use playground equipment until they have been released from their doctor. Students will also be required to continue use of crutches until a doctor's release is submitted.



STUDENT COUNCIL Each class, grades 4-5, chooses two students to represent the class on Whittier's Student Council. The group elects officers to act in an advisory and informational capacity. The group is a member of the California Student Council Association.

STUDENT RELEASE PROCEDURE DURING SCHOOL HOURS: Parents picking up their child(ren) early must report to the office, show proper identification, fill out proper information, then wait for the student(s) to arrive to the office. The office will release a student during school hours to ONLY those persons listed on the student emergency card. ALL parents/guardians are to sign students out through the office. DO NOT GO TO THE CLASSROOM OR REMOVE A CHILD FROM THE PLAY AREA. Except for emergencies, students cannot be released during the last 15 minutes of the school day. **All visitors are to report to the office first.**

AFTER SCHOOL HOURS: Parents should pick up children no later than 30 minutes after school dismissal. There is no supervision after that time.



COORDINATION OF SERVICES TEAM (COS) Students experiencing academic or behavioral difficulties may be referred to Whittier's COS team (can be comprised of teachers, parents, administrator, and school psychologist). This team will work with the student and parent(s) to address individual student needs and identify potential solutions.

SUSPENSION/EXPULSION A teacher may suspend a student from class for the remainder of the period or day of the offense and for one additional school day. The principal/principal's designee may suspend a student from school no more than five school days for one offense. All rules and regulations regarding student discipline are

available in the principal's office.

Under the provisions of Education Code Section 48900, a student may be suspended/expelled for the following offenses:

- A. Causing, attempting to cause, or threatening to cause physical injury to another person and/or willfully using force or violence upon the person of another except in self-defense.
- B. Possessing, selling or otherwise furnishing any firearm, knife, explosive, or other dangerous object.
- C. Possessing, using or otherwise furnishing, or be under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- D. LOOK ALIKE SUBSTANCE: Offering, arranging or negotiating to sell any controlled substance, alcoholic beverage or intoxicant, of any kind, and then selling, delivering or otherwise furnishing to any person another liquid substance, or material and representing the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
- E. Committing robbery or extortion.
- F. Causing or attempting to cause damage to school property or private property.
- G. Stealing or attempting to steal school property or private property.
- H. Possessing or using tobacco.
- I. Committing an obscene act, or engaging in habitual profanity or vulgarity.
- J. Having unlawful possession of or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia.

- K. Disrupting school activities or willfully defying the authority of school personnel.
- L. Knowingly receiving stolen school property or private property.
- M. Possessing an imitation firearm.
- N. Committing or attempting to commit sexual assault, or committing sexual battery.
- O. Harassing, threatening, or intimidating a pupil who is a witness in a school disciplinary proceeding.
- P. Committing sexual harassment (grades 4-12 only).
- Q. Causing, attempting to cause, or participating in an act of hate violence (grades 4-12 only).
- R. Creating an intimidating or hostile education environment by intentionally engaging in harassment, threats, or intimidation against a pupil or group of pupils (grades 4-12 only).

TELEPHONE

School Office.....(951) 765-1650

Students are not to use the phone in the office except for emergency purposes, with a written note from the classroom teacher, and/or school related business ONLY. If students want to go home with other students after school, arrangements must be made before students come to school. Teachers cannot receive incoming calls in the classroom during instructional time. The office will take messages and calls will be returned during breaks or after school. PLEASE MAKE YOUR AFTER-SCHOOL ARRANGEMENTS PRIOR TO SCHOOL STARTING. Students must wait until 2:45 p.m. before they can call, if a parent is late to pick them up.

TEXTBOOKS

Textbooks are the students' responsibilities. There will be a charge for lost books and will incur the same consequence as lost library books.



TOBACCO FREE SCHOOL DISTRICT

The Hemet Unified School District is a tobacco-free district. The use of any tobacco products is prohibited at all times on district property and in district vehicles. This policy is in effect at all times, including during after school hours. No smoking will be allowed in the parking lot or on school property. Information on smoking cessation class is available from the Office of Child Welfare and Attendance at (951) 765-5100 ext. 2441.

VOLUNTEER POLICY

All volunteers will need a TB test and fingerprinting. If you would like to volunteer, please check with your student's teacher and/or our PTO. All volunteers must sign in and out through the office. We ask that parents refrain from bringing pre-school children or infants when visiting or volunteering, as often younger children distract the attention of both the visitor/volunteer and the class.

WALKING SAFETY

1. Students should walk to and from school on the left-hand side of the road, walking against the flow of traffic whenever.
2. Students should walk side by side or as space is available.
3. Students should only cross at crosswalks.

