

White Pine
Elementary School
Parent/Student Handbook
2010-2011



“Sharing the Journey of Learning”

401 E. Linden
Boise, Idaho 83706
(208) 854-6530
Fax (208) 854-6531

”Home of the Timberwolves”

WHITE PINE ELEMENTARY

MISSION STATEMENT

The White Pine Community will collaboratively meet the diverse learning needs of all students.

Academic Excellence and the skills to become productive citizens will be achieved in a safe and positive environment.

WHITE PINE STAFF 2010-2011

PRINCIPAL

Mrs. Sandra Winters

ADMINISTRATIVE ASSISTANT

Mrs. Donna Kramer

Valerie Whitby – Early Childhood Special Educ. Pre-K
Dorothy King – Early Childhood Special Educ. Pre-K

Linda Laz- K-6 Structured Learning Classroom
Christine Joslyn – Kindergarten
Patricia Young – Kindergarten

Carol Atlakson-First Grade
Trisha Beebe – First Grade
Tracy Mendiola – First Grade

Carol Clubb – Second Grade
Selena Cook – Second Grade
Susie Klinkenberg – Second Grade
Maria Manning-Floch – 1/2 Combo

Jody Chehey – Third Grade
Darcy Duncan – Third Grade

Shelley Barruita-Fourth Grade
Shayna Sklar – Fourth Grade
Sharon Kerr – 3/4 Combo

Suzan Crandall/Karen Simonds – Fifth Grade
Angie Kaufman – Fifth Grade

Tom Bellomy – Sixth Grade
John Keiser – Sixth Grade
Teri Mahler -5/6 Combo

Lisa Allen – Vocal Music/Orchestra
Joanne Habben – Librarian
Jose Rodriguez – Band
Jennifer Tobin/Corinne Morgan – Physical Education

Lisa Beymer – Special Education
Tori Moroney – English Language Learners
Jeanne Rosenbaum – Reading Specialist
Rita Wicher – Reading Specialist

Julie Lileks – Counselor
Kristen Vessel – School Nurse
Lisa Robb – Health Tech./ Student Support

Cathi Elliot – Psychologist
Kim Ennis- Speech/Language Pathologist
Karen Jaeger- Speech/Language Pathologist
Diana Riley- Physical Therapist
Jamie Watson- Occupational Therapist

Dorothy Bennion – ECSE Paraprofessional
Dana Drake- SLC Paraprofessional
Susie Ellsworth – Special Education Paraprofessional
Dianne Fowler – ECSE Paraprofessional
Amanda Lehto- SLC Paraprofessional
Julie Morse- SLC Paraprofessional
Kris Panayiotou- ELL Paraprofessional
Penny Robertson – ELL Paraprofessional
Ashley Rogers - SLC Paraprofessional
Matt Taylor - Special Education Paraprofessional

Barbara Harrison- School Support
Darlene Holcombe-School Support
Ellen Malloy – School Support

Pam Mackie – Head Custodian
Wodefit Biyaregew – Night Custodian
Amanda Russell – Night Custodian

Karen Perry – Food Service manager
Shelly Phillips – Asst. Mgr. Food Services
Michelle Crosby- Food Service
Judy Reed – Food Services

PARENT TEACHER ORGANIZATION
BOARD MEMBERS

President	Brandy Berry
Secretary	Rachel Sutherland
Treasurer	Karen Koenig
Asst. Treasurer	Anjanette Potter
Secretary	Laura Minnich
Past President	Carrie Hagge

ACTIVITIES

Band	Jose Rodriguez	854-6530
Basketball	John Keiser	854-6530
Choir	Lisa Allen	854-6530
Orchestra	Lisa Allen	854-6530
Safety Patrol	Tom Bellomy	854-6530
Track	John Keiser, Tom Bellomy,	854-6530
White Pine TV	Tom Bellomy	854-6530

ARRIVAL

- Please arrive no sooner than 8:15 AM.
- Play ground supervision available from 8:15 AM – 3:30 PM

ABSENCES

- Please call in absences at 854-6530 before 9 AM.
- Provide written excuse upon return to school stating reason for absence.
- Contact teacher prior to picking up homework when child is absent.
- Children need to check into main office prior to reporting to class if absent or tardy. Children an hour or more late to school will be marked as a half-day absence.

ATTENDANCE

- Our school district policy states that students should be in school when physically able.
- Letters notifying parents upon 5, 8 & 10 absences will be sent home. Students may be disenrolled after 10 absences. Parents must meet with principal after student has been disenrolled in order to reenroll the student and develop an attendance plan for the rest of the semester.
- Regular and punctual patterns of attendance will be expected of each elementary student enrolled in The Boise School District.

BICYCLES / SCOOTERS

- In order to avoid injuries, no riding on the school grounds between 8:00 AM and 3:30 PM.
- Reports of stolen or missing bikes/scooters, should be made to the office as soon as discovered.
- A fenced-in bicycle enclosure is available for to use during the school day.
- Bicycles/scooters need to be **locked** individually inside the enclosure.
- We cannot guarantee the safety of any bike/scooter, but do our best to provide a place for your child to lock his/her bike/scooter.

BUS ZONE

- **Please do not drive cars or park through this area, as it can be dangerous when loading and unloading students in buses.**
- Students are to be dropped off or picked up through the parking lot on the west side of the school.
- **PLEASE DO NOT PARK IN THE LOADING ZONE OR DAY CARE PARKING AREAS.** These areas are designated for drop off and pick up only. No unattended vehicles please.
- Students who live 1.5 miles or more from school or safety busing designated, are eligible for free bus transportation to and from school.
- Those not eligible for free transportation but who wish to pay for their children to ride the bus should contact the bus company at 854-5230.

CANDY AND GUM

- Students are not allowed to chew gum at any location on the school grounds.
- Students who bring their lunches from home may have candy as part of their lunch. However, they will only be allowed to eat candy in the lunchroom during their regular lunch period.
- Students may not buy, sell, or trade gum, candy or drinks among each other at school.

CONTAGIOUS DISEASES

From time to time children in school break out with chickenpox or other rashes or come to school with pink eye, or an infectious rash on the face or hands. It is important that these children not remain in school for the benefit of other children.

- A parent will be notified and it is important that they pick up the child as soon as possible.
- Any child who is not current on their immunizations, or a waiver has been signed for that child concerning immunizations, will be sent home during any outbreak of a contagious disease.

DISCIPLINE

Discipline is the process of training a child so that the desired character traits and habits can be developed. The Boise School District is organized and administered for the purpose of helping each individual student reach the maximum of his/her potential. By having a consistent discipline policy, the goal of educating children can be most efficiently reached.

In short, no student shall interfere in the instructional process either by interfering with another student's right to learn or by preventing a teacher from doing his/her job.

We believe that:

1. Teachers have the right to teach and students the right to an excellent learning environment.
2. Parents and teachers should maintain open communication, mutual support and constructive involvement.
3. Parents have a responsibility to teach their children basic rules of decency and see to it they obey them.
4. Each building has its own discipline program fully backed by the school district administration and Board of Trustees; this program is communicated to every parent.
5. All students are required to behave in a positive manner that does not interfere physically or mentally with their own educational welfare or the educational welfare of others.
6. All students will attain a level of self-discipline that is motivated from within the student.

White Pine Expectations:

Respect - "*The act of giving particular attention*"

- Be friendly, polite, and show common courtesies
- Listen and follow directions

Dignity - "*The state of being worthy, honored, or esteemed*"

- Talk out a problem, avoiding violence
- Find values in others and let them know

Honesty - "*Speaking the Truth*"

- Tell the truth
- Admit and correct mistakes

Responsibility - "*Reliable and Trustworthy*"

- Be on time and complete work on time
- Take pride in your home, school, and community, and avoid destructive acts

Teamwork - "*Work done by several people with each doing a part*"

Always practice the Golden Rule - *TREAT OTHERS AS YOU WANT TO BE TREATED*

Red-Card System: Discipline Policy

A red card may be given when a student displays one or more of the following behavior

LACK OF RESPECT:

- a. Using inappropriate language or hand gestures.
- b. Speaking to a teacher or student in a disrespectful manner.

LACK OF DIGNITY:

- Displaying a lack of concern for the safety and well being of others.
- Bullying or intimidating others.

LACK OF HONESTY:

- Not telling the truth.
- Cheating on a test.

LACK OF RESPONSIBILITY:

- Defacing or destructing school property.
- Not following school rules.

LACK OF TEAMWORK:

- Making fun or putting down another teacher or student.
- Not following school rules.

Please note that not every infraction deserves a red card, but every infraction does deserve a staff member's attention in order to correct the behavior. Teachers and staff will use their professional judgment when issuing red cards.

Consequences for Red Cards

- 1st Card: Staff members will incorporate the Boise School District's Values and Expectations Chart when conferencing with the student, as a visual aid to help teach appropriate behaviors. Card will be sent home as a form of communication between school and home. Parent need to sign card and send back the next day.
- 2nd Card: Student takes the Red Card home to be signed by parents/guardian and returns the card to the classroom teacher the following school day.
- 3rd Card: Students calls parents from their classroom with the teacher. Classroom teacher and student complete a behavior improvement plan. Teacher, parent and student sign the plan. Teacher keeps the behavior plan on file in the classroom.
- 4th Card: Conference with the school team consisting of teacher, administrator, student and parent. The team reviews the past behaviors and makes any necessary revisions.
- 5th Card: In-School suspension or out of school suspension as determined by administrator.

(If a student fails to return a red-card from home, the student will immediately move to a number 3 red-card consequence)

ALL INSTANCES OF VIOLENT BEHAVIOR WILL BE DEALT WITH AS A 5th CARD CONSEQUENCE.

DISMISSAL

- Students who do not ride the bus should leave the grounds as soon as they are dismissed.
- Bus students are to report to the loading area and form lines as assigned. No bus student is allowed to leave the grounds to board a bus or get off at any other building in the morning.
- According to State law, students are not allowed off the school grounds during the school day. This applies to the noon recess, unless the student goes home for lunch.
- The designated area for delivery and pickup of students is on the west side next to the parking lot. Please do not park in the designated loading zone.

DRESS CODE

Our student dress code is based on clothing that is “in good taste and does not distract the teacher from teaching and the students from learning.”

- Halter/tank tops, spaghetti straps, short shorts, half skirts and shirts with questionable printing or pictures are not allowed.
- Shorts are discouraged after the third week of October. Students may begin wearing shorts again **after** Spring Break in March. Shorts need to be below the fingertip level.
- Hats may not be worn in the building.
- No gang related clothing or accessories will be allowed.
- For safety reasons, we discourage open-toe shoes during school hours.

HOMEWORK

It is our belief that homework fosters student initiative, independence, responsibility, and teaches good discipline. An integral part of good education requires that homework be given on a regular basis. Homework reinforces and supplements school learning experiences, bringing the school and home closer together.

- It is the responsibility of the student to secure his/her own homework.
- If student misses three or more consecutive days, you may request homework by calling the school at 854-6530. We believe that if the student is too ill to attend school, they are too ill to complete homework. Teachers will need 24 hours to respond to request for homework.
- Student will be allowed two days for each day of absence to make up **new** material- not to exceed six school days from the date of the return from an absence.
- Students absent for vacations and other absences besides illness will collect homework upon their return to school
- The teacher will also communicate to the parents the specific performance expectation and will evaluate and return the assignments back to the student. The student will complete and return all assignments. If there is any question or concern, the student will ask for assistance.

INCLEMENT WEATHER

During extremely cold or wet weather, children may be admitted to their classrooms before the regular bell. The extreme determination will be the principal's decision.

- Please dress your children appropriately for the weather.
- If your child is ill, the best place for him/her is at home. It is our general policy that if a child is too ill to be outside, then the child is also too ill to be in school.
- If you desire your child to stay in the building during recess or noon recovering from an illness, your request must be in writing to the child's teacher. These cases should be rare considering the school's liability.
- We will accept no long-range request for staying inside unless accompanied by a doctor's request.

IMMUNIZATIONS

The Idaho Immunization Law states that children of grades pre-school through 12 shall provide proof of immunization, or sign an exemption at the time of first enrollment in an Idaho school. Your child's immunization must be on record for your child to be present at school. It is the responsibility of the parent or guardian to provide proof of immunizations to the school.

The following are minimal state requirements for immunization in Idaho at school entry age. The Idaho Legislature has approved these new requirements for children entering Preschool and Kindergarten for the 2005-2006 school year:

DtaP 5 doses at any age
(Diphtheria, Tetanus, Pertussis)

Polio 3 doses at any age

MMR 2 doses given on or after the 1st birthday
(Measles, Mumps, Rubella)

Hepatitis B 3 doses at any age
(All children born on or after November 22, 1991)

Note: A 4th dose of Polio, Chickenpox (Varicella), and Hepatitis A vaccinations are recommended for all school aged children. A booster dose of Td for all students aged 11-18 is strongly encouraged.

INJURIES

If your child is injured at school we will administer **simple first aid only**.

- The school nurse, secretary, or teacher will care for your child temporarily and you will be notified. (For you child's safety, please be sure we have an emergency phone number to call in the event you cannot be reached.)
- If any emergency medical attention is necessary and parents cannot be located, your family doctor will be called and your child will be taken to the doctor or to the emergency room of a hospital unless you have given instructions to the contrary.
- Aspirin or other drugs are never given at school unless proper forms are completed and on file in the nurse's office.

INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

- **The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school.** This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.
- The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

LEAVING SCHOOL

All children (with exception of those who live close enough to go home for lunch) are required to stay on school grounds from the time they arrive at school until they are dismissed at the end of the day.

- If you wish your child to go home for lunch, please send a note so the teachers can expect this and let the office know. Students will not be allowed to leave without parent permission.

LOST AND FOUND

- Lost and Found cabinets are located by third grade.
- Other lost items are turned into the office and will be returned to the owners upon proper identification. (Encourage children to ask in the office for lost items.)
- Lost and Found items will be donated to local agencies at the end of each quarter.
- **Please label your child's clothing and lunch boxes.**

LUNCH CARDS

- Hot lunches for students are \$1.90 and breakfast is \$1.25. Adult prices are \$2.75 and \$1.75.
- Meals may be purchased every morning between 8:00 - 8:40 a.m. in the cafeteria.
- Milk is available for individual purchase (\$.40) for students who bring cold lunch.
- Please contact Mrs. Perry at 854-6538 for questions regarding lunches.
- Free and reduced lunches are available for those who qualify. Applications are available in the office.
- Parents send money for their child's meals as always. All money, unless otherwise indicated, will be put into that child's account. **The accounts are meant to have the money placed in them up front and not used as a charge card.** Parents may also pay online at mylunchmoney.com.
- Charges will be available on an emergency basis and must be paid back as soon as possible. The computer will allow for only one breakfast and one lunch per day.
- Students and parents may still pay cash as they go through the line.
- Parents are always welcome to come have lunch with their child. Because the servings are carefully counted each day, we need you to call the office before 9:00 a.m. and let us know you will be eating.

MEDICATION POLICY

The law allows the school nurse or other designated personnel (i.e. principal, school secretary) to assist a student in taking prescribed medication if specific written statements from physician and parent or guardian of student are obtained by the district.

- Medications are rarely given in school; the only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours.
- Administration of medication shall be regularly supervised by one individual after conference with a member of the school nursing staff.
- Medication **will not** be administered to a student unless an Authorization Form has been filled out and signed by the parent/guardian. Forms are available in the office or from the nurse and are required for both prescription and over the counter medications.

NEWSLETTER, MEMOS, ETC.

- Please read any newsletter and memos that are sent home with students.
- **Timberwolf Tracks** is a bi-weekly information newsletter sent home on Friday that hopefully will keep all parents updated on the events and happenings of White Pine Elementary.
- Electronic versions are also available. If interested, please notify the front office.

PARENT/TEACHER CONFERENCES

- Dates for Parent/Teacher Conferences.
 - Kindergarten: November 3rd & 4th All Day
 - Grades 1-6 November 3rd 3:00 pm - 8:00 pm
 - Grades 1-6 November 4th 8:00 am - 8:00 pm
- No school for students on parent/teacher conference days.

PERSONAL PROPERTY

- Children are responsible for any personal property brought to school.
- The school is not responsible for loss of, or damage to such items. Knives and guns (toy or otherwise) and cell phones are prohibited (see Prohibition of Weapons).
- These will be confiscated and turned into the office, along with student's name.
- Parents will be notified and may pick these items up at their convenience as they will not, as a general rule, be returned to the student.

PHONE USAGE

The building phones are business phones. Students may use them for emergencies when they have teacher and/or office approval. Phones are not used for the following:

1. Permission to go home with a friend
2. Permission to stay for games, etc. (these arrangements are to be made before coming to school)
3. Exceptions are made only in case of unannounced game changes.

PLAYGROUND SUPERVISION

We are very conscious of this responsibility and will strive to carry out our supervision to the best of our ability. We cannot promise perfection just as you cannot in your neighborhood.

We do request that you be aware of departure times from home so that your children arrive on the playground between 8:15 and 8:40 a.m. Our staff will begin their supervision at 8:15 a.m.

PTO

Our Parent Teacher Organization continues to grow and change with each new year. We are excited to be a vital part of our children's experiences at White Pine.

As well as being a major fund raising organization - i.e. providing computers, learning manipulatives, books and other enrichment materials for our children, the PTO has taken an active role in providing parenting education for our families through workshops offered throughout the year.

We encourage you to become an active member of our school's organization through volunteering for classroom or school projects, attending PTO meetings, and attending special events held at the school.

For more information about PTO and how you might get more involved, please contact any White Pine PTO Officer listed in the front of this handbook.

PROHIBITION OF GANGS & HATE GROUPS

Gangs, hate groups and similar organizations which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin or handicap are inconsistent with the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school functions.

PROHIBITION OF WEAPONS

The Independent School District of Boise City has "**ZERO TOLERANCE**" for students who bring to school weapons, other objects, or substances that are a threat to the health and safety of other students, staff members, or visitors, or a disruption to the educational process. Possession and/or use of these objects or substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials, will result in the following course of action:

ADMINISTRATIVE PROCEDURE REGARDING WEAPONS

Any or all personnel employed by the Boise School District at the elementary level having knowledge of students with weapons or other objects/substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall notify the building administrator **immediately**. The building administrator shall conduct an investigation immediately and make the determination as to whether a school resource officer is to be contacted and a complaint filed and/or if an immediate suspension is in order. This suspension can be in school or out-of-school as determined by the building administrator with the understanding that the weapons, objects, and/or substances have been confiscated and when necessary turned over to the proper authorities for disposition. The elementary administrator in cooperation with the Area Director shall determine if sufficient cause exists for referral to the Board of Trustees for permanent expulsion.

Parents or guardians are to be contacted by phone, letter, or in person in an expedient and timely manner with detailed information regarding the incident(s).

SAFE SCHOOLS

Providing a safe learning environment for students is of utmost priority at White Pine Elementary. In order to better accomplish this task we need to know who is in the building at all times.

ALL visitors and volunteers are required to sign in and obtain an identification badge upon arrival at the building.

SCHOOL PATROL AND CROSSING SAFETY

The school provides student patrol helpers. Mr. Bellomy, a sixth grade teacher, will be in charge of our patrols. Urge your children to respect and cooperate with our student patrols. Help your child select the safest route to and from school and insist that it be followed. A good practice is to set a definite time for your child to arrive home from school.

SPECIAL SERVICES

Special services are provided for children who qualify under group or individual testing. Special reading, resource room, gifted and talented, speech/hearing, pre-school handicapped, counselor and psychologist are some services provided. If you have any questions, please call the school: 854-6530

STUDENT TRANSFER

Please notify the office immediately when a student is transferring to another Boise school or out of district. The secretary will make out the required transfer cards. Information needed:

1. Date transfer is effective
 2. New address, if available (at least state and city, if out of town)
 3. Name of new school, if available
- Student should take one copy of the transfer card with him/her.
 - **Permanent records are never sent with the student or parent. (They are mailed when requested by the receiving school.)**

SUSPENSIONS

- Suspensions may include up to ten days.
- Suspension is usually associated with behavior which is deemed detrimental to the health and welfare of the offender or to other students or behavior which interferes with the opportunity of others to learn.

TARDINESS

- A student is tardy when he/she is not in the room when the class begins at 8:45 a.m.
- Students who are tardy miss the morning routines necessary for learning and interrupt their own academic program as well as the program of their classmates. Part of our teaching responsibility is to teach children to be prompt and accept the responsibility of arriving on time.
- Tardies are excused for the following reasons: illness of child, a doctor or dentist appointment, or late bus.
- A tardy will not be excused without a written note, phone call, or visit from the parent/guardian.
- Please keep in mind that parent lateness does not count as an excused tardy.
- Unexcused tardies are counted by the semester. Each semester, a child begins with a clean slate.

Consequences for unexcused tardies:

3rd Tardy – parents notified by letter from school

4th Tardy – School office will contact parents by phone

5th Tardy – Parents notified by letter from administrator

6th Tardy – Parent contacted by phone by administrator to arrange mandatory conference in order to develop an action plan

7th Tardy – Continued tardies may result in one or more of the following actions:

A) Take student to parent's work, home, or In-School suspension

B) Report to Attendance Court – Juvenile Services

C) Other action plan designed for individual

TEXTBOOKS-SUPPLIES

- All textbooks are supplied by the Boise School District, and are issued by the teacher. As soon as a text is issued, the student assumes responsibility.
- Loss of, or damage to the text, will result in a fee sufficient to repair or replace it. (This rule also applies to library books.)
- Parents are responsible for their child's school supplies such as paper, pencils, erasers, crayons, scissors, glue, and other supplies listed in the grade supply lists.
- All supplies should be well marked unless otherwise indicated by the teacher.

THEFT

Theft is a problem that is hard to deal with. There are a large number of students and all cannot be observed at all times. You can help by encouraging students to put their names in coats, hats, scarves, gloves, etc. Also, do not allow students to bring radios, cell-phones, CD players, electronic games, toys, etc., to school. They distract from the child's learning as well as contribute to theft.

VISITING SCHOOL

- Parents are welcome and encouraged to visit school.
- Parent-Teacher conferences will be scheduled in early November. However, if you wish to talk with the teacher at any time, please feel free to send a note or e-mail requesting an appointment. It is necessary to arrange these appointments in advance as teachers do not have time to talk to parents immediately before, during or directly after class instruction.
- **The visiting of classes by students from outside our student body is not allowed.**

VOLUNTEERS

There are many opportunities to volunteer your time and talent at White Pine. A call to our PTO Volunteer Coordinator can assist you in determining which opportunities best suit your schedule and interest.

SPECIAL NOTICE TO ALL VOLUNTEERS

- In order to provide for our students safety, the school district requires volunteers to identify themselves each time they come to the school.
- It is extremely important for you to sign-in on the clipboard located on the office counter and wear a "Volunteer Identification Badge" while you are in the building.
- **Please also remember to sign-out when you are finished.**
- **School volunteers will also be required to fill out a volunteer application form located at the front office prior to volunteering in the classroom.**
- **Some levels of volunteers may require a background check (drivers, PAL, MOSS Chaperones, etc.) please see the front office for required paperwork and information.**

SCHOOL CALENDAR

School Calendars are available on our website, www.boiseschools.org, under find a school, white pine. They are also available at the front office.