



7508 Albany
Lubbock, TX 79424
(806) 219-7300
<http://www.whiteside.lubbockisd.org>

Student Handbook

Principal: Brandi Lay: 219-7300
Assistant Principal: Lisa Carpenter: 219-7321
Counselor: Kim Jeffers: 219-7327
Nurse: Cara Ridlehuber: 219-7346
Secretary: Sandy Ball: 219-7300
Attendance Clerk: Cathy Steiwig: 219-7353
Diagnostician: Joy Mariott: 219-7344
PK Parent Specialist: Andrea Martinez : 219-6865
Cafe Manager: Angela Huess: 219- 7362
Librarian: Yvette Foshee: 219-7332
Speech Therapist: Chelsea Hilderbrandt: 219-7300
Durham Transportation: 766-1616

Arriving and Leaving School

Students will be safe arriving and leaving school each day. Students are only allowed to cross at crosswalks and must obey the Crossing Guards and Safety Patrols. Students arriving before 7:45am may enter through the east (front), west (back), and north (side) doors. At 7:45am, ALL students must enter through the front entrance because all other entrances will be locked for the protection of students and staff. Before 7:35am, students in Pre-K – 2nd grade will go to the cafeteria. Students in 3rd - 5th grades will go to the gym before 7:35am. **Do not drop off students before 7:20am. There is NO supervision before that time.** **Also, the doors will open once the light turns green on the doors. This is controlled by our district office. When dropping off your child, please be considerate of those behind you. If your child is not ready to exit the vehicle, or if you stay and watch him/her walk all the way into the building, it creates delays and traffic backups for everyone.** Because parking is limited and Whiteside has an extremely large staff, parking is not allowed in the pull-throughs **or staff parking** before or after school. *Students and parents are not allowed in the hallways until the first bell rings without an appointment. Thanks for your cooperation.*

Absences/Attendance

It is essential to attend school regularly and be on time to every class. The following procedures are in place regarding attendance:

School begins each day at 7:35am. This gives students time to prepare for the day. A 7:35am arrival allows students to eat breakfast, begin morning work, get organized for the day, and to be seated and ready to hear the morning announcements.

Students will be counted tardy if they are not in their classroom when the tardy bell rings at 7:45am. If students arrive after this time, they must report to the office for a tardy slip before going to class. We understand that occasionally unforeseen circumstances may cause a student to be late. However, tardiness can also very easily become a bad habit. The student will receive a warning letter after the fifth tardy.

Parents need to notify the office when a child will be absent by calling 741-8562. If a student misses more than 10% of class time at any time during the school year, parents will be required to meet with the District Attendance Officer. Parents will then need to submit doctor's statements for all absences. The state requires that students be in attendance 90% of the school days in order to receive credit for the year. If students are absent more than 10% of instructional days, a campus attendance committee will meet to determine if the student will be promoted. Please check with teachers to arrange for make-up work. Parents may request up to three parent request days for other absences, such as family trips and religious holy days. These absences will be considered excused if they have **prior approval from the principal.** Forms are available in the office. Pre-k and kindergarten must also follow these attendance laws. These grades fall under the same attendance laws as any other grade.

Attendance INCENTIVES

Students will have numerous opportunities to receive incentives for awesome attendance throughout the school year. Classes with perfect attendance are celebrated. Classes that complete a perfect attendance pie chart will earn a special classroom incentive. **STUDENTS IN 3RD-5TH GRADES WITH EXCELLENT ATTENDANCE WILL BE ELIGIBLE FOR AN EXTRA SPECIAL INCENTIVE FROM OUR COMMUNITY PARTNER, TEXAS TECH.** Parents and guardians are the key component to ensuring that students have good attendance patterns. Attendance INCENTIVES are awarded for students who are on time. *Please also consider that our school can receive TEA (state) distinctions ONLY if we meet attendance requirements.* Every day counts and it is important that your child attends school, daily, unless he/she is sick.

Birthdays

At Whiteside, we enjoy celebrations!! We celebrate attendance, good behavior, and great effort. During the announcements, we celebrate student birthdays. In order to not leave out students with summer birthdays, we also celebrate ½ BIRTHDAYS. For example, if a child's birthday is June 24, we will announce their half birthday on December 24. Parents of summer babies are also welcome to bring a birthday treat the last twenty minutes of class. Please be sure to check with the teacher in person or by email to ensure this is conducive to the class schedule. Students are not allowed to distribute invitations for private parties at school unless the entire class is invited (in order to prevent hurt feelings and potential problems). Gifts such as flowers, balloons, and stuffed animals for birthdays cannot be delivered to classrooms because it disrupts instruction.



Box Tops

Whiteside Elementary is an official Box Top for Education School. This is an easy way that every family can help contribute money for our school to help buy needed supplies. Please turn in the box tops to your child's homeroom teacher at any point in the year. The class that collects the most box tops, periodically will qualify for a class prize.

Holiday Breaks and Early Release Days

September 4	Labor Day
September 18	Student Holiday
October 4	Noon Dismissal Elementary GOALS Day
October 10	Noon Dismissal Elementary GOALS Day
October 23	Student Holiday
November 20-24	Thanksgiving Holiday
December 11	Student Holiday
December 22	Noon Dismissal
December 25 - Jan 5	Christmas Holiday
January 15	Dr. Martin Luther King Jr.'s Birthday (Holiday)
February 5	Student Holiday
March 12-16	Spring Break
March 30	Good Friday Holiday (Weather Make-up, if needed)
May 25	Noon Dismissal

Cell Phones

Students will not be allowed to use cell phones during instructional time. Phones are also not permitted during non-instructional times as well, including early morning drop off times in the cafeteria and gym before 7:35am, lunch, and recess times. Although students may bring cell phones to school, phones must be powered off and in back packs. J.H. Whiteside is not responsible for lost or stolen phones. Cell phones will be taken up and stored in the office if they are used during the school day. Parents may pick up cell phones that have been confiscated in the office.

Classroom Parties

We have three parties per year (Christmas-December 21, Valentine-February 14, and End of Year-May 24). Flowers, balloons, and stuffed animals for parties cannot be delivered to classrooms because it disrupts instruction.

Dismissal from School

In order to create a safe environment for school dismissal, each grade will have a designated departure door. Each teacher will lead his/her class out the door every day. If students need to meet younger siblings, they will meet them outside at a parent designated area. Students need to discuss with parents what they are supposed to do at the end of school each day. If there is a change in routine, please talk with your child the night before the change. Messages can be left in the office on an **EMERGENCY** basis only (it becomes near impossible to deliver messages to many children late in the school day). **Please plan to meet your student outside. If you come inside the building, you will be expected to stop in the office to get a pass.** The following are designated departure areas:

- Pre-K students will dismiss by the tall marquee. **(Dismiss at 3:20)**
- Kindergarten students will exit through the side (north) entrance. **(Dismiss at 3:20)**
- First Grade will exit through the side (north) entrance. **(Dismiss at 3:22)**
- Second grade will dismiss from the art room (north) entrance. **(Dismiss 3:22)**
- Third grade will dismiss from the front (east) entrance. **(Dismiss at 3:25)**
- Fourth grade will dismiss from the back (west) doors by main gym. **(Dismiss at 3:25)**
- Fifth grade will dismiss from the back (west) doors by main gym. **(Dismiss at 3:25)**

Students will only be allowed to cross the street at the designated crosswalks.

Students not picked up by 3:35 will be escorted to the library. Parents will need to come into the building to pick them up. Excessive late pick-ups could result in loss of privileges and agency referral for neglect.

Vehicles may NOT be parked in the back pull-through at the end of the day. The back pull through will be reserved for daycare and LISD buses only. Parents will need to park along the curbs to come get their students. At the 3:25 bell, cars in the front pull-through will not be allowed to park in order to keep traffic flowing. Please do not leave vehicles unattended in the front pull-through.

Dress Code

The Lubbock ISD school board has adopted a dress code for elementary students that can be found in the Student Code of Conduct book located on the LubbockISD website. Clothing advertising alcohol, tobacco, or vulgar logos will not be allowed. Students may not wear revealing clothing or bathing suits. Shoes should be appropriate for PE since children do not

have time to change shoes between classes. Shoe laces must be tied at all times. House shoes and wheeled shoes are inappropriate for school. Tennis shoes and/or soled shoes must be worn in P.E. to ensure student safety. Shorts should be fingertip length and not cut off or fringed at the end. Students cannot wear nose studs, facial rings, and tongue bars. **Oversized clothing, sagging, or revealing clothing is not allowed.** Mohawks, feathers, and extreme hair colors are not permitted. Male students in Pre-K – 8th grade may not wear earrings. Wheeled backpacks are not allowed. If students choose to violate the dress code, they will be sent to the principal's office and given the opportunity to correct the problem at school. If they are unable to correct the problem, parents will be contacted and/or the student will be sent to ISS or suspended until the problem is corrected. For further information about dress code, the Student Code of Conduct can be accessed online at www.lubbockisd.org under the parent tab.

Early Leave from School

If a student must leave school before 3:25, the person who picks them up must be listed on the enrollment form in order to sign them out of school. To ensure a safe environment, this person will be asked to show identification. Students will not be pulled from instructional time to wait in the office for someone to come and get them. If adults plan to enter the building, they must check in the office and have a driver's license.

Fundraisers

Whiteside will have at least one fundraiser. Students are never supposed to go door to door and participation is completely voluntary. Money that is raised by participating in the fundraisers will be used for the students at Whiteside. Red Apple Cookie Dough Fundraiser will be September 11-22.

Grade Reports

Students will receive formal grade reports each six weeks if they are in the first through the fifth grades. In addition to the report card, parents/guardians may receive a progress report for students not working to the best of their ability. Pre-K and kindergarteners have a different grading system that is rubric style that reports if a student is emerging or on-track. Whiteside uses the following conversion table for student grades.

Outstanding Achievement	90-100	A
Good Achievement	80-89	B
Average Achievement	75-79	C
Poor Achievement	70-74	D
Unsatisfactory	0-69	F

ONLINE GRADEBOOK

Parents also have access to our online gradebook so that you may check your child's grades at anytime. This can also be located on the LISD website at www.lubbockisd.org . For your convenience, download the **LISD app** for district information and important dates. If you have difficulty setting up an account, please contact our office at 219-7300.

Homework

Homework is important to school success. Student homework activities might include: completing daily work, free reading or assigned reading, math practice, and/or researching information. If parents insist that students spend some time each evening on school work, they will develop positive habits for when they get older and will be able to complete larger amounts of homework on their own. We realize that our students and parents have busy schedules. Please take the time to ensure that students get their homework done and go over mistakes made on papers sent in Monday folders with students.

Lost and Found

Students need to have their name on all supplies and clothing such as sweaters or jackets. Lost coats, lunch boxes, backpacks, etc. will be placed on a table and clothes rack by the cafeteria. If a student loses something, they need to check this area. Lost and Found items are donated every six weeks to a local charity. Please ensure that your child keeps up with his/her belongings.

Lunchroom/Menus

The cafeteria at Whiteside has a tradition of being a clean and friendly place. Students may bring their lunch from home or purchase a tray in the cafeteria. Payments can be made online for a fee. Go to www.lubbockisd.org, choose the Parent heading, Aramark, and mySchoolBucks to take advantage of this option. Students will receive a school year calendar containing daily menus. Menus can also be found on the LISD website (www.lubbockisd.org), in the local Sunday paper or on LISD TV channel 12. Please make sure your student has adequate money in their account to cover lunch. Whiteside participates in a program called Breakfast in the Classroom. Students will receive free breakfast if they are on time. If you need to drop off a lunch for your child, please bring it by the office.

Each meal costs:

Regular lunch - \$1.90

Reduced lunch - \$.40

Medication and Immunizations

With the increasing number of medications that are sent to school with students, and our concern that each student receives the needed treatments to ensure his / her health, the following information is a review of the LISD policy and procedures regarding medications.

State law permits school personnel to give medications to students at school only when the medications are provided by the parents or legal guardians and are accompanied by written permission. All medications must be in their original containers, and labeled with the student's full name. Prescription medications must be properly labeled by a pharmacist with the doctor's name, the clinic, and the correct dosage to be given.

All medications will be kept locked in the office/clinic. The only exception are asthma inhalers, which must have a physician's order stating that the inhaler is to be used "as needed" or PRN. If your child has asthma, please work with your physician and our nurse to develop an asthma management plan. It is important that your child be in school every day and in most cases your child's asthma can be treated at school so that they will lose minimal instructional time.

When bringing medications to school, the students must leave the medications with the school nurse or office personnel and must report to those designated individuals at the appropriate time so the medication can be given.

We will require that any controlled prescription such as Ritalin, be brought to school by a parent or guardian. The prescription cannot be sent with the student.

Texas law requires current immunizations for all students enrolled in public schools. Kindergarten students need the following immunizations before they will be enrolled:

- Four DPT doses, with the last one on or after the fourth birthday
- Three doses of polio vaccine, with the last dose on or after the fourth birthday
- Two doses of MMR. Both doses must be after the first birthday
- Three doses of hepatitis B vaccine

If you have any questions, please call the school nurse. We are here to help and to ensure the health and safety of all of our students.

Not Allowed at Whiteside

The primary focus at Whiteside is to create a positive and productive learning environment. Items such as CD players, walkmans, Game Boys, tablets, ipods, toys, etc. are not allowed at Whiteside. Any item left after school is dismissed for the summer, will be donated to Goodwill. Cell phones can be brought to school but must be left in backpacks and turned off until after school. The exception to this rule is when the class has earned a technology day as an incentive.

Playground

Teacher's Touch Daycare provides an in-house after school program for J.H. Whiteside Elementary. This non-profit program has contracted to use the facilities from 3:20PM until 6:00PM. For that reason, the playground will not be open to the public until after 6:00PM on Monday-Fridays, when school is in session.

Warrior Tickets

Teachers will receive Warrior tickets in your boxes. These can be given to students by any staff member for exceptional behavior. When a student receives a Warrior ticket, they will place the ticket in the raffle box. Every Friday during announcements, 10 Warrior tickets will be drawn. Students will then be sent to the office for a prize!

PTA

The PTA and parent volunteer programs are vital to our school's success. There are four PTA meetings held throughout the year. We encourage you to show your support by joining PTA. Reminders about PTA meetings and flyers regarding parent volunteer activities will be in Monday folders when appropriate. If parents are interested in volunteering, please stop by the office. **PTA meetings are on Thursday nights and will start at 5:30 PM. Meetings for the 2017-2018 school year will be Sept/21, Dec/7, March/1, and April/19.**

Parent Conferences

Teachers appreciate parental interest and involvement at Whiteside. When it is necessary to meet, please arrange times with teachers before school, after school or during teacher conferences. Parents may call the office to set up a conference or ask to have a teacher return

their call. Teachers will not have time to talk with parents when class is in session because it takes away from classroom instruction time.

STAAR

All 3rd-5th grade students in the state of Texas take the State of Texas Assessments of Academic Readiness tests at the end of the academic school year. These assessments determine student achievement and progress, as well as, school performance. Because of the magnitude of these tests, the school environment must be calm, quiet, and sterile on testing days. **Please be aware that parents with children in PreK-5th grades will not be allowed to eat with students and lunches may not be delivered to classrooms on any STAAR test days:**

April 10 Gr 4 Writing, Gr 5 Math
April 11 Gr 5 Reading
May 14 Gr 3, 4 Math, Gr 5 Math retest
May 15 Gr 3, 4 Reading, Gr 5 retest
May 16 Gr 5 Science

5th Grade Student Jobs

5th grade students only can crossing guard. Crossing guards cross students from 7:25-7:45am and 3:25-3:35. Please visit with your 5th grade child's homeroom teacher if you have any questions.

Tardies

Students are more successful if they have great attendance! Thank you for supporting our students in this capacity. Being on time for school is connected with great attendance and academic achievement. **PLEASE NOTE THAT STUDENTS ARE CONSIDERED TARDY IF THEY ARE NOT IN THEIR CLASSROOMS WHEN THE TARDY BELL SOUNDS AT 7:45AM.** Thank you so much for your support in your child's success.

Telephone

Teachers will notify parents in advance if students need to stay after school for an activity. Our nurse will contact parents if your child is ill. **Students are not allowed to use the phone to make after school arrangements.** These types of personal arrangements should be made before students come to school. To avoid calling parents unnecessarily at work or home and to encourage student responsibility, students will not be allowed to call and remind parents of events that have been published in newsletters, notified in flyers, or announced during morning announcements. Teachers will give students phone passes when it is absolutely necessary for students to use the phone in the office.

Tutoring

There will be **mandatory** tutoring for 3rd-5th grade students who meet eligibility on the following days:

Monday- Science/Writing
Tuesday- Reading
Wednesday- Math

Tutoring will begin after the 1st six weeks. There will not be tutoring once a six weeks because of teacher meetings and/or scheduled staff meetings. There is also a break from tutoring

during the holiday season. Parents will be notified when there is a change in the tutoring schedule.

Visitors

Visitors are always welcome at Whiteside Elementary. The faculty and staff feel that a close working relationship among teachers, parents and the community is of great value to our school. In an effort to provide a safe environment for our school, visitors will have access into the building during the school day by using the front entrance. After 8:00am, you will need to ring the doorbell in order to be buzzed inside the school. Visitors need to stop by the office to check in and receive a visitor's identification tag to wear in the building. Students being checked out early must go through the office.

Volunteers

We love to have volunteers in our rooms; however, there are a few guidelines that must be followed. Talk about your role in the classroom with your child. Your child is expected to maintain their routine while you are present and understand that you have taken on a teacher's role and are there to help all the students. Please make arrangements for younger children. Be discreet upon entering the room. Check with the teacher for your assignment. Most likely the teacher will want you to work in centers with the students. Help children stay on task. Redirect them if necessary. Discipline is always the teacher's responsibility. Confidentiality is a must. To sign up as a volunteer you will need to complete paperwork online at www.lubbockisd.org Follow the tab labeled District Info. & News and click on Volunteer in LISD. This application must be updated **annually**. You must complete a background check if you plan to go on fieldtrips with your student.

Weekly Work Folder

Students will bring home a weekly work folder every Monday afternoon. This folder will have all home/school communications in it and any classroom news/work to share with parents. Parents should meet with children on Monday nights to go over papers and the newsletters. Students will return the folder signed the next day.

Whiteside Behaviors

Whiteside teachers will teach social skills that are necessary for success in life. Students will work hard to use the following skills both at school and away from school:

- Following Instructions – Look at the person ,say OK, do it now, check back
- Getting the Teacher's Attention – Look at the person , raise your hand, wait until the teacher says your name, use a nice voice
- Accepting No – Look at the person, say OK, stay cool, if you do not agree, ask later
- Greeting Others – Look at the person, use a nice voice, say "hi"
- Asking for What You Want – Look at the person, use a nice voice, say "please" and tell what you want, say "thank you" or accept "no"
- Disagreeing Appropriately – Look at the person, use a nice voice, tell how you feel, give a reason, listen to the other person
- Giving Criticism – Look at the person, use a nice voice, say something positive first, say what you do not like, listen
- Saying "No" – Look at the person, say "no, I don't want to," leave the situation

- Saying You're Sorry – Look at the person, use a nice voice, tell why you're sorry, don't make excuses, say what you'll do next time
- Reporting to the Teacher – Look at the teacher, stay cool, ask to talk to the teacher alone, tell what you saw, answer the teacher's questions, say "thank you"
- Introducing Yourself – Look at the person, smile, use a nice voice, say your name, shake hands, say "it was nice to meet you"
- Showing Respect – Obey a request to stop negative behavior; refrain from teasing, threatening or making fun of others; allow others to have their privacy; obtain permission before using another person's property; do not vandalize public property; refrain from conning or persuading others into breaking the rules; avoid acting obnoxiously and dress appropriately when in public

Character Counts Pledge at Whiteside

I pledge to be a person of **good character**.

I will always be **fair**.

I will be **respectful** and **responsible**

Showing that I **care**.

I will be a **good citizen**,

Doing what I must.

I will be **honest** and **reliable**,

And worthy of your **trust**.

I will be the best Whiteside Warrior

I can be!

DISCIPLINE PROCESS FLOWCHART

1ST Step- Be PROACTIVE...Teach Desired Behaviors



2nd Step- Verbal Warning



3rd Step- Classroom PBIS Strategies

(Teacher will communicate w/parents **informally** (*walk out to car, teacher note, text, email, phone call*) and review school-wide expectations etc. with a group of students that need extra support.)



4th Step- Individualized PBIS Strategies

(Teacher will communicate w/parents **informally** (*walk out to car, teacher note, text, email, phone call*) and review school-wide expectations with individual students that need extra support.)



5th Step- Review 360 Communication to Parents from Teacher

(This is a more **formal** line of communication w/parents about student behavior that will be documented in Review 360 by a teacher. If a teacher has gotten to this step, student behavior is a concern and needs to be addressed immediately by parents.)



6th Step- Review 360 Communication to Parents from Admin

(An administrator is involved in this step. Student behavior will also be documented in Review 360 at this step by an administrator. Students will complete a social skills lesson with an administrator on the deficit skill during the first (1st) office visit. The second (2nd) visit, thereafter, will result in more punitive consequences.)

Dear Parent/Guardian:

We at Whiteside Elementary are excited about new beginnings and look forward to many successes this school year. Regular, punctual attendance is important to your child's learning and achieving success. To emphasize the importance of school attendance, this letter includes references to attendance policies and a brief reminder of our state's compulsory attendance law. With your help and the support of the school staff, we know your child will have a record of strong attendance this school year.

You, as the parent or guardian, are responsible for monitoring and requiring your child to attend school. If you have questions or concerns about your child's attendance, please call the school and clarify with our attendance clerk, Cathy Steiwig. Please note that all children ages 6 years through their 19th birthday are required by our state to attend school regularly. Again, remember that you as the parent/guardian are responsible to see that your student is in attendance. If your child is unable to attend school, please immediately notify the school's attendance clerk with the reason for this absence. Notify the school of an absence by calling the school attendance line at (806) 741-8562 or email csteiwig@lubbockisd.org.

Please note the following:

- Every student has five parent calls per year. These calls involve the parent/guardian calling the school and reporting that their student is ill and will not be in attendance that day (this call is not accompanied with a health care provider's note).
- When a student is going to be absent for a doctor's appointment, a doctor's note must be submitted to the student's school attendance clerk within three days of the student's return to school.
- Every student receives three parent request (PR) days per year. "Parent Request" days must be pre-approved by the principal. PR forms are located in the school's front office.
- After three unexcused absences (or parts of days) within a four week period, you as the parent/guardian of the student will be requested to attend a truancy conference with the appropriate administrator. At this point, the school will begin to initiate truancy prevention measure(s). Examples of these measures are the development of an attendance improvement plan, counseling, and mentoring.

If your student is absent 10 or more days or parts of days within a six-month period in the same school year, you as the parent/guardian are subject to prosecution. Your student is subject to referral to truancy court.

We appreciate your support and look forward to working effectively with you and your child.

Sincerely,
Brandi Lay

Acknowledgment of Receipt/Access of
Student Code of Conduct
2017 – 2018

By signing this document you are acknowledging that you have access to and have viewed the Lubbock Independent School District's Student Code of Conduct. Note that you may acquire this document by the following:

- Home or personal computer at www.lubbockisd.org
- School campus computer
- Request a printed copy from the school

-----tear along line and keep above for reference-----

Acknowledgement of Receipt/Access of
Student Code of Conduct
2017-2018

As the parent/guardian of the student listed below and as the student listed below, we hereby confirm that we have access to the Lubbock Independent School District's Student Code of Conduct and that we will review the content of this document in order to:

- Understand the responsibilities expected of parents and students in the Lubbock ISD.
- Understand and follow the policies, procedures, rules, regulations, and practices as stated in the document.
- Understand and abide by the LISD Responsible Use Policy (computers, electronic communications, network access).
- Understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code of Conduct and the Whiteside Student handbook (two separate documents).

Print name of student: _____ Grade: _____

Signature of student: _____ Date: _____

Signature of parent/guardian: _____ Date: _____