



White Pine Elementary Parent Handbook 2021-2022

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History of White Pine

Our school building was transformed from a middle school to an elementary school in 2017. Before that, we were Park Elementary which had a strong reputation for excellence in education. White Pine might be our new name, but our traditions, culture, and academic excellence remain the same.

White Pine Elementary School's Mission

White Pine Elementary will provide the foundation for all students to become lifelong learners for academic and behavior success. Students and faculty are encouraged to continually develop a growth mindset. Monthly themes are celebrated and taught. Students will learn to be safe by making positive choices and learning from their mistakes while building character skills. Students will learn to be responsible by working hard and completing assignments in the classroom and community. Students will be able to recognize their areas of strength and believe in all they can do. Students will learn to be kind by being provided leadership opportunities that will teach respect for themselves and service to all those around them.

School Colors: Blue and Yellow **School Mascot:** Eagle

Power of YET Cheer

I am RESILIENT!
I have GRIT!
I will FIGURE IT OUT!
I will NOT QUIT!
You can bet,
I HAVE THE POWER OF YET!

School Song:

We're the White Pine Eagles, our school, it is so fine.
We try to be safe, responsible, and kind,
With parents and teachers to help us everyday.
We're the White Pine Eagles, we'll shout a big Hoo-ray!

School Pledge: I am Safe, Kind, and Responsible. I am developing a growth mindset for success.

City Crossing Guards:

100 West and Main Street 8:25-9:00 & 2:50-3:15
100 West and 100 North 8:25-9:00 & 2:50-3:15

School Hours:

Pick Up and Drop Off Times
School Starts at 9:05
School Ends at 3:35 (Fridays at 2:20)
All Day Kindergarten Session 9:05-3:35 (Fridays at 2:20)
Kindergarten PM Sessions 12:30 - 3:35
(Fridays 11:50 - 2:20)

Breakfast:

Breakfast Starts at 8:45
Breakfast Daily - \$1.40, Weekly - \$7.00
(Daily reduced breakfast - 30¢)
Students who eat breakfast are expected to make it to class on time before the 9:05 tardy bell. Milk is available for purchase separate from buying a meal. Those students who are allergic to milk will be offered water.

Lunch:

Lunch Daily - \$2.05, Weekly - \$10.25
(Daily reduced lunch - 40¢)
Separate Milk purchase 35¢
(15-20 min. to eat and 15-20 min. for recess)
All Day Kindergarten 11:50
1st Grade - 11:55
2nd Grade - 12:00
3rd Grade - 12:05
4th Grade - 12:15
5th Grade - 12:20
6th Grade - 12:30

If your account balance drops too low into the negative, there is a chance your child may receive a peanut butter sandwich instead of the main line option. **Parents may apply for free or reduced lunch prices by using this link:**

<https://secure.ezmealapp.com/default.aspx?cid=YTY1YmI1NDgtYmJkOC00MTBjLTlhMWQ0tMDVkyjUoYWRjNmQ2>

Attendance, Tardiness, and Leaving Early:

Classrooms Open at 8:45am
Tardy Bell 9:05
Classes begin promptly at 9:05 a.m. If a student does arrive late, they should check in at the office so we can track when the students arrive. When it is necessary to check a student out of school, a parent or guardian must report to the office to sign the student out. If a student starts to show a pattern of frequent absences, tardies, or check outs, the principal will call home and encourage the family to meet with her to develop a plan for improvement.

Allergies: If dietary accommodations are needed or if medication needs to be kept at school, you need to get a form from the office for your doctor to sign.

Birthdays/Other Celebrations: Please do NOT bring balloons or gifts to be delivered to a student in class as they are a distraction to the learning environment. District policy states that treats should not be brought to class except through the PTA on designated holidays. Invitations to parties should not be brought to school UNLESS every student in the class is invited and nobody

is left out. School personnel cannot give out phone numbers or addresses of children.

Bus: Behavior on the bus should not be different from behavior in the classrooms as rules, expectations, and consequences are the same. Riding the bus is a privilege and can be revoked if the child refuses to follow the rules. Bus drivers will call the principal and report any disrespectful behavior and the principal will follow through at school.

Calling the School: Parents, please understand our need to keep phone lines open for emergencies and other urgent school matters. We are not always available to answer your calls because we may be answering a call on the other line, helping someone in the office, or handling other issues. Please leave a message or call back later. We ask that students do not use the phones to call to get permission to go play with friends. **Also please know that the phones get busy at the end of the day and we may not be able to get messages to students before the bell rings.** When possible, please make plans for necessary changes with your student before they leave for school in the morning. Sending them a note of explanation for us is very helpful.

Cell Phone Use by Students at White Pine

To prevent possible cyber-bullying on our campus, cell phones and other digital devices like smart watches are not to be used on school property.

Cell Phone District Policy:

- A. Elementary students' cellular devices must be turned off from the first bell, and remain off until the last bell during school hours. Communication with parents/guardians will be facilitated through the teacher or the central office of the school.
- B. Wearable cellular devices may be worn as long as they do not create a distraction or a disruption during school hours.
- C. Students who choose to bring cellular devices to school do so at their own risk. The school district assumes NO LIABILITY for lost, stolen or damaged devices.

Disciplinary Measures

- A. Failure to adhere to the guidelines above may result in disciplinary measures such as:
 1. Verbal warning. Student may be asked to turn off their device in the presence of the teacher and may be allowed to put it away.
 2. Device may be taken away until the end of the day (to be picked up by student). Offense may be logged in PowerSchool.

3. Device may be taken away from the student and must be picked up by the student's parents during school hours or after school, after consultation with a school administrator. Offense may be logged in PowerSchool.

4. Student may lose the privilege to use device on district property. Offense may be logged in PowerSchool.

Child Abuse/Neglect: The law places "duty to notify" on every person who has reasonable cause to believe that a child may be neglected or abused. School staff don't have to prove that abuse or neglect is occurring, but only have a reasonable cause to believe. Our school will report suspected abuse and neglect within the guidelines of the law.

Citizenship/Discipline: All students of White Pine Elementary are expected to treat their fellow students, teachers and staff with respect. We believe all students must be held accountable for conduct that is harmful or disruptive to a safe and secure learning environment. Schools where parents and school staff work together are most effective. Please support our efforts. Students will be receiving positive reinforcement at school for demonstrating good citizenship. Every class including prep classes and reading groups will have clearly stated behavioral expectations and routines.

Our first priority at White Pine Elementary is to provide a safe, predictable, and motivational environment for ALL students. We understand that students often arrive at school with heavy burdens and overwhelming stress. What happens outside school can have a profound effect on what happens inside the school. If a student's behavior is negatively impacting other students' learning or their own learning, we will first consider the motives or reasons behind the behavior and provide appropriate accommodations. If the behavior is chronic, a behavior plan will be created by the teacher, parent, and other involved personnel. Students displaying severe behavior or needing immediate attention, may be referred to the school counselor and/or Bear River Mental Health services.

Class Placement for the Next Year: Parent input for class placement will be available the first two weeks after Spring Break. Parents are invited to share information they feel the school should know when determining teachers. White Pine strives to have balanced classrooms (number of students, even ratio of boy to girl, academic strengths, and behavior needs). Changing classes after placements are highly discouraged. A change of

placement can only happen with the principal's discretion and only after 5-10 full school days with the current teacher.

Computers and their Acceptable Use: The Cache District Acceptable Use Policy deals with students and their access to the internet. While at White Pine students and adults are agreeing to the following rules:

- 1) Students will have access to the Internet and may only use the internet at White Pine Elementary under the direct supervision of a teacher.
- 2) No one may use the network for commercial purposes or financial gain.
- 3) Illegal or inappropriate use of the Internet is prohibited (Students intentionally logging in under another person's name is considered inappropriate and will result in loss of computer privileges).

Dress Code: Students should dress according to the conventions of good taste while in school. Clothing should be neat and clean. Clothing that suggests violence, drugs, obscenity, gang activity, or other offensive themes will not be permitted. Shorts, skirts, and dresses must be closer to the knee than the waist. Shirts must cover one's midriff during all activities. Tank tops, shirts with "spaghetti straps" and the like are unacceptable. Hats, beanies, and bandanas are not to be worn in the building. Shoes should allow for running freely and should be appropriate for active play at recesses and P.E. Flip flops are not good for running and are highly discouraged. We appreciate you working with us to eliminate distractions to our learning environment.

Emergencies/Emergency Forms: Throughout the school year, students are trained to respond appropriately to emergencies. Drills are done monthly with every other month practicing a full evacuation. A hall check is put into effect when danger or other emergency is possible. During a hall check, students simply stay in their classrooms and keep learning while the administration checks on a suspected danger. It is important to keep your contact information updated, both in the school office and with your child's teacher.

FERPA (The Family Educational Rights and Privacy Act): This law protects the privacy of a student's educational records. For more information go to: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Field Trips: Teachers may ask parents for donations to help cover the cost of bus transportation and incidental expenses for field trips. Students are never kept from participating in field trip activities because of an inability

or desire not to make a donation. Students are expected to follow the safe busing rules. Students who ride the bus to a field trip must return to the school on the bus unless they are physically handed over to the parent/legal guardian. There are no exceptions.

Illness: If your child becomes ill at school or he/she arrives at school sick, you or someone listed on your emergency card will be contacted to pick your child up as soon as possible. Keep your child home from school if she or he has exhibited one or more of the following:

- Covid - 19 symptoms
 - Chills
 - Cough
 - Difficulty breathing
 - Fever of 100.4 or above
 - Muscle aches and pain
 - New or reduced sense of taste or smell
 - Sore throat
- Diarrhea or vomiting
- Measurable temperature (100 degrees or higher)
- Yellow to green discharge from the nose
- Severe or croupy cough that has not been treated
- Infected eyes or ears
- Other contagious, untreated infections (lice, ringworm, impetigo, pink eye, etc.)

When your child has been symptom-free for 24 hours without medication, they can return to school.

Library: Books can be checked out for 2 weeks at a time; however, Mrs. Williams will gladly extend the due date for any child that asks for more time to enjoy their books. Students cannot check out new books if they have any overdue or lost books. Once the overdue books are returned, they can check out new ones again. If the books are lost or damaged, the parent is required to pay the cost to replace them. Kindergarteners can check out 1 book at a time until January and then they can take 2 books. Second graders can check out 2 books at a time. Third - Sixth graders can check out up to 3 books at a time.

Medication: As per state law, school staff cannot provide medication for students. We also cannot monitor or participate in the dispensing of medication for students without a school provided "Permission to Administer Medication" form that has been signed by the parent and a health care provider. This applies to both over-the-counter medication and prescription medications.

Office Phone Use:

Calls from the office need to be limited to children who are ill or have some other sort of emergency situation. Students will not be able to use the phone to get gloves,

hats, gym shoes for PE or to make after school arrangements. Please make sure your child is prepared for the day and allow them to suffer natural consequences if they forget things.

Parent Teacher Conferences:

Students are expected to attend a conference twice a year with their parents and teachers. At the conferences, students make goals for improvement, scores are shared, and work samples are celebrated. Parents need to sign up for an appointment using Canyon Creek Online Scheduler link. Parent Teacher Conferences will be held on a Thursday evening from 4:00 p.m. until 8:00 p.m. and on Friday morning from 8:00 a.m. until 12:00 noon. School on Thursday will get out early at 1:30. On Friday, there will be no school for students.

There will be no school for kindergarteners or preschool on Thursday or Friday so conferences can be held on those two days.

Be watching for signup emails 3 weeks before conference dates. Those emails will have the link to take you to the software signup page.

Parent Teacher Conference Sign Up Instructions:

From the Online Scheduler Home Page:

- Choose your student's school from the drop down list and click "GO"
- Enter the school password, whitepine
- Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
- Verify the student's birth date
- A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
- If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "Do you want to schedule conferences for another student?" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
- You will then see the available time slots for each teacher you selected.
- Select the times that work best for your schedule.
- Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
- Once you have finished you can confirm your appointment details and print your conference schedule.
- Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help? Contact White Pine Elementary
435-258-2344.

Conferences this year will be November 18th and 19th and again in March on 3th and 4th.

Parent & School Communication: In order to receive school announcements as text messages, please update your settings in Powerschool. Teachers will provide regular communication about class events through email, paper notes, or phone apps. If you have concerns please contact teachers through email or call during business hours (3:00pm - 4:00pm).

Personal Possessions: Please put your child's name on their clothing, bags, etc. Students should check for lost items in the office. **Students' should not bring toys, games, hobby cards, sports equipment, personal electronics, distracting accessories, or pets to school.** Such items are often distracting, cause hard feelings between students, or sometimes fall into the wrong hands. Staff will not assume responsibility for lost, misplaced, or stolen personal items. Skateboards and other items with wheels should be locked up at the bike rack or stored in the classroom or office during the day.

Pick Up and Drop Off:

- Be considerate of all other vehicles and students during pick-up/drop-off times.
- All vehicles should drop-off/pick-up students by pulling in front of the school as close to the curb as possible, going in one direction (north).
- Students should exit vehicles on the side closest to the curb and sidewalk.
- Do not double-park. It is very dangerous to have students walking between vehicles.
- Do not drop-off/pick-up in the bus zone. This is a state regulation and a safety rule.

Reading Homework: Please make a family commitment to reading 20 minutes daily. Our school works closely with Richmond's Public Library, and encourages regular visits there.

Recess: Students are expected to go outside for recess with their class unless severe weather requires all students to stay inside. Teachers cannot monitor safety if some students are inside and others are outside. Generally, if students are too sick to participate in outside recess, they are probably too sick to come to school. Please make sure the school and teacher are aware if your child has asthma as the weather may be a concern for them. Please stress the need for hats, gloves, coats, and

boots during the winter and please label all outside clothing. Parents will be called to bring dry clothes if the student gets too wet during recess. A doctor's note should be sent to the PE Specialist if your child cannot participate in PE activities.

Safe Schools: Cache School District is committed to providing a safe school environment where learning takes place free from unnecessary disruption and danger. The possession of controlled substances or a weapon or likeness of a weapon is grounds for immediate suspension or expulsion. (See the district policy on the website.) At White Pine Elementary, harassment, threats, or assaults are grounds for in-school suspension (students lose privileges like recess and sitting with friends at lunch, but their work is still completed at school).

School Community Council: The White Pine Elementary Community Council will be composed of elected parents and school staff members. As per the law, parent membership will exceed school staff membership by at least two parents. We generally have five parents, two teachers, the principal, who serve on the council. We also are lucky to have a school board member, and a representative of Richmond City Council attend all our meetings as well. Elections are held each spring and notice is given by newsletter and on the website of when the elections will be held. Regular meetings are held monthly. All parents are always welcome to attend, but only council members can vote on changes. Schedules and committee member information can be found at our school website. <https://www.ccsdut.org/domain/302>

Spirit Days: Students earn Spirit Days throughout the year. These special days allow us to wear something silly (ex. Superhero Day, Crazy Socks Day, Beach Day, etc.).

Visitors/Volunteers: All visitors and volunteers must check in at the office when they arrive and when they leave.

Weather Related School Closings: For information tune your radio to KVNU 610 AM or KBLQ 1390 AM. An emergency announcement will also be sent through Swift K12 (Powerschool) to the email address and phone numbers in PowerSchool.

White Pine Elementary Pledge

At White Pine Elementary School, it is our goal to ensure that every child meets grade level standards. This will require the best efforts from each of us as we work together as a team. We are committed to challenging and motivating each child as they become respectful, responsible, and resilient.

I choose to be Respectful when . . .

___ I show kindness to myself with my thoughts or my actions.

___ I use kind words and actions towards others.

___ I show kindness to those who support my learning.

___ I will use active listening and direct communication to solve conflicts.

___ I will accept my part in conflicts with others.

I choose to be Responsible when. . .

___ I accept the consequences of my actions, positive and negative.

___ I accept that my choices affect others. What I say and do matters.

___ I accept that my choices matter.

I choose to be Resilient when . . .

___ I give my best effort even when things don't go as planned.

___ I accept my mistakes as opportunities for me to learn.

___ I seek help from others when I'm unsure.

___ I accept the difference between not knowing and not knowing YET.

___ I accept feedback as a gift.

I pledge to be respectful, responsible, and resilient.

Every child will get a copy of this pledge and return it with the following signatures on it:

- Student Signature
- Parent/Guardian Signature
- Teacher Signature
- Principal Signature