

Jurisdictional & Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students and visitors with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and the student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students and parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

STATEMENT OF NONDISCRIMINATION
WHITING COMMUNITY SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, CREED, NATIONAL ORIGIN, RACE, RELIGION, MARITAL STATUS, SEX, SEX ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION, PHYSICAL ATTRIBUTES, PHYSICAL OR MENTAL ABILITY OR DISABILITY, ANCESTRY, POLITICAL PARTY PREFERENCE, POLITICAL BELIEF, SOCIOECONOMIC STATUS OR FAMILIAL STATUS.

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| | |
|--------------------------------------|--------------------|
| Pre School | Glori Hall |
| Kindergarten | Fran Haack |
| First Grade | Kim Mann |
| Second Grade | Molli Miller |
| Third Grade | Paula Harding |
| Fourth Grade | Nick West |
| Fifth Grade | Melissa Eggerling |
| Title One | Verla Benjamin |
| Title V/TAG | Diane Owens |
| Special Education | Heather Bryan |
| Counselor | Connie Smits |
| Media Specialist | Victoria Winterlin |
| Library Assistant | Amy O'Neal |
| Vocal & Instrumental Music | Jonathan Cole |
| Physical Education | Scott Tentinger |
| Superintendent, Elementary Principal | Carolyn Eide |
| Secretary | Andrea Wood |
| Secretary | Lori West |
| Preschool/Special Education Aides | Lori Cooper |
| | Renee Cooper |
| | Rita Baczwaski |
| | Lynne Deen |
| School Nurse | Michelle Hanner |
| Computer Lab Manager | Janice Neldeberg |
| Bus Drivers | Pat Mattingly |
| | Skip West |
| Custodians | Dale Cooper |
| | |
| School Lunch Program | Sharon Thelander |
| | Becki Rodman |
| | Carol Zortman |

WELLNESS POLICY

In cooperation with the federal government's requirements, the Whiting Board of Education has adopted a local Wellness Policy. The intent and purpose of the policy is to promote student health and reduce childhood obesity.

The following three goals have been adopted by the Board of Education to promote healthy students by supporting wellness, good nutrition and regular physical activity as a part of each student's total learning environment:

- Goal #1: Nutrition Education and Healthy Nutrition Environment
 - * Through the district's classrooms and food service programs.
- Goal #2: Physical Activity and Other School-based Activity
 - * Through the district's physical education program.
 - * Through the district's before/after school extra-curricular activities.
- Goal #3: Community Sponsored Activities that Promote Student Wellness
 - * Through the district's sharing of information with all staff and after-school programs.
 - * Through the district's support of parental efforts and through community-based physical activities occurring outside of school.

Our board, administration and staff welcome the ongoing interest and support of our parents and patrons in our efforts to support and promote good nutrition and physical activity made possible through the cooperation with community-based programs.

In order to effectively implement the new Wellness Policy, Whiting Community Schools will be making several changes in the best interest of our student's health, nutrition and education as outlined above. Some of the changes being implemented in the 2006-2007 school year include:

- The soda and other vending machines will have timers for the purpose of limiting access during the school day.
- Healthier, alternative vending will be made available to the students for their use during appropriate times of the day.
- The school district's food service program has adopted higher nutrition standards for the breakfast and lunch programs.
- Nutrition education will continue to be emphasized at all levels of the district's K-12 educational system.
- Physical education classes will continue to be designed to promote active student involvement and participation.
- Cooperation with community-based organizations will continue for the purpose of promoting good nutrition and physical activity for our community's before and/or after school programs.

MANDATORY CHILD ABUSE REPORTER

| | | |
|-----------------|---------------------|----------------------|
| Level One | Level One/Alternate | Level Two |
| Michelle Hanner | Kate Garred | Jeff Johnson |
| School Nurse | Nurse | Whiting Police Dept. |
| 712-455-2468 | 712-423-2311 | 712-455-2514 |

Equal Opportunity

It is the policy of the Whiting Community School District to provide equal opportunity and not to illegally discriminate on the biases in the basis of age, color, creed, national origin, race, religion, martial status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status or disability in its educational and employment practices. The agency will affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented.

This agency shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, and roles open to both men and women in our society. One of the objectives of the agency programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate biases in the basis of age, color, creed, national origin, race, religion, martial status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries concerning the application of Title IX, Section 504 or Title VI may be referred to Gary Schrage (455-2468) at 606 West Street, Whiting Iowa.

Asbestos Notification

There is asbestos in the Whiting Community School. The location is posted on the bulletin board in the office. The board has adopted a management plan to inspect ever 6 months. The asbestos, which is located in the steam pipe tunnels, has already been encapsulated and is not accessible to students, staff or the public. The plan is available in the Superintendent's office for inspection during the regular school hours.

School Day

The Whiting Elementary School classes begin at 8:20 A. M. Country buses usually arrive at 7:45. Bus students may enter the building when their bus arrives at school. All students who do not ride the bus may enter the building at 7:45 A.M. **The doors to the school will remain locked until 7:45 A. M. Students should not arrive or be dropped off prior to 7:45 A. M.** because there is nothing scheduled for them to do and there is not proper supervision. **Teachers and Substitute Teachers are to be in their rooms at 7:50 A. M. to supervise students.** Students may enter early at a teacher's request for schoolwork, music activities, etc. School is dismissed at 3:15 P.M.

Picking up Children from School

Parents are asked to communicate with the teacher the routine manner in which the child will get home at the end of the day. When there is a change in that routine, we ask that the parent send a written note to the teacher at the beginning of the day to see that all students are directed to the right place. Any time that a student is riding a bus that they do not normally ride, they must have a note to present to the teacher and the bus driver. Without a note, they are not allowed on the bus.

If anyone other than a parent or legal guardian is to pick a student up from school, the school needs to be notified by the parent or legal guardian as to who will be picking up the child, how that person can be identified and when they are picking up the child. If there is any doubt, the child will not be allowed to go with that person until all doubt is removed. The person needs to go the office first and notify the secretary. The secretary will call the room to dismiss the student.

If a specific person is not to be picking up a student, arrangements must be made in writing with the elementary principal. These requests will be honored within the extent of the law. If necessary, ***a copy of any legal restraint should be on file in the school office. Any attempt by an unauthorized person will be communicated to the parent. Unless the legal documents are on file with us, we must provide equal rights to both parents.***

Parents should impress upon their children the need for caution in offers of help and rides coming from strangers.

Closing School due to Inclement Weather

Occasionally it becomes necessary to close school because of inclement weather and bad road conditions. When possible, the superintendent makes the decision early in the morning or the evening before. When weather conditions might suggest that school would be closed for the day, students or parents should listen to radio or television stations in Sioux City. **This information is also placed on the school website as soon as a decision has been made regarding school closings.** With proper arrangements this information can be received by E-Mail or text message through Snowcap.

If the decision is made to send the students home early due to the weather, this announcement will be made on the radio and television stations as soon as a decision has been made. It is helpful if you have a plan that both the student and the teacher know in the event of an early dismissal due to weather.

Iowa law requires that all public schools make up each missed whole day of school. In order to avoid scheduling of our make-up days after Memorial Day or June, emergency bus routes have been established. Use of emergency routes will be announced on local radio and TV stations as well as posted on the internet. **If we start the day with emergency bus routes, we will end the day using emergency bus routes.** Use of emergency bus routes require parents to bring their children to pre-determined roads and bus stops and then pick them up from the same location.

Attendance and Absences

It shall be the policy of the Whiting Elementary School to ***expect students to attend classes regularly and to be on time so as to receive maximum benefits from the instructional program, develop habits of punctuality, self-discipline and responsibility.***

It is a known fact that students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more opportunities after leaving school.

We will use 10:00 and 2:00 as the times to be counted as half- days. After eight days of absences from school **per semester**, parents will be sent a letter of notice from the principal as to the number of times the student has been absent from school. After ten days of absences from school per semester, the principal will review the absences and schedule a parent-teacher-student-principal conference to work out a cooperative plan to improve the child's school attendance. Other conferences will be set up as needed to improve the child's school attendance. Absences will start over at the beginning of the semester.

At the end of the year, the elementary classes give awards to recognize students who have had perfect attendance.

Absences & Reporting

A parent/guardian is asked to phone the school before 8:30 A.M. regarding a student's absence. It is required that a parent make the call to the school regarding absences, not the student or a sibling. If the school is not notified of the absence, the school will call the parents to determine why a student is not in school. This will also insure that both the parent and the school will know where the child is.

Anticipated Absences

The parents need to notify the school as soon as possible so that arrangements can be made. While every effort will be made to accommodate requests, students with excessive absences will require a meeting with the parent, teacher and superintendent. Every attempt should be made to schedule routine appointments and family activities outside of the regular school day.

Parental Responsibilities

Parents have the basic responsibility for the attendance of their children. School officials suggest that parent not allow their children to be absent from school for other than the following reasons:

1. Personal illness.
2. Death or serious illness in the family or household.
3. Medical or dental appointments that cannot be made other than during school time. This should be limited only to the time required.

When the parents of a student are going to be gone for more than one night and the child will either be staying with someone else or someone will be staying with them in their home, the school office should be notified who should be contacted in case of an emergency.

Tardiness

In order to help each student develop the practice of being prompt, this school system strongly encourages students to be to school on time. A pupil will be regarded as tardy unless the pupil is in the classroom at the proper time. School begins at 8:20 A.M.

The teacher will notify the parent/guardian by note or phone when a child has been absent. After five tardies parents will be sent a letter of notice as to the number of tardies. Parents will be asked to work out a plan to reduce or eliminate future tardies. **After eight tardies, a parent-teacher-student-principal conference will be set up** to develop a plan to reduce or eliminate the tardies. Other conferences will be set up as is needed if there are further tardies. Tardies will start over at the beginning of the semester.

This policy also includes being requested to be dismissed from school prior to the scheduled 3:15 p.m. dismissal time.

Procedure for Dispensing Medications

In the interest of providing safe procedures for dispensing medication to students the following policy is in effect.

The office will keep medication when a parent/guardian sign a request to have this prescribed or over the counter medication dispensed to their child according to the written directions as given to the school by the parent/guardian. The school does not keep any medications for student use that is not sent from home in the original packaging or in a properly marked container from the pharmacy. The staff cannot make a decision of when a child should be given the medication sent from home.

Prerequisites to assure that the specified drug is dispensed to the designated pupil in the prescribed amount at the specified time are listed as follows:

1. The parent/guardian will send a written permission slip to school stating the specific medic action to be given in a specific amount at the specific time to the designated pupil. The pharmacist may supply 2 containers, one for the school and one for home if asked. The medication must be in the bottle with the proper label from the pharmacy.
2. The correct amount of the medication should be sent in the original container.
3. File all medication permission slips in the school nurse's office.
4. All medications are appropriately identified for each child and kept in a safe place in the office.
5. If a student refuses to take the medication prescribed, the staff will document the refusal and attempt to notify the parent immediately.

First Aid

It is the policy of the Whiting Elementary School in case of a serious accident or medical emergency to have the school administer any necessary first aid if a person competent to do so is available. Every possible effort is made to contact the parents to find out what their wishes are in the matter. If a parent cannot be contacted, the school assumes the right to call a doctor to administer emergency treatment. The school DOES NOT assume financial obligations.

Health

If the student is ill enough not to be in class, it is assumed that he/she should go home. A school staff person will notify a parent when a student is ill and needs to go home. Generally, the student will be referred home if the student has vomited or has a temperature over 100 degrees. Included at the end of this handbook are several memos from the school nurse to help parents understand the policy for children staying home or returning to school after an illness.

Head Lice

The school nurse will periodically conduct checks for students with head lice. When a student has either live lice or nits, they will be sent home for treatment. When the student no longer has an active case, the student will be allowed to return to school. Students should be reminded not to share head gear, brushes, combs or other items.

Illness and Injury

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the Nurse's Office.

Entrance/Admission Requirements

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15th of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment the child must provide the administration with a completed health and immunization certificate. Such certificate may be obtained from the school office. Any deficiencies in these records will be referred to the school nurse and will be discussed with the parents.

Transfers In/Out of the District

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's cumulative records from the student's prior school district. If the student is unable to provide the principal with proof of the student's grade level or permanent records, the principal will make the grade level determination. The school office will assist the parents or legal guardians in accessing the records from the previous school.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, locker and equipment. No refunds of lunch accounts will be made until all fees or fines are paid and check out is completed.

Change of Address

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of an emergency. In the case of an emergency, we may also need to contact you at your place of employment. Please keep the office aware of changes in work related information such as business and phone number.

Open Enrollment

Parents/guardians considering the use of the open enrollment option to enroll their child/ren in another public school district in the state of Iowa should be aware of the following dates:

March 1st is the last date for regular open enrollment requests for the upcoming school year.

September 1st is the last date for open enrollment request for entering kindergarten students for the new school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation assistance or in the form of a cash stipend.

For further details, contact the superintendent's office at 455-2468.

Student Records

An accurate record shall be maintained for all students attending this school district. Records of a student shall be accessible to parents and or legal guardian of that student or to the student if of legal age or older. Student records shall remain confidential. Parents and eligible students are permitted to inspect and review their educational records upon the issuance of a written request to the superintendent's office.

Permanent record, cumulative folders, and tentative records are kept for each student. A copy of such records will be made available to parents and eligible students upon request.

The following information may be released to the public in regard to any student of the school district: name, parent name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic team, date of attendance, degrees and awards received and the most recent previous school or institution attended by the student. Any student, parent or guardian not wanting this information released to the public must make an objection in writing to the superintendent's office.

Any additional information will not be released without written parental consent (except to school officials with a legitimate educational interest). Records shall be kept in the district office.

Parents have the opportunity to amend records through a records hearing. Such a hearing will be granted upon a written request submitted to the superintendent. The hearing will be held within five school days of the request.

At the records hearing, parents may challenge any information in the education records. If through the presentation of valid information, the current records are proved to be inaccurate, the records will be removed. The Education Records committee will be made up of the superintendent, a staff member and a board member.

If the Educational Records committee decides not to amend the records, the school district will allow the parents or legal guardian to place qualifying statements in the records. The statement will remain as part of the record.

The district will maintain records for at least three years after the pupil has completed the school program or would have reached the maximum age of compulsory school attendance.

Access to Student Records

The following person, agencies and organizations may have restricted access to student records without prior written consent of the parent, legal guardian or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena. **All parents with parent rights will have access to the student's records regardless as to which parent has legal custody.**

1. School officials, teachers and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Official connected with a student's educational financial aid applications.
5. Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations that process and evaluate standardized test.
7. Accrediting organizations for accrediting purposes.
8. Parents of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

Grading System and Report Cards

Grades K-3 each have their separate report cards. Each of these grades lists the major goals to be accomplished for each subject matter and use a grading symbol to indicate if the student has accomplished these goals. Report cards will be given at the end of each quarter for a total of 4 times annually. Parents are encouraged to contact their child's teacher for more frequent checks on student progress if needed.

Grades for 4 and 5 will use A, B, C, D, F grades;

| | | |
|----------|----------|----------|
| 95-100=A | 83-84=B- | 71-72=D+ |
| 93-94=A- | 81-82=C+ | 65-70=D |
| 91-92=B+ | 75-80=C | 63-64=D- |
| 85-90=B | 73-74=C- | 0-62=F |

Special Services

The following special services are available to your child as a student of the Whiting School District: Speech Therapy, Hearing and Vision Screening, Title I Reading and Math, School Psychologist, Social Worker, and Special Education Classes. Other services are provided through Northwest Area Education Agency as needed. At some time during the school year it may be beneficial for teachers and parents to request the help of these specially trained people in order to be provided a better educational program for your child. Your written permission is needed for these services. If you wish to contact the Northwest Area Education Agency their phone number is 1-800-352-9040.

Passing or Retaining a Student

If an elementary student is in danger of failing or the teacher feels it would be in the best interest of a child to be retained in a grade, the teacher will notify the parents of this situation. The parent, teacher and principal will meet before a final decision is reached as to what is best for the child.

Parent-Teacher Conferences

Regular elementary conferences are scheduled in November and February of each year. If you would like a conference at other times of the year, please contact the school at 455-2468 and we will arrange for a time when parents, teacher, students and other interested parties can conveniently get together during school hours. We encourage parents to communicate with the school so that any problems or misunderstanding can be cleared up. We also encourage our faculty to contact parents on matters concerning their students.

The teachers and staff are available for conferences or meetings between the hours of 7:30 a.m. and 4:00 p.m. These meetings or conferences may be set up by contacting the school office at 455-2468.

Care of School Property/Vandalism

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

Students who deliberately destroy or steal the property of other students will be subjected to repayment of the destroyed property and referred for additional punishment. At the discretion of the administration, such students may be turned over to the local law enforcement officers.

Money: Sending it to School

It has been proven safer and more satisfactory to put any money sent to school in an envelope with your child's name, the teacher's name and the purpose for sending the money to school. Please do not allow your child to bring extra money to school. The school is not responsible for the theft of any money left in unsecured desks, lockers, backpacks or other areas.

Use of Bicycles

Riding a bicycle to and from school is a privilege, not a right. Students who fail to follow the rules set by the administration and the teachers will have the privilege of bike riding revoked, and may also be subject to additional discipline.

The school will make an intensive effort to teach safety habits and to encourage and enforce safety regulations. The school will encourage children to respect each other's bikes; however the school cannot be responsible for stolen, "borrowed", or damaged bicycles.

Your child may ride his or her bike to school if the student meets the following requirements:

1. Parks his or her bike in the racks provided by the school
2. Always observes the rules of safety

Gum, Candy, Pop and Sport Drinks

No gum, candy, pop or sport drinks are allowed in school unless there is a special occasion and approved by the classroom teacher. Pop machines are not available during the school day.

Lockers

The student's classroom teacher will assign them a locker near their classroom. These lockers are for the use of the student during the school year but remain at all times the property of the school district.

No signs will be placed inside the lockers and only signs approved by their teacher will be allowed on the outside. Students are expected to use their own locker and keep it neat.

School administrators and/or designated representatives possess the authority to conduct a reasonable search of student lockers periodically.

Students should not keep anything of value or money in their lockers at any time. These items should not be brought to school.

Restroom

It is the student's responsibility to keep the restroom neat and clean. Place paper towels in the waste container. Never mark on the walls. Do not abuse restroom privileges or more rules will have to be added.

Students may use the restrooms according to the procedure set up by their classroom teacher.

Tobacco, Alcohol, Drugs

The use or possession of tobacco, and the use or possession or being under the influence of alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school is strictly forbidden. Violation of this rule will result in disciplinary action, which may ultimately include expulsion. Such violation may also be reported to local law enforcement authorities.

Hall Regulations

Under no circumstances are students to be lounging or loitering in the hall or restrooms during class time or before school. Students are to be in the halls only during passing period, unless they have permission from their teacher.

Dangerous Weapons

The board believes weapons, look-a-like weapons, toy weapons and other dangerous objects in the school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district grounds or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension and/or expulsion. Weapons confiscated under this policy shall be turned over to law enforcement officials.

Students who bring a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement to be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Search and Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbituates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Interviews by Outside Agencies

As a general rule, individuals from outside of the school district may not interview students. If an individual, such as a law enforcement officer wishes to interview a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student’s welfare, when a child abuse investigator, or when such an interview request is supported by a court order makes the request. Prior to allowing the interview, the administrator shall attempt to contact the parent or guardian of the child (if appropriate) and inform them of the request and ask if they wish to be present.

Telephone Usage

The office telephone is available for student use before and after school upon approval of the staff. Messages will only be accepted from parents, all others will be asked to contact the student outside of school. Important messages will be delivered to the student if received in the office before 3:00 P.M. Students will not be called out of class to receive calls, except for emergencies. Please make arrangements for family activities at home so students do not tie up the school phones for personal use.

Teachers will not be asked to leave their classes to answer telephone calls except in cases of emergencies. The office staff will be happy to take a message and have your call returned in a timely manner.

The use of cell phones and pagers during school hours (7:45 AM - 3:20 PM) is prohibited. Cell phones and pagers will be confiscated and returned to students after dismissal for the school day.

Valuables

The school is not responsible for lost or stolen articles or money. Keep your valuables with you or in a safe place. **Students are not to bring any personal toys, playthings, balls or trading cards to school unless they are specific to a school project or a sharing activity. When brought for a school project or sharing activity, they are not to be played with at recess and other times. This includes items such as trading cards, superballs, footballs, basketballs, dolls, and cars.** The best policy is to not bring the items to school and leave them at home.

Student Conduct/Behavior at Extra-Curricular Events

We ask that you remind your children of appropriate behavior when attending school extra-curricular activities.

1. Students should remain seated in the bleachers except during quarter or half time breaks when they can go to the concession stand for food or drink. This includes all athletic contests, concerts and other activities that are hosted by the school
2. At football games, students should not bring footballs or play football or other games on the sidelines or around the bleachers.
3. There should be no running around or playing games in the building during inside events.
4. Other events: We expect appropriate dress and behavior.
5. When you are a spectator at our events we expect your behavior and language not to distract others around you. Anytime your behavior or language is

offensive to others, you will be reported to the administrator present and may be asked to leave the event.

Board Support of School Discipline Policy:

The Whiting School Board hereby affirms its intent to support the school discipline policies, its intent to support school staff who enforces the policies and its intent to hold school staff accountable for implementing the discipline policies

Recess Rules

Outside boundaries—North white post to South fence. Stay off of the Circle Drive.

Playground Equipment

Swings are designed for one person at a time. There will be no standing and no “bailing” out. No twisting chains or swinging from side to side.

Activity Center is designed for many students to enjoy at a time. Students are to use the various areas that they are intended. There should be no jumping from the platforms to the ground.

Other Do's and Don'ts

Students should try to include others in their play activities.

Do use all of your manners towards others on the playground.

Help to make certain all of the balls and other toys are returned to the building.

Follow all of the rules of the game so that all the students can enjoy the fun.

No “Boom Boxes”.

No skateboards, roller blades, roller skates.

No dodge ball (War Ball, or any game where the ball is thrown at another person).

No footballs in the gym.

No super balls inside or out.

No wrestling or tackle football inside or out.

No playing on the stage—This includes in front of the curtain, in back of the curtain, or on the stairs.

No climbing fences.

No kicking of any ball in the gym.

Basketballs and volleyballs are used for shooting baskets only. No kicking or throwing against the wall.

Stay off the baseball diamond.

Stay off of the dugouts.

Stay on the west side of the weight room.

Anyone breaking “playing rules” will sit along the building or wall.

After a student has accumulated **excessive reports** of inappropriate behavior on the playground, a parent student teacher conference will be set up to develop a recess plan for that individual, if a conference has not already been held for that individual. This may include having recess time taken away from the student or having a reduction in the number of recesses for the student. Any incident may warrant an immediate action on the part of the recess supervisor. The student will begin with a new start at the beginning of the semester.

Each child must checkout with the adult on duty if he/she needs to leave the playground or gym. If a child needs to go to the restroom, they must go to the restrooms located in the elementary building if recess is outside and the lobby restrooms if recess is in the gym.

Recess: Request to Stay Indoors

It is our practice that if a child is well enough to come to school, the student is well enough to participate in the daily program. Exceptions are made in certain cases where the family physician requests that a child be excused from outdoor activity. Fresh air and exercise are a must for elementary children. Please be sure that your child is dressed appropriately for recess .

If for some medical reason your child cannot participate in outdoor activities, please send a note to your child’s teacher so that it can be kept as part of your child’s health record. Your child will not be asked to go out in inclement weather.

Physical Education and Indoor Recess

All students are required to wear tennis shoes when on the gym floor. Students will have PE two-days a week.

Student Guidelines

Hall

1. Walk
2. No Touching
3. No Excessive Noise
4. No Littering
5. Use Appropriate Language

Lunch

1. Walk
2. Stay in Line
3. Use Please and Thank You
4. Remain Seated Until Excused
5. Visit Quietly
6. Clean up Your Own Messes

Recess

1. Walk in a Single File Line
2. No Touching
3. No Talking in the Line
4. Line Up when the Whistle Blows
5. Observe All Playground Rules

Bus

1. Walk
2. No Touching
3. Board the Bus and Stay Seated
4. Follow All Bus Rules

Bathroom

1. No Touching
2. Quiet Noises
3. In and Out
4. Flush
5. Wash Your Hands
6. Place Towels in Wastebaskets

Fighting

Fighting is prohibited, both at school and going to or from school. Students who are fighting at school will be dealt with according to the Student Conduct section which follows.

Student Conduct

Students are expected to conduct themselves in a manner fitting their age level and maturity with respect and consideration for the rights of others while on the school premises, while on a school owned or operated vehicle, while attending or engaged in any school sponsored activity or trip. Students who fail to abide by this policy and the administrative regulations supporting it will be disciplined for conduct which disrupts or interferes with the safe and efficient operation of the school or school activity, or in any way interferes with another student's right to obtain their education or participation in a school sponsored activity. Disciplinary sanctions for any violations include but are not limited to, expulsion, suspension, probation, removal from the classroom or activity, or detention.

- Expulsion means that a student by action of the Board of Education will be removed from the registration rolls for the remainder of the semester.

- Suspension may be either in or out of school, a restriction from the student participating in an activity, or attendance during a non-school day such as a Saturday or teacher workday, and shall be governed by the due process procedure as outlined. An out of school suspension means that the student will be removed from the school premises for the period of the suspension. An in school suspension means that the student will be isolated from the general student body for the period of the suspension. Any student who has been suspended will not attend or participate in any school sponsored activity or trip. No student will be suspended for a period of more than ten (10) consecutive days.

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- **Communicate to the harasser or bully** that the student expects the behavior to stop, if the student is comfortable with doing so. If the student needs assistance

communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

- **If the harassment or bullying does not stop**, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - **Tell** a teacher, counselor or principal; and
 - **Write down** exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser or bully did;
 - Witnesses to the harassment or bullying;
 - What the student said or did, either at that time or later;
 - How the student felt; and,
 - How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantial detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and,
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc; and
- Demeaning jokes, stories or activities.

Hot Lunch/Breakfast

The Whiting Community School uses a computer system for the management of student food service accounts. Student's accounts are deducted the price of a lunch, breakfast or milk at the time of purchase. When the student's account is low, the system will issue a reminder for the child to bring home. Students are not allowed to borrow from another student's account.

You may deposit any amount in your child's food service account at any time. During the school year, lunch money should be brought to the office before the start of the school day and not during the lunch hour.

Breakfast will be served each morning from 7:50-8:15 A.M. The cost for the meal is determined prior to the start of the school year and can be found in the newsletter sent at registration time.

Cafeteria Rules

Students should be orderly and quiet in the line and in the cafeteria. They are to follow the instruction of the staff and the teachers who are in the cafeteria.

Failure to comply with these or any other regulations, may result in the student being denied the privilege of eating in the cafeteria. They will eat in another supervised area of the building.

Parties, foods & treats served as party treats/snacks shall not be served in the lunchroom during the school's lunch schedule.

Birthday Treats

Birthday treats may be brought to school for each member of the class. Please make arrangements with your child's teacher ahead of time. Due to health, safety and sanitation reasons we ask that if you plan to bring treats to school, they must be wrapped or prepackaged.

The school shall not be used as a place to pass out invitations to birthday parties unless everyone in the class is invited. Invitations to a selected group of students damages relationships and brings about very negative feelings for those who are not invited.

Classroom Parties

We will have three (3) parties per room this year. These will be Halloween Party, Christmas and Valentine's Day.

We will use school parties as a learning experience for students by:

1. Using committees
2. Students learning to plan and be responsible for clean-up

Fire Drills/Tornado Drills

In case of fire or tornado drills, listen carefully to the directions of your teacher. Students should follow the direction of their teacher quickly without talking. The signal for the fire drill will be one signal with a fire alarm and visual flashing of the lights in the corridors. The tornado signal will be a verbal warning over the intercom system.

Student Appearance

It is generally recognized that there is a strong correlation between the appearance of the student and the atmosphere and discipline of the school. Therefore children are expected to be well-groomed and dress neatly in good taste and style appropriate for the elementary school activities and the weather. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion, is not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. State law requires some type of footwear must be worn at all times to insure safety. Parents are reminded that strapless shoes are very distracting and that elementary students have a difficult time keeping them on during class and strapless shoes can be a safety hazard at recess.

Protective Clothing for Bad Weather

Children are expected to participate in outdoor activity at recess time when the weather is favorable. Therefore we suggest warm caps, jackets, and mittens as well as some type of protective footwear for the following reasons;

1. A child can be very uncomfortable in the classroom sitting with wet or damp shoes.
2. Many children wear tennis shoes and these do not afford enough protection in cold, snow, or wet weather.
3. It is very difficult to keep the classroom neat and clean when water snow and mud are carried in on the shoes. Remember our classrooms are our living rooms!

Students should be reminded that in Iowa the late fall, winter and early spring might be very cold. We encourage students to wear appropriate clothing at all times. A guideline would be that students should not wear shorts to school after October 15th and before March 15th. It could be extremely dangerous if you were not wearing appropriate clothing if there was a bus breakdown in cold weather.

Textbook Rental Fees

Due to financial constraints that the State of Iowa has placed upon the public schools of Iowa, students will be assessed textbook rental fees of \$32 per pupil per year kindergarten through 12th grade. Please note that should a textbook be lost or damaged, an additional fee will be assessed.

Parents of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the parent.

Textbooks/Library Books

Textbooks and library books are furnished for students' use. No marking of books or magazines will be tolerated. Damage, misuse, or abnormal wear of books will be charged to the student. If a textbook or library book is lost we will charge the student for the replacement of the book. The teacher and the superintendent will determine the cost of the replacement.

Substitute Teachers

Students will be expected to cooperate with and respect any teacher who may replace any regular teacher who becomes ill or is absent for any other reason.

Other Regulations

Animals, fish, reptiles or insects (such as snakes, dogs, cats, mice, spiders, worms, etc) are not to be brought on the school ground or into the school building without permission from a teacher whose class it is to be used in or exhibited in as part of a class lesson.

We believe our school would be a better one if we remember to remove our caps, clean our shoes, or remove snow boots in the halls. Coats will not be worn in school unless the building is cold.

Homework

Good study habits are important if you are going to get your work done correctly and in a timely manner. When you have homework to do set a time to do it. Sit down and begin at once. While there are times that the assignment is given specifically as homework, there may be times that a student will need to complete work at home that was not completed in the classroom during the regular school day.

Visiting School

Parents and adults are always welcome to visit the room of their children so that they will become familiar with school routines and observe the progress of their children. In the best interest of the children, we ask that you do not visit during the first 2 weeks of school, days prior to vacation, special days, and during the last 2 weeks of school. All visits to school for the purpose of visiting your child's class must be pre-arranged with the teacher. Visits to each classroom should be limited to less than 2 hours.

For safety reasons, all visitors must enter through the main lobby doors near the office and check in with the secretary. All doors will be secured shortly after the school day has begun except the main lobby doors. The secretary will assist the parent in getting to the classroom.

Students are not able to bring other children who are visiting with them to school. Your child's business at school is to learn and this is sometimes difficult with a visitor who has nothing to do. If you have a visitor, arrangements may be made for them to join the class for lunch and the noon recess for one day only. These arrangements must be made in advance with the classroom teacher. Parents are welcome to eat lunch with the child or children; however, we request that parents not visit our lunch or breakfast more than once per week.

Field Trips

Field trips are planned as an additional educational experience for your child. Prior to each trip you will receive a permission form to sign which will give your child permission to attend. Without this form, the student will not be able to attend and will remain in school for that period of time. Occasionally teachers will contact parents to request assistance in supervising a field trip. The teacher has the authority to cancel a field trip for any student if behavior requirements are not met. The parent will be notified by at least the day before the trip in the event that the student will not be allowed to participate.

Use of the Media Center

Books are a friend to all. Treat them with care so that many students may enjoy them. Do not take books from the library without checking them out with the librarian. Always return books on or before the due date.

Students may use the library upon receiving permission from their teacher to go to the library during open hours. The librarian will set up times for each class to go to the library.

Internet Usage

The teachers and other staff members may use the internet as an instructional tool in the classroom. The intent is to make information available to the students and to increase their knowledge of technology. In the elementary grades, students will not be allowed to use the internet independently. In the lower grades the teacher will access a web site and will share the content with the students as part of the classroom instruction. In the upper grades, students may also be given a specific internet address and access the site with the assistance of the teacher. Parents who do not wish their child to participate in these activities must notify the office in writing.

NO CHILD LEFT BEHIND ACT

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 give s parents the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Whiting Community School will give parents the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of certification or degree.

We will also, upon request, inform parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in the child’s school building. The information will be provided in a timely manner. Finally, Whiting Community School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION:

The No Child Left Behind Act of 2001 requires the Whiting Community School to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses and telephone listings. Parents and secondary students have the right to request the Whiting Community School not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Whiting Community School will comply with any such request.

“Success 4”

Success 4 is a state-wide initiatives for schools to meet the needs of the students’ intellectual, social, emotional and behavioral selves. The Whiting Community School has been a part of the Success4 initiative and continues to promote the use of positive character education using the six pillars of Character Counts which are: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

Important Things Students Should Know

1. Some people think it is smart to break rules. They do it to show how big, important and grown up they are. The funny thing is that it shows just the opposite. Who is it that objects to rules and restrictions of any kind? A baby usually makes the most fuss, doesn’t he? And who usually makes the least fuss about obeying the rules and laws? Grown-ups of course.
2. Rules and laws help and protect us all. Even though they sometimes keep us from doing things we like to do, they also keep others from doing things we wouldn’t like them to do. They protect your rights and everyone else’s.
3. Respect other people’s rights and property.
4. Be friendly and courteous to all, especially your teachers.
5. Address your teachers as Miss, Mrs., or Mr., as the case may be.
6. Thoughtfulness is a sign of adulthood.
7. Do not tolerate profane and dirty language.
8. Choose your friends carefully.
9. Bring your little, as well as, your big problems to your teacher or principal at any time.
10. People you should know by name and appearance: the office staff, the librarian, the cooks, the custodians, your teachers and the principal.
11. Be truthful! Lying will injure your character.
12. Cheating never pays.
13. Notify the office if you know of any obscene pictures or literature being passed around.
14. Watch your study habits.
15. Concentrate on your lessons.
16. Pay close attention to discussions in class.
17. Swearing and the use of foul language will not be tolerated. Students violating this rule will be sent to the office for disciplinary action.
18. Determine to get more out of your education.

Safety Tips

1. Tell your child never to take money from anyone except your mom or dad.
2. Tell your older children never to take a job unless it is checked out thoroughly first.
3. Teach your child that only two people will pick him/her up in case of emergency and only those two people.
4. Tell them never to get into a car with a stranger.
5. Teach your child to stay in-groups—3's, 4's or at least 2's.
6. Tell your child not to talk to a stranger.
7. Teach your child to scream when in danger from a stranger.
8. Define the word stranger to your children.

Studying

One of the most important gifts parents can give to their children is that of helping to learn to study effectively. Good study habits can bring success and satisfaction during the school years, and they may bring the same rewards in the working world. Make your home a good place for studying. There are several steps you can take:

1. Find the best time for studying. Decide together on the best time for study and then set that time aside at least five days out of the week.
2. Eliminate common distractions. People moving around talking, younger children playing, cluttered work area; television, radio or stereo are common distractions.
3. Avoid interruptions.
4. Provide physical conditions that help concentration.
 - a. Good light
 - b. Right temperature
 - c. Table or desk
 - d. Good posture
5. Keep supplies handy.
6. Know some study methods. It is common to hear students say, "I've read my assignment, but don't remember what I've read." Many study formulas have been written to make it easier for students to remember information. Two examples are:
 - e. 2Q3R = Survey, Question, Read, Recite, Review
 - f. PQRST = Preview, Question, Read, State, Test
7. Flash cards are helpful any time a large number of facts need to be learned. Practicing often for short period of time will aid retention.

MAKE “READING ALOUD” A PRIORITY

As parents and educators it is our responsibility to help children discover the joy of reading. Learning to read is one of the most valuable skills your child will ever learn. One practice that helps children continue on the road to success is for parents to set aside a special time each day to read with their children. This sharing time is important since it demonstrates to your child that reading can be fun, exciting, and informative. Show your child that reading is something you value!

When a child is motivated the mind moves forward. The more you read to a child the more they want to be read to, the more they want to learn, the more they want to learn, the more they want to read. Children must practice the skill of reading to learn to read. First, they must want to read. Reading aloud is the motivator!

Every time we pick up a book we are conditioning a child’s mind to associate with learning. Books need to be advertised for all age children.

A child has a much larger listening vocabulary than a reading vocabulary. Reading aloud builds this skill and helps a child become familiar with words he will encounter in print. We learn vocabulary by meeting it in print in a meaningful way.

Children of all ages enjoy and want to listen to the adventures found in books, magazines, newspapers, etc. Take a few moments each week to share the joys of literature.

Children learn to speak the English language, to play, to eat, by imitating adults. Children who see books being enjoyed by their parents and teachers will imitate them. Let’s advertise our products (Books!).

Here are some ideas:

1. Give your child plenty of opportunities to choose the reading materials you read together. Let him pick books based on special interest or hobbies.
2. For students who are not used to listening start with short stories and progress to novels.
3. Read aloud with lots of expression and every once in awhile do some shared reading with your child.
4. Share with your child some interesting topics that you enjoyed as a child.

School Pride and School Spirit

Whiting Community School is proud of its community; and the community is proud of its school. The people realize that their children need the best education available, and they take great interest to see that the best is provided.

This is your school. Be constructive and put forth your best effort and Whiting School will be proud of you.

Finally, but not least, we must always exhibit the highest degree of school spirit and good sportsmanship. Enthusiasm and pride in our school should be an essential part of your school experience.

School Spirit is Pride;

School Spirit is participation as a spectator, as a cheerleader, or as a player;

School Spirit is the emotion, which swells in cheers at sports events when you back your team;

School Spirit is your cooperation and participation in our music, drama, speech, and other activities and the pride you take in all the accomplishments of these fine organizations.

School Spirit is YOU, the Students and Parents of Whiting Community School.

~ Warrior School Song ~ Washington & Lee Swing

Oh, when those Whiting teamsters fall in line,
We'll get a fair and square deal all the time.
We know that we will win if we're all here.
And if we win tonight we'll all be fair and square.

We love our high school colors, Red and White.
We stand behind our school with all our might.
We are the ones who put the aim of fame on this game.
Here's to Whiting High, rah, rah!

STATEMENT OF NONDISCRIMINATION
WHITING COMMUNITY SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF AGE, COLOR, CREED, NATIONAL ORIGIN, RACE, RELIGION, MARITAL STATUS, SEX, SEX ORIENTATION, GENDER IDENTITY, PHYSICAL ATTRIBUTES, PHYSICAL OR MENTAL ABILITY OR DISABILITY, ANCESTRY, POLITICAL PARTY PREFERENCE, POLITICAL BELIEF, SOCIOECONOMIC STATUS OR FAMILIAL STATUS.