

# JERRY WHITEHEAD ELEMENTARY SCHOOL

WASHOE COUNTY SCHOOL DISTRICT

## *Student and Parent Handbook*

**W**

ORK HARD

**H**

AVE RESPECT

**A**

CT RESPONSIBLY

**L**

ISTEN AND LEARN TOGETHER

**E**

NSURE SAFETY



2024 – 2025

3570 Waterfall Dr. Sparks, NV 89434  
Phone# 775-626-5200 Fax#775-626-5202  
[Whitehead / Home \(washoeschools.net\)](http://Whitehead/Home(washoeschools.net))

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please utilize the link below.

[Board Policy and Regulations for Public Review / Administrative Regulations - Public Review and Comm  
\(washoeschools.net\)](http://washoeschools.net)

### **Notice of Non-Discrimination**

The Washoe County School District is committed to providing a safe and respectful learning environment for all students and is committed to nondiscrimination on the basis of race, color, national origin or ethnic identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations.

The Washoe County School District prohibits all harassment that makes an individual feel uncomfortable, scared, or confused, and when it interferes with a student's schoolwork or ability to participate in school activities or attend class or a staff member's ability to do his/her job.

No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or District-operated school bus. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation, and retaliation.

## Table of Contents

1. Welcome Note .....	1
2. Vision and Mission .....	2
3. Staff List .....	3
4. Arrival and Dismissal .....	5
5. Delayed Start/School Cancelation .....	6
6. Lunch and Recess Schedule.....	6
7. School Calendar .....	7
8. District Calendar .....	7
9. Infinite Campus.....	8
10. Report Cards .....	8
11. School/Home Communication .....	9
12. Conferences .....	9
13. Parent Teacher Home Visit Program .....	10
14. Homework Policy .....	10
15. Attendance .....	11
16. Getting to and From School.....	13
17. School Library FAQs.....	15
18. School Volunteers .....	17
19. Field Trips .....	17
20. Visitors.....	17
21. Emergency Procedures .....	21
22. Dress Code .....	21
23. Lunch/Snacks and Birthday Celebrations .....	21
24. Electronic Devices .....	22
25. Personal Belongings.....	23
26. Lost and Found .....	23
27. Positive Schoolwide Behavior Plan .....	24
28. Discipline Plan .....	37
29. PFA .....	39
30. Important Phone Numbers and Websites .....	41

# Welcome Note

Welcome to Jerry Whitehead Elementary School, home of the Whales!

We are delighted to have you as a member of our school family. This handbook provides you with information about our school and links you to District resources and policies. Please take the time to review the information and discuss it with your child. If you have any questions, please direct them to anyone of us.

Parents are the first educators of children. Their guidance and support can never be matched.

Working for children and families,

Mrs. Paul, Principal   Mr. Lockwood, Dean of Students   Mrs. Elliott, Counselor

# *Vision and Mission*

**The Whitehead Whales will resolutely**



**into meaningful academic, social,  
and emotional experiences and**



**well-rounded life-long learners.**

**Teachers and staff at**

**Jerry Whitehead Elementary School**

**partner with families and the community to support  
the whole child by providing meaningful, balanced,  
and individualized social, emotional, and academic  
curricula using highly effective strategies that unlock  
students' highest potential.**

# Staff List

	ASSIGNMENT	FIRST	LAST	EMAIL
1	Principal	Denise	Paul	DPaul@washoeschools.net
2	Dean of Students	Charlie	Lockwood	Charlie.Lockwood@washoeschools.net
3	Counselor	Susie	Elliott	SElliott@washoeschools.net
4	Secretary	Sally	Weiss	Sally.Weiss@washoeschools.net
5	Clinical Aide	Kit	Johnson	Kristi.Johnson@washoeschools.net
6	Nurse	Jared	June	JJune@washoeschools.net
7	Kindergarten	Kristy	Grow	KGrow@washoeschools.net
8	Kindergarten	Rose	Avila	ROAvila@washoeschools.net
9	1 <sup>st</sup> Grade	Lori	Leary	LLeary@washoeschools.net
10	1 <sup>st</sup> Grade	Daisy	Frye	DFrye@washoeschools.net
11	2 <sup>nd</sup> Grade	Mandy	Sage	Mandy.Sage@washoeschools.net
12	2 <sup>nd</sup> Grade	Julie	Rogers	JURogers@washoeschools.net
13	3 <sup>rd</sup> Grade	Kristina	Luckey	Kristina.Luckey@washoeschools.net
14	3 <sup>rd</sup> Grade	Amber	Newman	ANewman@washoeschools.net
15	4 <sup>th</sup> Grade	Lorabelle	Hardisty	LHardisty@washoeschools.net
16	4 <sup>th</sup> Grade	Nicole	Hering	NHering@washoeschools.net
17	5 <sup>th</sup> Grade	Kelly	Hiatt	KHiatt@washoeschools.net
18	5 <sup>th</sup> Grade	Pam	Sevilla	Pamela.Sevilla@washoeschools.net
19	Strategies	Debra	Huiras	Debra.Huiras@washoeschools.net
20	Strategies	Dawn	McMahon	Dawn.McMahon@washoeschools.net
21	Strategies	Christine	Silva	Christine.Silva@washoeschools.net
22	Teacher Assistant	Melissa	Dearborn	Melissa.Dearborn@washoeschools.net
23	Teacher Assistant	Amanda	Kleveland	AKleveland@washoeschools.net
24	Teacher Assistant	Amanda	Reid	Amanda.Reid@washoeschools.net
25	Teacher Aide 1:1	Heather	Edwards	Heather.Edwards@washoeschools.net
26	Teacher Aide 1:1	Shelley	Waskiewicz	Shelley.Waskiewicz@washoeschools.net
27	Teacher Aide 1:1	Marlene	Colyar	Marlene.Colyar@washoeschools.net
28	Psychologist	Toni	Cladianos	Antonia.Cladianos@washoeschools.net
29	Sped Administrator	Jasmine	Sotoodeh	JSotoodeh@washoeschools.net
30	Sped Facilitator	Sara	Cheek	Sara.Cheek@washoeschools.net
31	Resource	Cindy	Mullaney	Cindy.Mullaney@washoeschools.net
32	Speech	Wendy	Linnenbrink	GLinnenbrink@washoeschools.net
33	Occupational Therapist	Melodee	Smith	Melodee.Smith@washoeschools.net
34	Adaptive P.E.	Laura	Ferrera	LFerrera@washoeschools.net
35	Assistive Technology	Alisa	Adamson	AAdamson@washoeschools.net
36	Physical Therapist	Raquel	Bengoechea-Ault	RBengoecheAult@washoeschools.net
37	GT Teacher	TBD	TBD	TBD
38	EL Coordinator	Laura	Murphy	Laura.Murphy@washoeschools.net
39	EL Facilitator	Londy	Hidalgo	LHidalgo@washoeschools.net
40	EL Assistant	Liz	Roberto	Elizabeth.Roberto@washoeschools.net
41	Early Learning Assistant	TBD	TBD	TBD
42	Long-Term Enrichment Sub	Patrick	Hicks	RHicks@washoeschools.net
43	Librarian	Amber	Sorensen	ASorensen@washoeschools.net
44	Music (4 Days)	Caitlin	Martin	Caitlin.Martin@washoeschools.net
45	ETS (M, T, W, TH)	Cole	Souza	Cole.Souza@washoeschools.net
46	SFC	Greg	Hall	Gregory.Hall@washoeschools.net
47	Night Custodian	Cliff	Needham	Michael.Needham@washoeschools.net
48	Night Custodian	Maria	Rodriguez	Maria.Rodriguez@washoeschools.net
49	Nutrition Manager	Nicole	Burch	Whitehead.Kitchen@washoeschools.net
50	Nutrition Assistant	Laura	Palma-Lopez	Whitehead.Kitchen@washoeschools.net

51	Bus Driver General Ed.	Jhonnie	Neely	Jhonnie.Neely@washoeschools.net
52	Bus Driver Special Ed.	Natasha	Ortiz	Natasha.Ortiz@washoeschools.net
53	Reengagement Specialist	Natalie	Ramirez	Natalie.Ramirez@washoeschools.net
54	School Police Officer	Di'amond	Brown	Diamond.Brown@washoeschools.net
55	School K-P Officer	Matthew	Bowers	Matthew.Bowers@washoeschools.net

# Arrival and Dismissal

## **BELL SCHEDULE**

### **Arrival**

- Gates will open at 8:45 AM. Students K-3 must go straight to their classroom lines and students 4<sup>th</sup>-5<sup>th</sup> must go to the grass area, on the east side of the playground, for their morning physical education routines.
- Students in the Self-Contained Program will be welcomed by our program's team at 8:45 AM on the Northwest lawn.
- Bus Students will use the gate nearest to the main doors of the school and will go to their line/grass area.
- The first bell will ring at 8:55 AM and the tardy bell will ring at 9:00 AM.
- Parents are welcome on the playground during arrival time; however, parents must exit prior to 9:00 AM because all gates will get locked at exactly 9:00 AM.
- For the safety of our students and staff, all parents ***must*** enter the building through the main front doors and ***only*** after checking in with the office staff.

### **Inclement Weather/Poor Air Quality Arrival**

- In the event of severe temperatures, heavy precipitation, and/or poor air quality, all students will be welcomed through the main front doors of the school at exactly 8:45 AM.
- All classroom teachers will welcome students into their classrooms and all staff not assigned to students will facilitate the process and direct students by being present at their assigned spots in the hallways or in front of the school.

**Please use the links below to access District guidelines regarding inclement weather and air quality.**

[Healthy Students Healthy Schools / Cold Weather Guidelines \(washoeschools.net\)](http://washoeschools.net)

[Healthy Students Healthy Schools / Hot Weather Guidelines \(washoeschools.net\)](http://washoeschools.net)

[Student Health Services / Air Quality \(washoeschools.net\)](http://washoeschools.net)

### **Dismissal**

- The dismissal bell will ring at 3:00 PM on Monday, Tuesday, Thursday, and Friday and at 2:15 PM on Wednesday.
- During conference weeks and the last day of school, the dismissal bell will ring at 12:50 PM.
- Every classroom will have a designated path to exit the building. This path will be determined and communicated by the classroom teacher.
- Students will not be dismissed by themselves and without proper supervision from the classroom. The classroom teacher must always lead the class out the doors.
- Classes/students may not be dismissed prior to the end-of-the-day bell. Parents picking up early must go to the front office in person and sign out their students.



# Delayed Start/School Cancellation

- In the event of a delayed start or a school cancellation, the District will make the announcement through different modes of communication, such as phone calls, local TV and radio stations, and the WCSD website ([www.washoeschools.net](http://www.washoeschools.net)). Jerry Whitehead Elementary School will also post on the School Story Page of Class Dojo.
- In the event of a delayed start, the gates will open at 10:45 AM and instruction will begin at 11:00 AM and end at 3:00 PM. If the delay is called on a Wednesday, early release will be canceled, and dismissal will be 3:00 PM.

## Lunch and Recess Schedules

### LUNCH

#### Intermediate Lunch

- 11:30 AM – 12:00 PM

#### Primary Lunch

- 12:15 – 12:45 PM

#### Self-Contained Programs Lunch

- May vary based on students. The classroom teacher will determine the times.

### RECESS

#### Intermediate Recess

- Lunch Recess            12:00 – 12:15 PM
- PM Recess                1:30 – 1:45 PM

#### Primary Recess

- AM Recess                10:15 – 10:45 AM
- Lunch Recess            12:45 – 1:00 PM
- PM Recess                2:00 – 2:15 PM

#### Self-Contained Programs Lunch

- May vary based on students. The classroom teacher will determine the times.

# School Calendar

Always visit our school website to access our school calendar and obtain information on upcoming events. Below are links to both our school website and school calendar.

[Whitehead / Home \(washoeschools.net\)](http://washoeschools.net)

[Whitehead / Calendar \(washoeschools.net\)](http://washoeschools.net)

## District Calendar



### 2024-2025 Balanced Calendar

<b>July 2024</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 0						
		1	2	3	4	5							
7	8	9	10	11	12	13							
14	15	16	17	18	19	20							
21	22	23	24	25	26	27							
28	29	30	31										
<b>August 2024</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 15						
					1	2	August 5 - 8 - Teacher Professional Dev, Days						
4	5	6	7	8	9	10	August 9 - Teacher Work Day						
11	12	13	14	15	16	17	August 12 - First Day of School for Students						
18	19	20	21	22	23	24	August 12 - 16 - Kindergarten Testing Week						
25	26	27	28	29	30	31	August 19 - First Day of Kindergarten						
<b>September 2024</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 20						
1	2	3	4	5	6	7	September 2 - Labor Day						
8	9	10	11	12	13	14							
15	16	17	18	19	20	21							
22	23	24	25	26	27	28							
29	30												
<b>October 2024</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 17						
			1	2	3	4	October 7 - 11 - Fall Break						
6	7	8	9	10	11	12	October 14 - Teacher Professional Dev, Day						
13	14	15	16	17	18	19	October 18 - End of Grading Period						
20	21	22	23	24	25	26	October 18, 21 - 24 - Conference Week						
27	28	29	30	31			October 25 - Nevada Day Observance						
<b>November 2024</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 17						
					1	2	November 5 - Election Day (See * below)						
3	4	5*	6	7	8	9	November 11 - Veterans Day						
10	11	12	13	14	15	16							
17	18	19	20	21	22	23							
24	25	26	27	28	29	30	November 27 - 29 - Thanksgiving Break						
<b>December 2024</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 14						
1	2	3	4	5	6	7	December 19 - End of Grading Period						
8	9	10	11	12	13	14	December 20 - Teacher Work Day						
15	16	17	18	19	20	21	December 23 - January 3 - Winter Break						
22	23	24	25	26	27	28							
29	30	31											
<b>January 2025</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 19						
			1	2	3	4	January 1 - 3 - Winter Break						
5	6*	7	8	9	10	11	January 9 - Teacher Professional Dev, Day						
12	13	14	15	16	17	18							
19	20	21	22	23	24	25	January 26 - Martin Luther King, Jr. Day						
26	27	28	29	30	31								
<b>February 2025</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 19						
						1	February 17 - President's Day						
2	3	4	5	6	7	8	* February 24 - 28 - Spring Conference Week for some elementary schools. Please check with your school for details.						
9	10	11	12	13	14	15	February 25 - College and Career Readiness Assessment for high schools only.						
16	17	18	19	20	21	22							
23	24	25	26	27	28								
<b>March 2025</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 11						
						1	March 14 - End of Grading Period						
2	3	4	5	6	7	8	March 17 - 28 - Spring Break						
9	10	11	12	13	14	15							
16	17	18	19	20	21	22							
23	24	25	26	27	28	29							
30	31												
<b>April 2025</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 22						
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30										
<b>May 2025</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 21						
					1	2	May 26 - Memorial Day						
3	4	5	6	7	8	9							
10	11	12	13	14	15	16							
17	18	19	20	21	22	23							
24	25	26	27	28	29	30							
<b>June 2025</b>							<b>No School on Shaded Days</b>						
S	M	T	W	TH	F	S	# of School Days = 5						
1	2	3	4	5	6	7	June 6 - End of Grading Period						
8	9	10	11	12	13	14	June 9 - Last Day of School						
15	16	17	18	19	20	21	June 9, 10, 11 - Contingency Days						
22	23	24	25	26	27	28	June 19 - Juneteenth						
29	30												

# Infinite Campus

- *Infinite Campus* is the *Washoe County School District Student Information System*. (<https://washoenv.infinitecampus.org/campus/portal/washoe.jsp>)
- *Infinite Campus* is accessible to staff and parents/guardians from any computer that has internet access as well as on any smartphone when you download the app.
- A kiosk is available at our school for parent/guardian use.
- The *Infinite Campus Parent Portal* allows you to follow your child's growth and progress throughout the school year. When you log in, you can see *Progress* and *Product Scores* for academics, check for missing assignments, and see *Process Scores* for *Student Learning Behavior* (SLB).
- *Infinite Campus* is also used for registration each school year as well as student and family contact information. Please inform the front office of any changes or updates that need to be made, especially for contact/emergency phone numbers.
- Please contact our school's front office for help accessing *Infinite Campus* and the *Parent Portal*.

## Report Cards

Report Cards (Progress Reports for Kindergarten) are issued at the end of each quarter (Four times per year). If your student has an IEP (Individualized Education Plan), an IEP *Progress Report* will be included.

The following dates will be used for the nine-week grading periods: **Note - These dates are subject to change.**

End of Grading Period	Teachers – Have grades in by 5:00 p.m.	Report Cards Issued
October 18, 2024	October 22, 2024	October 29, 2024
December 19, 2024	January 7, 2025	January 14, 2025
March 14, 2025	April 1, 2025	April 8, 2025
June 4, 2025	June 4, 2025	June 6, 2025

# School/Home Communication

Maintaining clear and timely communication with our families is a priority for all of us at Jerry Whitehead Elementary School. We acknowledge and understand that families' communication preferences are varied. Therefore, we make a concerted effort to utilize several modes of communication when delivering and/or receiving information. Below is a list of the different modes.

- **Class Dojo**

- Class Dojo is used school-wide and is considered our primary way of communicating events and activities to all students and families. All families must have access to Class Dojo by downloading the app and preferably turning on the notification alerts.
- Each classroom teacher has a Classroom Dojo page to post information and photos as well as send messages through their messenger system.
- The school has a *School Story* page that will be used to post information and set calendar invitations for important events and reminders.
- Families can message classroom teachers as well as administrators through the Class Dojo messenger which works similarly to sending a text message.
- Classroom teachers will be sending home information for connecting to the classroom page. Contact your child's classroom teacher if you need help getting started.

- **School Website**

- School-related information and event announcements will be highlighted on our school website. [Whitehead / Home \(washoeschools.net\)](http://Whitehead/Home(washoeschools.net))

- **ConnectED and ClassDojo School Story Messages**

- Every Friday at 5:30 PM Connect ED emails will go out. These emails will include important reminders and updates about school events, activities, and other essential information as the school year progresses. Occasionally, you may also receive phone calls at this time if there is urgent information to share.
- The same message will also be posted on School Story in ClassDojo, so you can easily access it in whichever way is most convenient for you.

- **Paper Communication**

- Please look for Classroom Newsletters, fliers, returned assignments/assessments, notes, and other paper communication in backpacks each week.

## Conferences

- Our school will hold parent/guardian-teacher conferences both in the fall (October 20 & 23-26) and the spring (February 12-16).
- During these dates, students will be dismissed at 12:50 PM.

# Parent Teacher Home Visit Program

- The WCSD *Parent Teacher Home Visit Program* is based on the nationally recognized and research-based program modeled from Sacramento and supported in WCSD through Title IV funding.
- The success of *Parent Teacher Home Visits* relies on training teachers and staff to develop meaningful relationships with the families of their students. These relational home visits have been shown to improve attendance, graduation rates and student success through multiple evaluation studies. Teachers and families make stronger connections to support student success and create an opportunity for better home-school communication.
- *Parent Teacher Home Visit* can be scheduled at any time throughout the school year and can be done in a variety of ways.
- For more information on our *Parent Teacher Home Visit Program*, please reach out to the school at 775-626-5200.

## Homework Policy

Below are the pros and cons of homework.

### Benefits

- Improves student achievement
- Reinforces classroom learning
- Develops good study habits and life skills
- Promotes parent involvement

### Challenges

- May interfere with playtime
- May interfere with extracurricular activities
- May cause stress and anxiety

At JWES, teachers will assign homework that is:

- age appropriate
- does not require parental support (may require a parent's signature)
- reinforces skills and concepts taught
- never graded

To conclude, homework is a choice at JWES. We believe that parents should decide how to address this topic with their children and what expectations to set in their homes. Students will never be penalized or made to feel bad for not participating. Please take the time to discuss the pros and cons of homework with your child and let your teacher know of your decision.

# Attendance

It's important for students to be present at school and avoid missing days for several key reasons:

1. **Academic Success:** Regular attendance is directly linked to academic achievement. When students are present, they have more opportunities to engage with the curriculum, participate in classroom activities, and receive instruction from teachers. Missing days can lead to gaps in learning, making it harder for students to keep up with their peers.
2. **Consistency in Learning:** Education builds on concepts over time. When students miss school, they may miss out on foundational lessons that are crucial for understanding more complex topics later on. Consistent attendance ensures that students receive a continuous and cohesive learning experience.
3. **Social Development:** School is not just about academics; it's also where students develop social skills, build relationships with peers, and learn how to work in a team. Regular attendance helps students feel more connected to their school community and fosters a sense of belonging.
4. **Building Responsibility:** Attending school regularly teaches students responsibility and the importance of commitment. These are valuable life skills that will benefit them in future education, careers, and personal endeavors.
5. **Support Systems:** Schools provide important support services, such as counseling, special education, and health services. Regular attendance ensures that students have access to these resources and can receive the help they need to thrive.
6. **Reducing the Risk of Falling Behind:** Students who miss school frequently are more likely to fall behind academically, which can lead to frustration and decreased motivation. In the long term, this can increase the risk of dropping out of school altogether.
7. **Legal and Policy Requirements:** Regular school attendance is a requirement. Chronic absenteeism can lead to interventions from the school or district.

Encouraging regular attendance helps set students up for success both inside and outside the classroom.

## Absences

- If your child will be absent for any reason, please call our office at 1-775-626-5200 before 9:15 AM to report the absence for documentation in *Infinite Campus*. You may also report absences through the *Infinite Campus Parent Portal*. Use the following link for more information and a tutorial video.

[Family-School Partnerships / Homepage \(washoeschools.net\)](http://washoeschools.net)

- When possible, please send a doctor's note to the front office or give it to your child to give to the classroom teacher. Having this documentation makes the absence exempt from consideration when calculating chronic absenteeism.
- Please communicate and work with your child's teacher to make up for missed work due to absences.

### **Tardies/Leaving School Early**

- If your child is late for school, always check in with the front office to obtain a tardy slip and bring in a doctor's note anytime possible.
- When possible, please notify the classroom teacher if you will be picking up your child early and the office will call the student out of class when you arrive at school.
- You must always present a Photo ID to pick up your child from school. Students will only be released to authorized persons listed in *Infinite Campus*.
- If someone other than the parent/legal guardian registered on *Infinite Campus* will be picking up your child, the parent/legal guardian must complete a signed approved release form from the office.

### **Registration/Withdrawal**

- All students returning to Jerry Whitehead Elementary School or any school in WCSD must have an updated and complete registration. Registration is to be completed online through the *Infinite Campus Parent Portal*.
- Please contact our office at 1-775-626-5200 if you need help accessing your *Infinite Campus Parent Portal*, registering, or withdrawing your child.

For a detailed WCSD Attendance Policy, please use this link <https://www.washoeschools.net/Page/17303>.

# Getting to and From School

## Bus Transportation

- To register your child for bus transportation and access bus schedules, please use the link below.  
<https://www.washoeschools.net/transportation>
- Students must always display respectful, responsible, and safe behavior when riding the bus. Failing to comply with bus expectations may trigger an investigation and possible bus suspension.

## Drop-Off/Pick-Up

- Jerry Whitehead Elementary School works closely with and follows guidelines coming from the *Transportation Department*, as well as the *School Police and Sparks Police Departments* to ensure the safety of all students. Our parking lot and drop off/pick up locations have been created based on the guidelines from all departments.
- Crosswalks on Shadow Lane and the Green Belt, Shadow Lane and Waterfall Drive, and Waterfall Drive and Candelaria Drive will only be manned if parents volunteer. The school will provide stop signs, yield signs, no U-turn signs, and vests.
- During drop-off and pick-up times, the parking lot is reserved for bus unloading/loading and staff parking only.
- The safest way to drop off/pick up students would be to pull up to the yellow zones on *Shadow Lane* or *Waterfall Drive*. Students may quickly exit the vehicle, ensuring they stay near the fence line and do not cross in front of vehicles. You may then cautiously exit the drop-off/pick-up lane and proceed down *Shadow Lane* or *Waterfall Drive*. Please do not wait in your vehicle for a lengthy amount of time or park and leave your vehicle in the yellow zone. This impedes the flow of traffic and may result in unsafe practices, such as dropping off students in the middle of the street. Also, please do not attempt any U-turns anywhere in school zones. U-turns in school zones are illegal and can result in a traffic ticket. As you can see on the map below *Waterfall Drive* intersects with *Candelaria Drive*, which then connects with *Shadow Lane*. Please choose these legal routes and put the safety of our students first.





- If you are dropping off/picking up your child from the after-school program, park in the parking lot, walk through the gates, proceed to the double doors, and ring the doorbell.
- Please obey traffic laws/patterns and avoid all distractions while driving.
- Please do not stand or park in red zones.
- Please stop and yield to pedestrians and maintain a speed of 15 MPH in the school zone both before and after school.
- If you must do business in the building and need to park in handicapped parking, you may request to enter the parking lot. Otherwise, please adhere to the drop-off/pick-up routine.
- If you are dropping off late or picking up early, you must park and enter the front office to check in/out. Please remember to bring your ID if you are picking up early.

#### **Walking/Biking/Skating/Etc.**

- Please walk all bikes, scooters, skateboards, etc. on school grounds.
- Bikes and scooters can be locked up at the racks that can be accessed through the gate closest to the main doors of the school.
- Locks are not provided by the school. Students must bring their own.
- Skateboards can be carried into class and placed in a designated spot in the classroom.
- Wheelie shoes are not permitted on campus.
- The school is not responsible for any loss, damage, or theft.

# School Library FAQs

## How many books are available for my child to check out?

- We have 9,239 books in our collection, and it is always growing.

## How many books can my child check out at one time?

- Kindergarten students will check out one book weekly starting in September. Kindergarten students do not take their books home.
- First and Second-grade students will check out one book weekly starting in August and increase to two books weekly in late October/early November. First-grade students do not take their books home.
- Third, Fourth, and Fifth-grade students will check out up to two books weekly starting in August. If they demonstrate the responsibility to return their books in good condition on time, they may be allowed to check out up to four books.

## How long is the checkout period?

- Two weeks

## What if my child does not finish a book before it is due?

- Books may be renewed if there is not a hold on them, but they must be brought to the library and scanned for renewal. Fourth and fifth-grade students are allowed to renew their books until they finish them.

## What if a book my student wants is checked out?

- Books may be put on hold if they are not available, and your student will be notified when it becomes available. Holds may be placed on available items, they will be pulled for the student and placed on the holds cart. Holds will not be placed if your student has an overdue or lost book.

**Library Hours: 8:30-3:30 Monday through Friday.** Students will primarily check out books during their weekly library time. The library will occasionally be open for checkouts at lunch recess, before school 8:30 – 8:45 AM, and after school 3:15 – 3:30 PM. If open for checkouts, the library door will be open.

## FINE COLLECTION POLICY

Terms to know:

**Overdue book:** A book that was not returned by the due date. After four weeks the book is considered lost.

**Lost book:** A book the student cannot find or that is overdue by more than four weeks.

**Damaged book:** A book with spills, tears, writing, or other damage that makes the book unsuitable for use.

### **How are overdue, lost, or damaged books handled?**

- Students with overdue, lost, or damaged books may not check additional books until the school receives some type of explanation from the parent/guardian
- Students will be reminded of overdue, lost, or damaged books if needed weekly during their library time
- Written notices/bills will be sent/mailed home on Fridays

### **How much are the fines for lost or damaged books?**

- The cost of the book

### **What if my student finds the book after paying the fine?**

- If the book is returned, money paid will be refunded. Refunds are issued by the office in the form of a check. No cash refunds.

### **BOOK FAIRS**

We have three scheduled book fairs this year.

1. Scholastic Book Fair **October 21<sup>st</sup>– 24<sup>th</sup>**, during fall conferences
2. Scholastic Book Fair **February 24<sup>th</sup> – 28<sup>th</sup>**, during spring conferences

### **Author Visit**

1. Eric Ode will visit JWES on **September 25<sup>th</sup>**.

If you have any questions or concerns, please contact our librarian Mrs. Sorensen  
**Asorensen@washoeschools.net**

# School Volunteers

At JWES we value families and believe that their involvement is beneficial to our students' social and academic development. Parent/guardian presence in the school and at school events strengthens the bonds between school and home and leads to positive attitudes toward school and learning. A great way to get involved is to join our PFA and volunteer with them to support their events. To become a school volunteer or participate in the planning and support of any school event please follow the steps below.

- Fill out a volunteer application as soon as possible. The approval process may take up to six weeks.
- Applications are only valid for one school year and must be submitted every year. This does include staff members who have children attending JWES.
- Applications can be found online [www.washoeschools.net/Page/3688](http://www.washoeschools.net/Page/3688) or you can pick up a hard copy from our front office.

# Field Trips

Teachers and staff at JWES believe that students learn better by experiencing. They also value the importance of providing opportunities for students to build strong connections to the community and discover the many benefits of living in such a beautiful place that we call home! Therefore, field trips are always encouraged and supported. Additionally, parents are always invited and welcome to participate. To guarantee participation, make sure you fill out a volunteer application right away. Also, be aware of the following guidelines.

- Chaperones on field trips must have an approved volunteer application on file.
- Chaperones must ride the bus to and from the destination and help support the teacher.
- Chaperones must always adhere to the trip's plans, procedures, and expectations as outlined by the teacher.
- Chaperones must never offer students under their supervision any unplanned food or snacks.

# Visitors

- All visitors must sign in and sign out at the front office and must provide a driver's license or other government-issued identification, which includes a photograph.
- Once checked in, visitors will receive a badge that they must prominently display on their person while on school premises.

# Emergency Procedures

## Emergency Information

- It is imperative that the school have your current telephone numbers for work and home so you may be contacted in the event of an emergency involving your child. **Please contact the school immediately should a change occur.**
- District policy states that persons listed as emergency contacts cannot initiate the pickup of students unless parents/guardians have notified the office.
- Presenting a valid ID is required every time a student is picked up during school hours.
- In an emergency where students are evacuated to an off-campus site, District policy states that students may only be released to their legal parent/legal guardian with a valid ID.

## Emergency Evacuation/Shelter-in-Place Procedures

- The best thing that can be done in an emergency is to have a plan and to have the knowledge that comes from regularly practicing the plan. Therefore, the District has emergency procedures, which are practiced by staff and students schoolwide on a regular basis. Please see the schedule below.

August – Fire (First 10 Days of School)

September – Fire and Code Red – Lockdown

October – Earthquake (Great Shakeout)

November – Fire and Code Yellow – Secured Campus

December – Fire and Code Blue

January – Fire and Code Yellow - Secured Campus

February – Fire and Code Red – Lockdown

March – Fire and Code Blue

April – Fire and Code Yellow - Secured Campus

May – Fire

- In the event of a real emergency, decisions will be made by the administration with the collaboration of the WCSD emergency support team and the Superintendent's office.
- In the event there is the need to board buses to transport the students to another site away from JWES, buses would transport all to a safe location and notifications would be sent out to all families by the District. This type of evacuation would be done with the support of the WCSD School Police and the Superintendent's office. Communication will come from the ConnectED phone call system and the local media will be making announcements as to the specifics of where you should come to pick up your child/children. Please be assured that the staff will stay with your child until a parent/guardian can come.

- In the event of an emergency, you must present a valid ID to be reunited with your child.
- Once the WCSD and JWES administration have put into play the plan for an evacuation, whether it is to the playground or to an off-site location (another school, etc.), parents/guardians will need to go directly to the meeting spot to sign out their child. That may be the school office once the evacuation is over, or to an off-site location where students have been transported in the school community.
- Patience, cooperation, and support during emergency situations will help ensure plans can be put into place effectively. Please follow all school procedures and administration/staff's directions. These steps are part of the school safety plan that works within a system of emergency support from the WCSD School Police, the Sparks Police Department, and the Superintendent's office.
- During a *Shelter In Place Plan*, everyone in the school building will stay inside. No one will be allowed in or out of the school building for any reason. During a practice drill of this nature, we will put signs on the front doors of the school asking you to please remain outside until the drill is complete.
- Code Yellow
  - ✓ Occurs in response to an outside event, threat near the building, or an on-campus incident that requires security actions to take place
  - ✓ All students/staff/volunteers/visitors inside or on the playground must immediately enter the nearest classroom/room
  - ✓ Doors and windows must be immediately locked/covered
  - ✓ Instruction must continue as usual
  - ✓ The bell schedule must be ignored until all have been cleared by an administrator through an all-clear announcement
- Code Red
  - ✓ occurs in response to a life-threatening emergency within the building, on school grounds, or immediate surroundings of the school
  - ✓ All students/staff/volunteers/visitors inside or on the playground must immediately enter the nearest classroom/room
  - ✓ Doors and windows must be immediately locked/covered
  - ✓ Instruction must immediately stop
  - ✓ Everyone must calmly but swiftly move away from windows and doors and sit quietly on the floor of the safest side of the room
  - ✓ The bell schedule must be ignored
  - ✓ All intercom announcements must be ignored
  - ✓ All door knocks and requests to open doors must be (both administrators and school police have keys and will never willingly knock or ask to be let in)
  - ✓ All students/staff/volunteers/visitors will shelter in place until an administrator or school police officer unlocks the doors and makes the all-clear announcement face to face

- Code Blue
  - ✓ Occurs when a student/adult has been injured or needs immediate medical attention
  - ✓ All paths surrounding the injured must be cleared
  - ✓ All students/staff/volunteers/visitors must stay in the building or return to the building if outside
  - ✓ Instruction must continue as usual
  - ✓ The bell schedule must be ignored until all have been cleared by an administrator through an all-clear announcement
  
- Fire Evacuation
  - ✓ Occurs when the fire alarm rings
  - ✓ All students/staff/volunteers/visitors must drop everything and line up
  - ✓ The adult in charge of every group of students must increase their situational awareness by stopping, assessing, and then responding appropriately at every doorway and hall intersection to provide for the safety of students
  - ✓ Students silently and in an orderly fashion power walk towards their designated spots by the chain-link fence adjacent to Pah Rah Park
  - ✓ In the event that the danger is on the east side of the field, we would move to the designated spots on the south side of the field
  - ✓ When classes reach their spots, teachers account for all students and report the names of any missing students
  - ✓ The administration team/administrative secretary accounts for all staff members
  - ✓ If students and staff must be bused away from the danger and transported to a safe location, the adults in charge will lead the students to exit the gates on Shadow Lane and Waterfall Drive in a calm and orderly fashion and proceed east on Shadow Lane and toward Sparks Boulevard/Reed High School

In the event there is a need to transport students to another site and away from JWES, all students will board buses and will be transported to a safe location. The District will notify families via ConnectEd and local mediately and all students will remain in the care of staff until a parent or legal guardian picks them up. Students will not be released to anyone without proper identification.

In the event of a serious emergency, we can only anticipate that emotions will be high, and understandably so. As JWES staff, we will always do everything we can to keep students safe and when it comes to parent/student reunification, we kindly ask you to adhere to the procedures and directions put out by the WCSD Police, Reno Police, and the office of the superintendent. This will ensure a safe and prompt process.

# Dress Code

Our dress code policy aims to promote a sense of unity, respect, and professionalism and to provide an environment that is conducive to learning. Therefore, we ask that you please adhere to the bulleted guidelines below.

- Clothing should fit so that it does not create a health or safety issue.
- Clothing must never contain unprotected speech or any language that promotes illegal activities.
- Tops must cover the body from the chest to below the waist.
- All bottoms and dresses must extend to the student's mid-thigh.
- Undergarments shall not be intentionally exposed.
- Clothing with rips, tears, or mesh is acceptable but shall not reveal or expose private/intimate parts of the body.
- Nylons/pantyhose may be worn as an undergarment but never alone as pants/bottoms.
- Head coverings that are neither religious nor medical shall not be worn inside the building.
- Sunglasses may not be worn inside the building during school hours.
- For safety reasons, students are encouraged to wear closed-toe shoes and must always wear sneakers during P.E. classes.
- Shoes with wheels are prohibited.
- No jewelry and accessories that distract, interfere with the learning, or risk injury to the wearer or another.
- For a detailed dress code District policy, press this link.

[Student Dress Code / Student Dress Code \(washoeschools.net\)](http://washoeschools.net)

## Lunch/Snacks and Birthday Celebrations

- Students may not share food due to allergies and family preferences.
- All students have the option to receive a free breakfast and hot lunch. Menus can be accessed by clicking this link: [Nutrition Services / School Menus \(washoeschools.net\)](http://washoeschools.net).
- The second and fourth Friday of each month, and/or holidays, are exempt from the *Safe and Healthy Schools* policy. Your classroom teacher will inform you which Friday is designated for celebrating that month's birthdays.
- No birthday invitations shall be distributed at school by either teacher or students.
- Teachers will designate a time for snacks during the school day. We kindly ask that you always send healthy snacks that do not contain high amounts of sugar.



# Electronic Devices

We do understand and respect the need for parents to know that they can connect with their children throughout the school day. Therefore, we always honor students' requests to call home and we encourage parents to call the school's office anytime they need to speak with their child during school hours.

To maintain a reliable learning environment:

- All cell phones must be turned off and stored in student backpacks during school hours.
- All cell phones will be removed from the classroom during formal testing and stored in a locked cabinet in the office.
- Smartwatches can be worn only if they do not distract from learning.
- Smartwatches may never be used to place calls or send text messages during school hours.

Failure to adhere to the above expectations, the below progressive discipline plan will be followed.

## 1st Offense:

- Student will be asked to turn in the phone to the office.
- The student will be retaught expectations.
- Parents will be informed of the incident.
- The incident will be entered under the minor behavior tab in Infinite Campus.
- Student may claim the phone after school.

## 2nd Offense:

- Student will be asked to turn in the phone to the office.
- The student will be retaught expectations.
- Parents will be informed of the incident.
- The incident will be entered under the minor behavior tab in Infinite Campus.
- Only parents may claim the phone after school.

## 3rd Offense:

- Student will be asked to turn in the phone to the office.
- The incident will be entered under the minor behavior tab in Infinite Campus.
- Parents are informed of the incident.
- Only parents may claim the phone after school.
- Student may no longer bring their phone to school.

# Personal Belongings and Toys

- The WCSD is not responsible for any loss, theft, or damage to any items in the student's possession or stored/left on campus.
- Any toys or personal belongings of any value must stay at home. This may include but is not limited to:
  - a) Any digital device
  - b) Personal video game players
  - c) Trading cards such as character trading cards (Pokémon, baseball, etc.)
  - d) Stuffed or Bean Bag animals
  - e) Character dolls or action figures such as Pet Pals, Barbie dolls, superheroes etc.
- Any personal belonging or toy brought on the bus or to school will be confiscated by a teacher/staff member and will only be returned to a parent/guardian.
- If a teacher needs students to bring an item for academic purposes, he/she will send home a written request with the specific date and purpose for when your child may bring that item in for classroom use only. The requested item should not be seen or used on the bus, playground, before, or after school.
- Continued offenses may result in student discipline and/or loss of privileges.

## Lost and Found

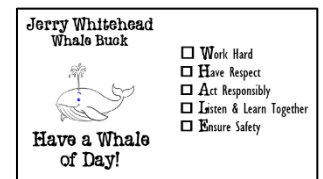
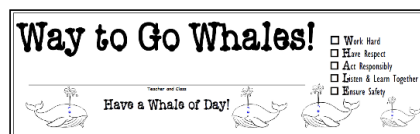
- A lost and found tub is right outside the lunchroom room doors next to the students' bathrooms.
- Parents are welcome to check the lost and found at any time.
- Unclaimed items will be donated to charities in December and June.
- Please mark all lunchboxes, sweaters, coats, and any personal belongings with your child's name.

## Positive Schoolwide Behavior Plan

To ensure safety and promote positive behavior, the staff at JWES uses the *Positive Behavior Interventions and Supports* approach. The focus of PBIS is prevention, not punishment. With PBIS, we teach positive behavior expectations and strategies to identify and regulate emotions.

Following this section are figures of the JWES behavior matrices detailing all expected behaviors around the school. We suggest you familiarize yourself with these behavior expectations and we encourage you to adopt and use the same language at home when/if applicable. To obtain full-page-size copies of these matrices, visit our school website and click on JWES Behavior Plan.

The Whale Buck and the Way to Go Whales class award certificate are used to recognize students' commitment to excellence both socially and academically and to encourage and support positive behavior.



The *Zones of Regulation* tool helps students identify and communicate their feelings confidently and purposefully. It also provides them with a list of coping strategies. Students are encouraged to independently select a strategy that works best for them.

To promote a sense of family/community in our classrooms and school, foster mutual respect, and develop an appreciation for uniqueness in oneself and others, JWES teachers set aside time for students to write compliment letters and/or notes to a different classmate every week. They also hold classroom meetings regularly allowing students to discuss topics of interest or concern.

[illegible]

Student's Name \_\_\_\_\_

had a whale of a day!

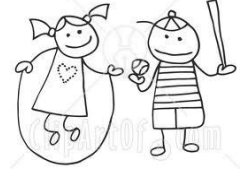
To shine \_\_\_\_\_

To grow \_\_\_\_\_

To help students adopt a growth mindset, teachers seize opportunities to highlight/celebrate students' strengths as well as help them to set goals and to recognize that the capacity to grow and improve has no end or limit.



# Playground



We are Whitehead  
Whales! We . . .

On the playground, we . . .

**W**ork hard

- take turns and share
- use kind words
- are a good sport by playing by the rules
- pick up and throw away trash even if it's not ours
- share space and equipment

**H**ave respect

- keep our hands, feet, and objects to ourselves
- freeze at the bell and listen for the whistle
- bring in our belongings and school equipment
- work together with classmates

**A**ct responsibly

- are positive and ask others to play
- line up quickly and quietly for our teachers
- stay in our designated area
- bring in our belongings

**L**isten and learn  
together

- make good choices
- encourage and help others understand playground expectations
- are problem solvers
- line up quickly at the bell/whistle

**E**nsure safety

- report problems or issues to an adult
- Listen and follow adult directions
- use the equipment safely



# Cafeteria



We are Whitehead  
Whales! We . . .

In the cafeteria, we . . .

**W**ork hard

- focus on eating
- line up spaced an arm length apart
- eat appropriately
- enjoy our lunch
- try to open packets/containers on our own before asking an adult
- 1 item per visit, keep food in the cafeteria

**H**ave respect

- use a noise level 2
- follow directions
- keep hands, feet, and objects to ourselves
- say "please," "excuse me," "may I," and "thank you"
- Pick up and throw away trash, even if it's not ours

**A**ct responsibly

- are responsible for trash and tray
- only take what we are going to eat
- ask for adult help by raising our hand
- clean tables
- notify an adult if we see something
- visit the share bin with permission after we've finished our meal

**L**isten and learn  
together

- stay seated on pockets
- raise our hand for help
- use inside voices
- place our eyes and ears on the speaker
- follow directions

**E**nsure safety

- report any problems or issues to an adult
- stay seated in our spot while facing forward
- dismiss in a calm, quiet manner
- line up an arm length apart
- walk to and from the cafeteria
- step out, check under our feet and under our seat, drop, stack, and go



# Restroom



We are Whitehead  
Whales! We . . .

In the restroom, we . . .

**W**ork hard

- use time wisely - Go, Flush, Wash, Toss, Leave
- wait patiently for our turn
- use the bathroom at an appropriate time

**H**ave respect

- keep ourselves and the bathroom clean and germ-free
- use a hall pass outside the classroom
- respect privacy

**A**ct responsibly

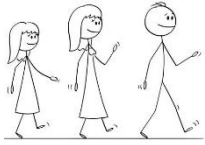
- use the appropriate bathroom
- quickly and quietly take care of business
- transition back to class quickly

**L**isten and learn  
together

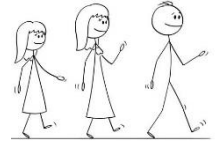
- Go, Flush, Wash, Toss, Leave on our own
- are quiet with calm bodies

**E**nsure safety

- report any problems or issues to an adult
- use toilets, urinals, sinks, soap dispensers, and mirrors as designed



# Hallways



We are Whitehead  
Whales! We . . .

In the hallways, we . . .

**W**ork hard

- arrive promptly
- walk in a line
- quietly stand in place while waiting

**H**ave respect

- keep a calm body
- walk and are purposeful in hallways
- always have a hall pass
- use a noise level of 0
- listen for directions

**A**ct responsibly

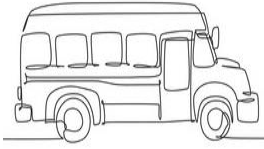
- transition to our destination quickly
- quickly and quietly take care of business and return to class
- follow directions
- keep hands, feet, and objects to ourselves

**L**isten and learn  
together

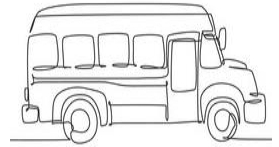
- keep walls, halls, and windows clean
- model noise level 0 for our peers
- admire hallway décor with eyes only

**E**nsure safety

- face forward
- walk on the right
- keep hands and body to self
- hold objects with care



# Bus

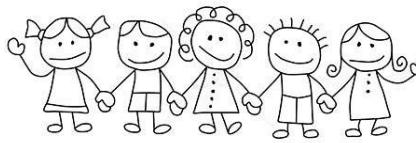


We are Whitehead  
Whales! We . . .

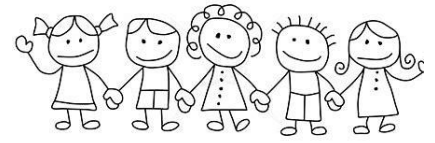
On the bus, we . . .

<b>W</b> ork hard	<ul style="list-style-type: none"><li>• are on time</li><li>• are responsible passengers</li><li>• follow the bus driver's directions</li><li>• follow all bus rules</li><li>• keep the bus clean by picking up trash</li><li>• line up along the wall when waiting to load</li></ul>
<b>H</b> ave respect	<ul style="list-style-type: none"><li>• keep hands, feet, and objects to ourselves</li><li>• sit in our seat facing forward</li><li>• use quiet voices noise level 1</li><li>• use kind words</li><li>• keep track of our belongings in line and on the bus</li></ul>
<b>A</b> ct responsibly	<ul style="list-style-type: none"><li>• are on time at the bus stop before school</li><li>• use calm bodies and quiet voices at the bus stop and on the bus</li><li>• line up quickly and quietly for our teacher</li><li>• stay in the designated area</li><li>• bring in our belongings</li><li>• go directly to the bus line after school</li><li>• go directly home after exiting the bus after school</li></ul>
<b>L</b> isten and learn together	<ul style="list-style-type: none"><li>• use signals to help others stay quiet</li><li>• are a role model for others on the bus and at the bus stop</li><li>• listen and follow directions from the bus driver or adults</li></ul>
<b>E</b> nsure safety	<ul style="list-style-type: none"><li>• enter and exit in a calm and organized manner</li><li>• watch for cars as we enter and exit</li><li>• stay seated and face forward</li></ul>





# Specials



We are Whitehead  
Whales! We . . .

At specials, we . . .

**W**ork hard

- have a growth mindset
- learn from our mistakes- they are expected, respected, and inspected
- treat school materials with kindness
- participate in discussions and activities
- respect others' comments, opinions, ideas, reasonings, differences, mistakes, and learning

**H**ave respect

- use a noise level identified by the teacher
- participate in learning- ask questions
- are prepared to learn

**A**ct responsibly

- are positive and try our best
- transition quickly
- follow directions
- are prepared to learn
- ask questions if we need help or support
- leave personal belongings in the classroom

**L**isten and learn  
together

- pay attention to the speaker by listening with ears and watching with eyes
- use kind words and constructive feedback
- encourage, listen, and work with others
- inspire others to improve
- engage in random acts of kindness
- try our best

**E**nsure safety

- report any problems or issues to an adult
- keep our area clean
- keep hands, feet, and objects to ourselves
- arrive and depart on time



# Assembly



We are Whitehead  
Whales! We . . .

During an assembly, we . . .

**W**ork hard

- enter the assembly quietly
- are positive and enjoy the presentation
- watch teachers for instruction
- set a good example

**H**ave respect

- use a quiet voice and calm body
- stay seated on your pockets
- stay in your spot while facing forward
- thank the speaker after the assembly

**A**ct responsibly

- transition quietly
- sit correctly on the floor
- are positive and enjoy the presentation
- keep voices off unless prompted by an adult

**L**isten and learn  
together

- applaud correctly with hands
- model expected behaviors
- are an active participant by being a good listener and responding when asked

**E**nsure safety

- keep hands and body to self
- walk in line with our class
- keep eyes and attention on teacher/speaker
- follow directions calmly and quietly



# Arrival/Dismissal



We are Whitehead  
Whales! We . . .

At arrival/dismissal, we . . .

<b>W</b> ork hard	<ul style="list-style-type: none"><li>• walk wheeled objects on the playground</li><li>• go to our designated spot</li><li>• stay in line</li></ul>
<b>H</b> ave respect	<ul style="list-style-type: none"><li>• Arrival: go to our designated spot</li><li>• Dismissal: exit designated hallways and doors</li><li>• Bus riders - go directly to the bus line after school</li></ul>
<b>A</b> ct responsibly	<ul style="list-style-type: none"><li>• arrive on time</li><li>• are prepared with school materials</li><li>• lock bikes and scooters on the bike rack</li></ul>
<b>L</b> isten and learn together	<ul style="list-style-type: none"><li>• help others</li><li>• make good choices</li><li>• go to our pickup location</li><li>• pick up sibling</li><li>• go quickly home</li></ul>
<b>E</b> nsure safety	<ul style="list-style-type: none"><li>• report any problems or issues to an adult</li><li>• keep hands, feet, and objects to ourselves</li><li>• use doorways correctly</li><li>• use crosswalks</li></ul>



# Classroom



We are Whitehead  
Whales! We . . .

In the classroom, we . . .

**W**ork hard

- have a growth mindset
- learn from our mistakes- they are expected, respected, and inspected
- treat school materials with kindness
- participate in discussions and activities
- respect others' comments, opinions, ideas, reasonings, differences, mistakes, and learning

**H**ave respect

- use a noise level identified by the teacher
- participate in learning - ask questions
- keep our area clean and organized
- are prepared to learn
- Complete our work

**A**ct responsibly

- are positive and try our best
- Transition quickly
- Follow directions
- are prepared to learn
- ask questions if we need help or support

**L**isten and learn  
together

- pay attention to the speaker by listening with ears and watching with eyes
- Use kind words and constructive feedback
- Encourage, listen, and work with others
- Inspire others to improve
- Engage in random acts of kindness
- Try our best

**E**nsure safety

- Report any problems or issues to an adult
- Keep our desk and area clean
- Keep hands, feet, and objects to ourselves

# Community/Field Trips



We are Whitehead  
Whales! We . . .



In the community and at field  
trips, we . . .

**W**ork hard

- show kindness to yourself and others
- use good manners
- are an active participant
- listen to community leaders
- ask appropriate questions

**H**ave respect

- apologize and make it right
- accept the outcome of our choices and actions
- are responsible citizens
- use good manners
- keep track of belongings

**A**ct responsibly

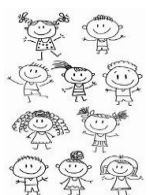
- represent Whitehead in a positive way
- follow directions
- have a positive attitude
- ask for help when needed
- use kind words of encouragement

**L**isten and learn  
together

- listen to community leaders, chaperones, teachers, bus drivers, and adults
- set a good example
- encourage and help others to make good choices
- make good choices

**E**nsure safety

- Report any problems or issues to an adult
- Respect our neighborhood and communities' belongings



# Morning Gathering



We are Whitehead  
Whales! We . . .

At the morning gathering,  
we . . .

**W**ork hard

- help everyone feel welcome and comfortable
- stand correctly in line
- go to our designated spot

**H**ave respect

- stop wherever we are, stand still, and noise level 0 when the Pledge begins
- listen to the announcements

**A**ct responsibly

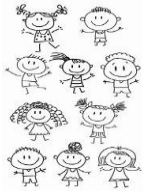
- follow all directions
- go to our designated spot upon arrival

**L**isten and learn  
together

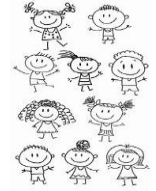
- Focus our attention on the speaker by using our listening ears and watching eyes
- Make good choices
- Set a good example
- Encourage and help others make good choices

**E**nsure safety

- Report any problems or issues to an adult
- Keep hands, feet, and objects to ourselves



# Morning Fitness



Grades 4<sup>th</sup> & 5<sup>th</sup>

We are Whitehead  
Whales! We . . .

At the morning fitness, we . . .

**W**ork hard

- focus on movement
- get started right away
- use positive "can do" attitude
- challenge oneself

**H**ave respect

- treat everyone with kindness
- treat equipment appropriately
- are open to challenges and new ideas

**A**ct responsibly

- see something, we say something
- are aware of our bodies and belongings at all times
- move safely

**L**isten and learn  
together

- follow directions
- try new challenges
- have an open mind

**E**nsure safety

- report any problems or issues to an adult
- are aware of our surroundings
- are courteous when using equipment
- spread out (armlength away)

# Discipline Plan

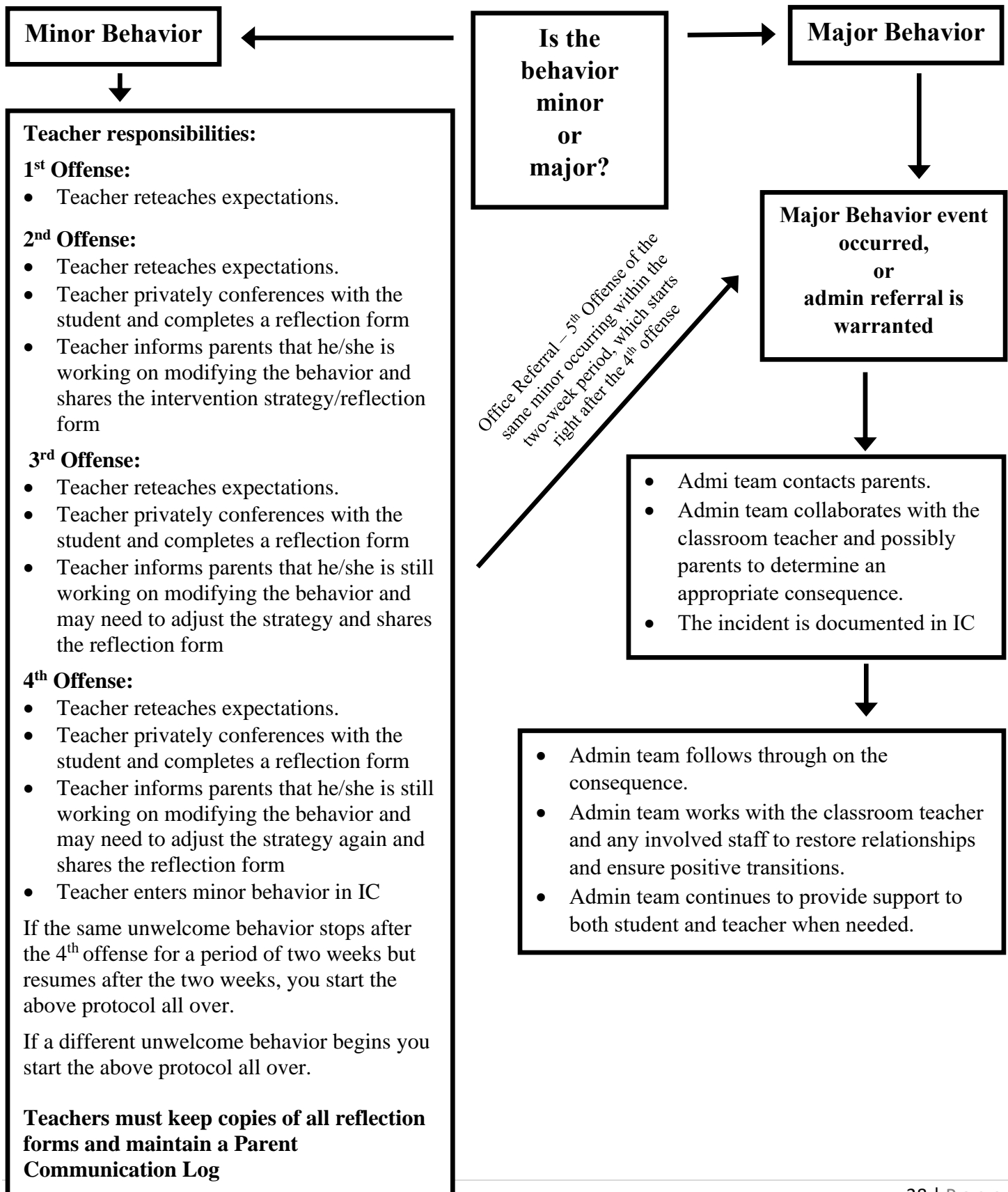
See the table below for a contrast between major and minor behaviors. Following is a flow chart detailing the process that will be followed when managing student behavior at JWES.

## Major Vs. Minor Behaviors

BEHAVIOR	MINOR	MAJOR
<b>Disrespect</b>	<ul style="list-style-type: none"> <li>• Not participating</li> <li>• Making faces/rolling eyes</li> <li>• Huffing, sighing, etc.</li> <li>• Arguing/defiance -Inappropriate response to teacher's request</li> <li>• Refusing to do work</li> <li>• Cheating/lying</li> <li>• Leaving the assigned area</li> <li>• Throwing food</li> </ul>	<ul style="list-style-type: none"> <li>• Blatant/excessive non-compliance or defiance</li> <li>• Swearing, indecent gestures, etc.</li> <li>• Repetitive minor incidences that normal classroom consequences are not addressing</li> <li>• Leaving campus/hiding from staff</li> </ul>
<b>Disruption</b>	<ul style="list-style-type: none"> <li>• Making noises, out of the seat</li> <li>• Constant talking during instruction, blurting</li> <li>• Making annoying noises (whistling, tapping the pencil on the desk, etc.)</li> <li>• Throwing objects</li> <li>• Not following directions</li> </ul>	<ul style="list-style-type: none"> <li>• Screaming/yelling excessively</li> <li>• Teacher cannot teach</li> <li>• Students cannot learn</li> <li>• Out of control behavior to the extreme</li> <li>• Throwing objects with intent to harm</li> </ul>
<b>Inappropriate Language</b>	<ul style="list-style-type: none"> <li>• Negative talk</li> <li>• Name calling, teasing, swearing</li> <li>• Verbal argument/disagreement</li> <li>• Impolite discourse, talking back</li> <li>• Dishonesty/lying</li> <li>• Mean comments that hurt feelings</li> </ul>	<ul style="list-style-type: none"> <li>• Blatant or excessive swearing</li> <li>• Severe verbal threats or intimidation</li> <li>• Harassment (racial, sexual, religious, gender, ability)</li> </ul>
<b>Property Damage/Misuse</b>	<ul style="list-style-type: none"> <li>• Defacing books, pencils, pens, crayons, classroom supplies, and P.E. equipment</li> <li>• Minor vandalism (writing on a desk or other's property)</li> <li>• Stealing minor items</li> <li>• Cutting own clothing/hair</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive defacing of property</li> <li>• Vandalism/actions causing permanent damage</li> <li>• Use of combustibles</li> <li>• Setting fires or attempting to set fires</li> <li>• Stealing major items</li> <li>• Cutting others clothing/hair</li> </ul>
<b>Physical Contact</b>	<ul style="list-style-type: none"> <li>• Minor shoving/pushing in line</li> <li>• Play hitting/horseplay</li> <li>• Aggravating/tapping/nudging</li> <li>• Pushing/shoving, poking, tripping</li> <li>• Reckless physical behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Loss of control and anger</li> <li>• Hitting/punching with intent to harm</li> <li>• Physical intimidation</li> <li>• Spitting/Scratching/ Biting</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Leaving the classroom without permission</li> <li>• Climbing bathroom stalls</li> <li>• Misusing playground equipment</li> <li>• Swinging in a chair</li> <li>• Running inside the building</li> <li>• Play fighting with sticks</li> </ul>	<ul style="list-style-type: none"> <li>• Smoking/Vaping</li> <li>• Possessing or using any controlled substance</li> <li>• Eloping outside the building</li> <li>• Bringing any type of weapon to school</li> </ul>



# Student Behavior Management Process



# PFA

We are so grateful for our PFA and the work they do to support our students. Below is a list of the PFA board members by name and title. Our PFA is always looking to grow its memberships and welcomes everyone who can to please join.

*Sarah Braze* - President

*TBD* - Vice President

*Cathrine Umscheid* - Secretary

*Deandra Sapigao* - Treasurer

*TBD* - Communications/Marketing

Most PFA meetings will be held on the third Wednesday of each month at 3:30 PM in the library and via Zoom. The Zoom link will be shared on ClassDojo the night before or the morning of the scheduled meeting.

## **Meeting Dates:**

August 28, 2024

September 18, 2024

October 16, 2024

November 20, 2024

December 18, 2024

January 15, 2025

February 19, 2025

March 12, 2025

April 16, 2025

May 21, 2025

The PFA will be leading several fundraisers this year. The funds they raise will always be spent on causes that support our students and our school climate. Following, are tables illustrating the events anticipated for this school year and another stating fundraising goals and needs.

## **Fundraising and Events Schedule**

<b>August '24</b> <ul style="list-style-type: none"> <li>• Meet and Greet – 7<sup>th</sup></li> <li>• Back to School Night – 27<sup>th</sup></li> <li>• Spirit wear Sale</li> <li>• PFA Membership and Volunteer Sign Up</li> </ul>	<b>Sept '24</b> <ul style="list-style-type: none"> <li>• Fall School Pictures – 9<sup>th</sup></li> <li>• Cookie Dough Fundraiser – 13<sup>th</sup></li> <li>• Parent Teacher Home Visit Week 16<sup>th</sup>-21<sup>st</sup></li> <li>• Yogurt Beach Respect Team Fundraiser – 19<sup>th</sup></li> <li>• PFA Membership Drive</li> </ul>	<b>Oct '24</b> <ul style="list-style-type: none"> <li>• Smencil Sale – 3<sup>rd</sup>-4<sup>th</sup></li> <li>• Fall Break – 7<sup>th</sup>-11<sup>th</sup></li> <li>• Boss Day -16<sup>th</sup></li> <li>• Clinical Aide Day – 18<sup>th</sup></li> <li>• Conference Week – 18<sup>th</sup>-24<sup>th</sup></li> <li>• Scholastic Bookfair- 21<sup>st</sup>-24<sup>th</sup></li> <li>• Fall Carnival – 29<sup>th</sup></li> <li>• Cookie Doug Delivery – 30<sup>th</sup></li> </ul>
<b>Nov '24</b> <ul style="list-style-type: none"> <li>• Can-U-Copia Food Drive Begins – 4<sup>th</sup></li> <li>• Thanksgiving Help Fliers Go Out – 4<sup>th</sup></li> <li>• Turkey Donations – 18<sup>th</sup></li> <li>• Education Support Professional Day – 20<sup>th</sup></li> <li>• Guest Teacher Day – 22<sup>nd</sup></li> </ul>	<b>Dec '24</b> <ul style="list-style-type: none"> <li>• Holiday Help Gift Card Drive Parent Communication Goes out – 2<sup>nd</sup></li> <li>• Holiday Smencil Sale – 12<sup>th</sup>-13<sup>th</sup></li> <li>• Last Day for Holiday Help Gift Card Drive – 16<sup>th</sup></li> <li>• Delivery of Holiday Gift Cards</li> </ul>	<b>Jan '25</b> <ul style="list-style-type: none"> <li>• No events planned at this time</li> </ul>
<b>Feb '25</b> <ul style="list-style-type: none"> <li>• BJ's Respect Team Fundraiser – 6<sup>th</sup></li> <li>• School Counselor Week 3<sup>rd</sup>-7<sup>th</sup></li> <li>• Smencil Sale – 13<sup>th</sup>-14<sup>th</sup></li> <li>• Conference Week – 24<sup>th</sup>-28<sup>th</sup></li> <li>• Scholastic Bookfair –24<sup>th</sup>-28<sup>th</sup></li> </ul>	<b>Mar '25</b> <ul style="list-style-type: none"> <li>• Spring Pictures – 9<sup>th</sup></li> <li>• Bingo Night – 11<sup>th</sup></li> <li>• Spring Break – 17<sup>th</sup>-28<sup>th</sup></li> </ul>	<b>Apr '25</b> <ul style="list-style-type: none"> <li>• Smencil Sale – 10<sup>th</sup>-11<sup>th</sup></li> <li>• Librarian Day – 16<sup>th</sup></li> <li>• Volunteer Week – 21<sup>st</sup>-25<sup>th</sup></li> <li>• School Bus Driver Day – 22<sup>nd</sup></li> <li>• Secretary Day – 23<sup>rd</sup></li> </ul>
<b>May '25</b> <ul style="list-style-type: none"> <li>• Yogurt Beach Respect Team Fundraiser – 15<sup>th</sup></li> <li>• Teacher Appreciation Week 5<sup>th</sup>-9<sup>th</sup></li> <li>• Fun Run – 28<sup>th</sup></li> <li>• Whale of the Year Assembly – 30<sup>th</sup></li> </ul>	<b>June '25</b> <ul style="list-style-type: none"> <li>• Kindergarten Graduation – 3<sup>rd</sup></li> <li>• Field Day 4<sup>th</sup></li> <li>• Senior Walk 4<sup>th</sup></li> <li>• Smencil Sale – 5<sup>th</sup>-6<sup>th</sup></li> </ul>	

Events are subject to change based on the availability of volunteers and the level of community support. We appreciate your understanding and encourage everyone to get involved to help ensure the success of our events.

## **Fundraising/Events Goals and Needs**

<u><b>Goals</b></u>	<u><b>Needs</b></u>
<ul style="list-style-type: none"> <li>• Raise \$20,000</li> <li>• Continued family engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>• PFA Vice President</li> <li>• PFA Communications/Marketing Chair</li> <li>• Additional Volunteers</li> <li>• Additional Members</li> <li>• Supplies</li> <li>• External Donations</li> </ul>

# Important Phone Numbers and Websites

Jerry Whitehead Elementary School	<b>1-775-626-5200</b>
Early Childhood Office	<b>1-775-333-3731</b>
Northern Nevada Sports and Recreation	<b>1-775-360-2440</b>
School Police Dispatch Non-Emergency	<b>1-775-348-0285</b>
Nutrition Services	<b>1-775-353-5930</b>
Spanish Springs Washoe County Library	<b>1-775-360-4160</b>
Washoe County Social Services	<b>1-775-784-7301</b>
Washoe County Health Department	<b>1-775-328-2400</b>
Child Find	<b>1-775-689-2854</b>
Crisis Call Center	<b>1-775-784-8090</b>

WCSD Website	<a href="http://washoeschools.net">Washoe County School District / Homepage (washoeschools.net)</a>
JWES Website	<a href="http://washoeschools.net">Whitehead / Home (washoeschools.net)</a>