

GLENBURN ELEMENTARY SCHOOL

2018-2019 Student Handbook

The staff of Glenburn Elementary School extends to you a warm greeting and willingness to help you through the years that you spend with us. You may look forward to many rewarding experiences during these years.

It is our hope that this will help in supplying pertinent and helpful information to the parents and children in the Glenburn Elementary. It should be kept in mind that the policies of our school are for the betterment of our children. Cooperation between the home and the school is basic for their welfare. Contact number for the Glenburn School is 701-362-7426.

Glenburn Public School Mission Statement

The mission of the Glenburn Public School is to provide a comprehensive educational experience through continued self-analysis in order to empower all students with, skills and attitudes to meet the challenges of our changing world.

Glenburn Public School Vision Statement

The vision of the Glenburn Public School is to enable each child to become independent, critical thinkers who make healthy lifestyle choices, achieve their highest potential, becoming lifelong learners and contributing members of society.

Character Counts!

The Glenburn Elementary School will follow the Six Pillars of Character for young people to govern at school. The six areas are as follows:

1. Trustworthiness
2. Respect
3. Responsibility
4. Fairness
5. Caring
6. Citizenship

SCHOOL-WIDE EXPECTATIONS

Appropriate student behavior and self-discipline produce a positive and safe learning atmosphere.

All students shall . . .

 speak kindly to and about others.

 wait for their turn to speak.

 keep hands, feet and all objects to themselves.

 display a cooperative and positive attitude.

 use appropriate language.

 follow directions.

 act in a safe manner.

 be prepared with homework and materials.

 produce quality work.

 use time wisely.

Computers and other technology should be used for learning and communication. Communication is to be appropriate and respectful.

Dress appropriately to show respect for school, self and others.

 Shirts that fit.

 Shirts with writing appropriate for school.

 An example, but not limited to-clothing advertising alcohol, tobacco, drugs, or of a sexual nature are not allowed.

 No revealing shirts, shorts or skirts.

 Pants/shorts that fit and worn at the waist.

 Straps fastened and secure.

 Hats and coats kept in lockers or cubbies during the school day.

 Gym shoes and socks worn for gym.

 Winter clothes when appropriate (hats, gloves, snowpants, winter jacket and boots)

RESPONSIBILITIES OF RESPECT

Parent Responsibilities:

Instill respect for all school staff and children.

Assist school personnel by actively supporting practices.

Consult school personnel directly when questions arise.

Accept responsibility for guiding the child's behavior by working with school personnel to implement appropriate consequences.

Stay informed about your child's school throughout the year.

Teacher Responsibilities:

Establish an environment that encourages unconditional, mutual respect.

Establish expectations and consequences with students.

Address disrespectful behavior as it occurs by consistently following up with logical consequences.

De-escalate disrespectful behaviors through management strategies.

Maintain regular communication with parents.

Student Responsibilities:

Respect others.

Think before acting.

Accept responsibility for own behavior.

Stop disrespectful behavior at first request.

Seek adult assistance when respect is violated.

BUS EXPECTATIONS

Respect

Kind words only.

Obey all directions.

Hands and feet to self.

Responsibility

Keep bus clean.

Face the front.

Bottom on seat.

No garbage left in the seats or on floor.

Safety

Wait for crossing signal.

Stay seated when bus is in motion.

Keep aisle clear.

Quiet voices.

Kindness

No bullying.

Help others in need.

Practice tolerance and empathy.

BATHROOM EXPECTATIONS

Respect

Leave door open when finished.

Respect privacy of others.

Use bathroom at proper times.

Responsibility

Follow bathroom procedure.

Do not put objects or paper towels in the toilet.

Clean up any messes or ask for help.

Flush toilets.

Safety

Wash hands with soap and warm water.

Kindness

Be considerate, keep bathroom trip short.

Practice tolerance and empathy.

HALLWAY EXPECTATIONS

Respect

Respect classes in session.

Quiet voices.

Hands to self.

Responsibility

Be aware.

Go directly to your destination.

Safety

Walk at all times.

Stay in line to the right side. When others are in the hallways.

Hands and feet to self.

Kindness

No cutting in line.

Be considerate of others in hallway.

Practice tolerance and empathy.

PLAYGROUND EXPECTATIONS

Respect

Show good sportsmanship.

Show tolerance for all skill levels.

Work problems out.

Take turns.

Keep playground clean.

Hands and feet to yourself.

Responsibility

Report injuries/problems immediately.

Ask adult permission to leave playground.

Line up when the whistle is blown.

Safety

Follow adult directions.

Wear proper clothing and footwear (sneakers, winter clothing, etc.)

Stay in playground area.

No throwing objects. (i.e. rocks, sticks, snowballs, ice etc.)

CAFETERIA EXPECTATIONS

Respect

Use quiet voices.

Raise hand wait for permission to leave seat.

Touch only your food and tray.

Responsibility

Throw garbage away carefully.

Return tray to window.

Do not remove food or drink from cafeteria without permission.

Check your area for trash before leaving.

Safety

Remain seated while eating.

Walk.

Do not share food.

Hands and feet to self.

Be aware of choking dangers.

Kindness

Say please and thank you.

No saving seats.

Be considerate of others' feelings, welcome all.

Practice tolerance and empathy.

Attendance Policy

The Glenburn Public School has adopted an official policy governing the attendance and absences of students. Please see "Attendance and Absences Policy" as follows in this section.

Glenburn Elementary School
Attendance & Absences Policy
Adopted: December 15, 2015

North Dakota law contains compulsory attendance requirements for students ages seven through sixteen. In order to comply with and enforce these requirements, the Board establishes the following attendance policy.

Section I: Definitions

A. For purposes of compulsory attendance reporting under NDCC 15.1-20-02.1 (1-2): • Excused absence is an absence that the District will not use in determining if a compulsory attendance violation occurred. Any absence may be excused if it is supported by either a verbal or written excuse supplied by the student's parent, teacher, or school administrator. • Unexcused absence is any absence not supported by the verbal or written excuse required for an excused absence.

B. For the purposes of imposing academic sanctions under Section III of this policy as authorized by NDCC 15.1-20-02.1(3): • Approved absence is an absence that the District believes is necessary and/or unavoidable and has received administrative approval. Necessary and/or unavoidable absences may be caused by illness, injury, family emergency, religious observance or instruction, suspension, participation in a school-related activity, court appearances when subpoenaed, or other reasons deemed necessary and/or unavoidable by the principal or Superintendent. Students granted approved absences shall not be subject to the consequences contained in Section III of this policy. The Superintendent or designee shall develop criteria for requesting and granting an approved absence and shall establish make-up work requirements. • Unapproved absence is defined as an absence that does not meet the above criteria for approved absences. If a student is absent for an unapproved reason, the parent/guardian shall still be responsible for calling the principal's office to explain the absence, and the student will be subject to the consequences contained in Section III of this policy.

Section II: Documentation Requirements

School administration may require applicable documentation to verify an excused or approved absence, including, but not limited to:

1. Medical documentation from an appropriate licensed healthcare provider;
2. A copy of a court summons or subpoena;
3. An obituary for funeral leave;
4. Verification of planned or executed family travel (e.g., a boarding pass);

5. A request from an official at the student's place of worship;

6. A request for an absence due to a curricular or extracurricular event submitted by the student's teacher, coach, or extracurricular advisor.

Section III: Accumulated Unapproved Absence

The Board believes there is an intangible benefit associated with being present in the classroom. Attendance shall be a factor used in computing students' grades. Students who are absent for unapproved reasons shall be subject to academic sanctions (which may include, but not be limited to, a point, percentage, or grade reduction) and/or intervention counseling in accordance with administrative regulations. The Superintendent or principal shall develop regulations on grade appropriate academic sanctions and other intervention strategies for unapproved absences. These regulations shall contain provisions that allow students to remedy some or all of the adverse academic consequences associated with unapproved absences.

Compulsory Attendance Violations

North Dakota law defines what constitutes a compulsory attendance violation. Suspected violations of the compulsory attendance law shall be reported to school administration and investigated in accordance with law. When a compulsory attendance violation is substantiated, the District shall comply with law enforcement reporting requirements under law.

Parents or guardians of students missing more than 15% of the days in a quarter will receive written notice from the principal. Late arrivals and early dismissals will be included in this 15%.

If the student continues to miss more school, a meeting with the parents will be established.

If the parents do not attend or the student continues to miss school then an educational neglect form will be filed with Social Services.

If the student is continuously absent based on doctor appointments the principal can request a doctors note.

Admittance

We encourage in town students to plan their arrival about 8:15 a.m. unless they are utilizing the breakfast program. Then their arrival should be 8:10 a.m. PLEASE remember students arriving too early often encounter a variety of problems including proper

supervision. School doors will be open one half hour before school starts. Children will be allowed to enter the building at that time if need be. The north elementary door will be locked at 8:30 a.m. Any student arriving after this time is considered tardy and will need to enter through the main office doors.

Dismissal

Too often students try to make arrangements for after school hours during the school day. For the convenience of both the parents and the school, any after school plans should be made with your student and other appropriate entities prior to the school day. Requests by students to call and make arrangements from school will be very limited and viewed on a case by case basis. After school the teachers have meetings or are planning and are not responsible to supervise your students PLEASE be to the school by 3:00 p.m. to pick up your student. Students are not allowed to stay after school for any reason other than school sponsored extra curricular activities.

Tardy

Students are considered tardy if they arrive to school between 8:30 a.m. and 10:00 a.m.. If students arrive after 10:00 a.m. they will be considered absent for the morning session. Parents please sign your students in at the front office if you are dropping them off late to school.

Busing

The Glenburn Public School provides transportation to and from school for children in rural areas. Riding the bus is a privilege not a right. Students will conduct themselves accordingly. Buses will arrive at the school at approximately 8:00 a.m. Following are some general rules for the safety of all children:

1. Students shall be prepared to get on the bus when it arrives.
2. Students will stand in an orderly fashion until the bus has come to a complete stop. Once the bus has come to a stop, the students shall enter the bus in a quiet and orderly manner to a selected or assigned seat. The seating arrangement will be determined by the driver.
3. Students must remain seated until the bus

has come to a complete stop.

4. If an additional student will be riding a bus or a student needs to ride an alternate bus, this must be cleared through the office before the end of the day

5. Any misconduct will be reported to the principal. A student may be denied riding privileges if displayed behavior is deemed potentially dangerous to the safe operation of the bus.

6. During the winter months, it is mandatory that students wear boots, coats, hats and gloves. If students do not wear these items, the bus driver could say that the student is not allowed on the bus. If this occurs then it is the parent responsibility to get their students to school.

Parents will be informed about late starts, cancelled school, or early outs through our Instant Alert System. Please make the sure the Honeywell Instant Alert System has your correct information, so that you are informed.

DEFICIENCY/ACADEMIC PROGRESS

Parents can look at students grades at any time via PowerSchool. Please contact the school for the web address and passwords.

DISCIPLINARY POLICIES AND PROCEDURES

Introduction:

The ultimate purpose of any discipline policy is to foster the ability of every student to discipline himself/herself. In order for education to take place, there must be order. If one student's misbehavior affected only that student, our policy would be simpler. But the reality is that usually many others have their right to an education disrupted when misbehavior occurs. Consequently, for the good of the district as a whole, disciplinary policies and procedures have been formulated. These rules shall apply on all school grounds, in all school vehicles and/or while participating as a representative of Glenburn Public School District.

Disciplinary actions are on a case by case basis and will be handle accordingly. It should be noted that repeat or severe offenses would result in escalating disciplinary responses. Furthermore, district

administrators have the ability to determine if additional consequences are required.

BEHAVIOR INCIDENT DESCRIPTION

MINOR INCIDENTS:

Inappropriate Language

Language that is profane, obscene or disrespectful and is NOT specifically directed at another person.

Disrespect/Noncompliance

Reluctance to follow adult directions in a timely manner. Rude responses or interactions.

Disruption

Behavior that interrupts instruction or an activity.

Physical Contact/Horseplay

Contact that is not malicious in nature but unintended safety risk or causes a minor disruption.
Inappropriate contact or displays of affection.

Theft

Taking others' belongings without permission, such as school supplies, toys, clothing or food.

Lying/Cheating

Making a statement that is untrue, copying another's work and/or presenting it as one's own or providing answers for another student.

Leaving School or Class Without Permission

Student has purposely left an area and the adult in charge does not know where the student has gone.

Teasing

Comments such as name-calling with no intent to hurt the other person.

Property Misuse

Use of materials for purpose other than intended which causes minor disruption or potential unintended safety risk.

Technology Violation

Minor engagement in inappropriate use of technology.

Personal cell phones/electronic devices used

during the school day, will be confiscated and returned to the student at the end of the day.
If the student gets a device taken away the 2nd time, the parents will need to pick it up from the office.

MAJOR INCIDENTS:

Abuse of Language

Language that is profane, obscene or disrespectful, harassing or hurtful directed at another student.

Defiance/Disrespect

Chronic refusal to follow directions or comply to adult requests or redirection. Repeatedly socially rude interactions with adults and peers. Arguing or talking back to adult in charge.

Major Disruption

Chronic behavior causing an interruption in the class or activity that was not redirected or contained by verbal directions from the supervising adult.

***Physical Aggression/Fighting**

Acts that involve physical contact with the intent to harm another person.

Theft

Chronic theft or in possession of having, passed on or being responsible for removing someone else's personal items of value.

Lying/Cheating

Chronic lying that includes making a statement that is untrue, copying another's work and/or presenting it as one's own or providing answers for another student.

Left Area/Missing from Class or School Without Permission

Student purposely exits the classroom or building in a

state of uncontrolled behavior.

Harassment/Bullying

Student delivers disrespectful messages (verbal or gestural) to another person that are intended to hurt. This includes threats and intimidation, obscene gestures, pictures, words or written notes.

Property Damage/Vandalism

Substantial destruction or disfigurement of property that is intentional.

Technology Violation

Ongoing or substantial engagement in inappropriate use of technology.

Use/Possession of Tobacco/Alcohol/Drugs

Student is in possession of or is using tobacco, alcohol, illegal drugs/substance or imitations.

Use/Possession of Weapon

Student is in possession of knives, guns or other objects readily capable of causing bodily harm.

Inappropriate behavior will result in the following steps:

WARNING: The teacher/supervising adult will talk to the child about the rule(s) being disregarded and future consequences if the behavior continues.

POSSIBLE INTERVENTIONS:

Timeout and/or removal from classroom

Recess time taken away

Phone call to parents.

Parent Conference

Restricted activity: the denial of participation in school activities and extra-curricular events.

The teacher shall contact the principal if she feels that the situation has not been resolved by using the above possible interventions.

***Fighting**

Any student involved in a fight where there was punching, will be suspended.

1st offense: 1 day suspension

2nd offense: 2 day suspension

3rd offense: Parent meeting with the principal to talk about possible expulsion.

COMMUNICATION POLICY

Communication between school and home is very important. We have a few ways that we would like to communicate with you:

Messenger (Remind 101) - It is not required for our teachers to use a message system, but most of our teachers do use one. If the teacher uses a message system they will set this up at the beginning of the school year.

Planner - The school provides the students will planners. The planner is a great way for you to communicate information to the teacher, for example: Dr. Appointments, vacations, etc. Each teacher will have their own procedures on how they would like the parents to check the planner.

Feel free to call the school if you any questions regarding your student.

Honeywell Instant Alert is used by the school to send messages in a mass form. Please go to <http://www.glenburn.k12.nd.us> and click on the Honeywell Instant Alert button to get added to this messaging system.

We ask that if you have any concerns about your student(s) that you speak with the teacher first and then if you still have concerns that you feel that are not getting answered please contact the principal. The teacher will let you know the best way to contact them at the beginning of the school year.

EXCUSES: PHYSICAL EDUCATION

If a student needs to be excused from physical education, a note will be necessary from a physician. Written excuses for missing physical education classes must state the nature of the ailment, the limitations of the physical activity for the child, or the amount of time student can not participate in Physical Education.

FIELD TRIPS

The Glenburn Elementary School considers field trips an extension of classroom learning. Parents will be notified when students are expected to be out of the building. At the beginning of the school year a permission slip listing all planned field trips will be sent home for parents to sign giving permission for their student to go on these field trips. If there is a special field trip not listed on this form then a separate form will be sent home for parents to sign.

HOT LUNCH AND BREAKFAST PROGRAMS

The lunch program serves a well-balanced hot meal to all participating students. Milk is available to students eating hot lunch as well as to those who choose to bring their own lunch. Students are requested to line up in an orderly fashion, proceed through the lunch line, sit down, and eat their meal. Students who are disruptive and create a problem will be disciplined and face the potential of being removed from the lunchroom. Students who chose to bring their own lunch to school will eat with their classmates in the lunchroom.

Breakfast will be served beginning at 8:00 a.m. for bus riders, 8:10 a.m. for students walking or being dropped off at school and will end at 8:25 a.m. to those who would like to eat in school. Preschool breakfast will be after morning announcements. If Glenburn Elementary School has a late start in the morning, the breakfast program will not run.

All lunch and breakfast fees are handled through the district office. Information for free and reduced meals is mailed to each family from the district office prior to the start of school.

Lunch accounts should be prepaid. If a student's lunch balance goes below \$10.00 you will get a reminder sent home stating that money needs to be added to the account. If the balance reaches -\$15.00 the student can no longer purchase the hot lunch and will be given a sack lunch and be charged \$1.00, until money has been added to the account. Lunch balances can be checked in PowerSchool.

LOCKERS

Lockers are provided for the students, however, the school officials reserve the right to ownership and the option to inspect the lockers on a frequent basis. Students are expected to give the lockers proper care during their time of use. Locks will not be allowed on

lockers without the consent of the building principal. Permission will only be granted after there is a definite need shown by the student.

ITEMS BROUGHT FROM HOME

We ask that toys and other items not be brought to school unless the teacher has asked the students to bring such items. All items such as toys, cards, magic cards, stuffed animals, dolls, etc. should not be brought. If these items are brought to school they will be taken and the parents will be notified.

MEDICATION

If it is a necessity for your child to take medication(s) at school, parents will first need to fill out a medication form in the district office. The medicine can then be dispensed from the office. We also request any information, which we must keep on file, concerning special health care provisions or restrictions that may apply to a student. These concerns need to be backed by a note from the student's physician.

Any over the counter medication (i.e. Tylenol, Ibuprofen, Advil, etc.) that is needed for the student, needs to be provided by the parents. It is not the school's responsibility to supply any medication.

Any emergent medication, (i.e. epipen, inhaler, etc.) can be left in the classroom for emergent situations.

PERMANENT RECORDS

The school keeps a cumulative record folder for each student registered in the district. The folder contains pertinent information about each student beginning at first entrance through high school such as: scholastic record, attendance record, health records, and birth records. Please keep your address, phone numbers and emergency numbers/contacts current.

PHYSICAL EDUCATION

Children will be required to have a set of shoes for the gym that are not used outdoors or for any other activity. These shoes MUST be non-marking. This item saves greatly on the expense of upkeep of our gym floors.

Library Rules

Books must be returned on time. Check out is for 14 days, if the book is brought back to the library it can be renewed. A fine of 10 cents per day per book will be imposed if late.

Library use is a privilege. Do not abuse it by disturbing others or you be asked to leave.

All students and parents are asked to sign and return the library rules and consequences sheet.

PROMOTION AND RETENTION

The Glenburn Public School has adopted an official policy governing the promotion and retention of students. Please see "Promotion and Retention Policy" as follows in this section.

Glenburn Elementary School Promotion/Retention Policy Adopted: April 20, 2011

The Glenburn School District is committed to fostering the continuous educational and personal growth of its students. Student progress shall be continually evaluated based on state and local achievement standards, course content standards, and education goals and objectives as established by administration and the teaching staff.

The Board recognizes that at every grade level there are differences among students in their intellectual and personal development and that individual students may be more proficient in some content areas than in others. Therefore, assignment of a student to a grade level shall be based on the best educational interest of the student, which shall be determined by using the criteria established below.

Criteria for Determining Promotion & Retention

The decision to promote or retain a student shall be based on at least one of the following criteria:

Whether the student has completed course requirements at the presently assigned grade.

Whether the student demonstrates proficiency in enough course content areas to warrant promotion.

Whether the student has sufficiently met achievement standards and other educational goals/objectives established for the student's current grade level.

Whether the student demonstrates the degree of social, emotional, and physical maturation necessary for successful learning experiences in the next grade level.

The decision to promote or retain a special education student shall be made by the Individual Education Program (IEP) team in accordance with applicable law.

Under no circumstances shall a student be retained for the sole purpose of improving the student's ability to participate in the district's athletic program.

Procedures for promoting and retaining students shall be developed by the Superintendent and delineated in administrative regulations.

Retention/Acceleration guidelines

In January, if a teacher feels that a student is falling behind, they will submit an intervention form to the STAT team to talk about possible retention.

At spring conferences the teacher will talk to the parents about suggestion for retention/acceleration.

The teacher will communicate with the principal about possible retention/acceleration.

A meeting will be set up with the parents, teacher, principal and STAT members to discuss retention/acceleration.

The overall decision of retention/promotion is the parents choice.

Report Cards

Report cards are prepared for every child each nine weeks. Parent-Teacher conferences will be held twice annually, once in the fall and once in the spring.

The following grading system shall be used:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 65%

F = 64% and lower

Certain classes will be graded on the following scale:

S+ = Above Average

S = Satisfactory

S- = Below Average

N = Needs Improvement

I = Improved

CANDY POLICY

There are special celebrations that we have in school when candy is okay, but other than those occasions students should not be bringing candy to school.

Parents please help us with this by not sending candy with your students.

SCHOOL ACCIDENTS

In case of an accident on the school premises, we will render first aid, and if necessary call an ambulance. You will be called immediately. Please supply us with an emergency telephone number. Please make sure the school has your emergency contact information (current or updated)

SCHOOL CLOSING

When it becomes necessary to dismiss school early or to cancel school for a day due to weather conditions, the announcement will be sent via the Instant Alert System as soon as possible. In the

morning this means the first daylight or earlier. During the day, this announcement may be as little as 15 minutes before dismissal. Glenburn School uses the automated Instant Alert System. All school closings or late starts will notify you through a phone call. Please advise the school which phone number you want this call to go to.

Parents are urged to inform us as to how their student are being picked up if they can not ride the bus home on days that we dismiss early.