

# Glenburn Elementary School

## 2020-2021 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 School. 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. The schools contact number is 701-362-7426.

### **Glenburn Public School Mission Statement**

The mission of the Glenburn Public School is to provide a comprehensive educational experience through self-analysis in order to empower all students with knowledge, 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.

### **School-Wide Expectations**

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

All students shall:

- Respect all other students, school personnel, and school property
- Be responsible for their well-being as well as others in the school

### **Dress**

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

- Shirts and pants that fit: clothing that is determined to be too revealing will not be allowed
- Shirts with writing appropriate for school: the advertising of alcohol, tobacco products,

profanity, or lewd suggestive phrases or images on clothing will not be allowed

- Appropriate gym clothing: shoes and socks are required
- Winter clothes: when determined by an administration jackets, snow pants, boots, hats and gloves are required for any outside activity

### **Admittance**

We encourage in town students to plan their arrival around 8:10 AM. Students that ride the bus will be arriving around 8:05 AM. PLEASE remember students arriving too early often encounter a variety of problems including proper supervision. School doors will open at 8:00 AM. The north elementary door will be locked at 8:30 AM. After this, students need to enter through the main office doors.

### **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. Following are some general rules for the safety of all children:

- Students shall be prepared to get on the bus when it arrives.
- 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 to sit in a selected or assigned seat. The seating arrangement will be determined by the driver.
- Students will remain seated until the bus has come to a complete stop.
- 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.
- 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.
- During the winter months, it is mandatory that students wear boots, coats, hats, and gloves. If a student does 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's responsibility to get their students to school or from school.

### **Dismissal**

We ask that parents are here to pick up students at 3:00 PM. The busses will leave at approximately 3:10 PM. After school the teachers have meetings or are planning and are not responsible for the supervision of students. Students are not allowed to stay after school for any reason other than school sponsored extracurricular activities.

Too often students try to make arrangements for after school hours during the school day. We ask that 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.

### **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 and 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:

- Medical documentation from an appropriate licensed healthcare provider;
- Copy of a court summons or subpoena;
- An obituary for funeral leave;
- Verification of planned or executed family travel (e.g. a boarding pass);
- A request from an official at the student's place of worship;
- A request for an absence 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.

Procedure of events if at student is missing more than 15% of the school days after the fourth full week of school. Late arrivals and early dismissals will be included in this 15%.

- Phone call from Principal
- Letter from Principal
- Meeting with parents or guardians at school
- Educational Neglected Form will be filed with Social Services

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

### **Tardy**

Students are considered tardy if they arrive to school between 8:30 AM and 9:30 AM. If students arrive after 9:30 AM 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.

### **Academic Progress**

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

### **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 the 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.

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 cannot participate in physical education.

### **Items Brought from Home**

Students in the elementary grades regularly bring different items to school. Please remember that personal items are brought to school at your own risk. The school will not replace broken or stolen items. Students may be asked to leave certain items at home if they cause a disturbance within the school setting.

### **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

### **Kindergarten Grading Scale**

A	Advanced
P	Proficient
PP	Partially Proficient
N	Novice

## **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 districts 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 for 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 team members to discuss retention/acceleration.
- The overall decision of retention/promotion is the parents’ choice

#### **Communication**

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 year.
- Planner-The school provides the students with planners. The planner is a great way for you to communicate information to the teacher, for example: doctor 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 have any questions regarding your student.
- Honeywell Instant Alert is used by the school to send messages in a mass form. Please go to <http://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.

### **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.

### **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 then can 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 schools' responsibility to supply any medication. Any emergent medication, (i.e. EpiPen, inhaler, etc.) can be left in the classroom for emergent situations.

### **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).

### **Hot Lunch and Breakfast Program**

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 AM. 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.

### **Field Trips**

The Glenburn Elementary School considers field trips an extension of classroom learning, but field trips are a privilege, teachers/administration can withhold students from participating based on discipline or missing work. 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.

### **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 cannot ride the bus home on days that we dismiss early.

### **Disciplinary Policies and Procedures**

Disciplinary actions are on a case by case basis and will be handled 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.

Principal will follow disciplinary matrix, but does have the right to deviate if they see fit. All situations do not fit into a box at times other circumstances need to be factored in.