



2018-2019 KW/Vina Elementary Addendum



School District #9, Glacier County, Montana

Browning Public Schools

**P.O. Box 610
Browning, MT 59417**

Handbook Receipt Form

I acknowledge that I have received a copy of the Browning Public Schools Staff Handbook. I understand that the policies and practices contained in the handbook govern school procedures and staff expectations for Browning Public Schools. I understand that all staff will be held accountable for reading and abiding by the Staff/Student/Parent Handbooks.

Parent signature: _____

Child: _____ **Date:** _____

IMPORTANT REMINDERS:

- **Students are expected to arrive at school on time. Students will be counted tardy to school if they arrive after the school day has begun up to 9:00 A.M. After 9:00 A.M. those students' tardies will be changed to absences for the morning session.**
- **Students checked out before 3:10 P.M. (Monday thru Thursday) or before 2:10 P.M. (Friday's and Early Outs) will be counted absent for the afternoon session.**

Office Hours

- The office hours are 7:30 A.M. to 5:00 P.M.

School Hours

- Students are expected to arrive no earlier than 7:45 A.M. and leave no later than 3:30 P.M. Monday-Thursday unless involved in after school activities (**if your child goes to an after school activity the parents must sign the child out from the pick-up room and walk their child to the campus where the activity is being held**) and 2:30 P.M. on Fridays.
- Breakfast is served from 7:30 A.M. – 8:45 A.M. students will go outside.
- Parents are advised that the playground/bus area is supervised from 7:45 A.M. – 8:15 A.M. and 3:25 P.M. – 3:40 P.M. Monday-Thursdays and 2:25 P.M. – 2:40 P.M. on Fridays.
- In the event of extreme weather students will be sent to the gym until the instruction bell rings.

School Drop off & Dismissal

We want all students to be safe before and after school. Please be cautious when dropping your student off and picking them up. Follow the speed limit and be especially cautious for other children who may be crossing the road.

- Please be prompt when picking your child up after school. If your child has not been picked up by 4:00 P.M. (Monday - Thursday) or 3:00 P.M. (Friday) we will call an emergency contact number on the students list. **In the event we cannot reach anybody, Child Protection Services will be called.**
- Please check the calendar for early dismissal dates. In the event of an emergency dismissal radio stations will be notified for broadcast. Please prepare in advance for emergency dismissals.
- **Messages after 2:00 P.M. cannot be guaranteed** on regular school days and 1:00 P.M. on early out days.

Attendance - (In order to be eligible for the end-of-the-year prizes medical slips must be turned into the office secretary within two weeks after the medical appointment.)

100% PERFECT ATTENDANCE:

Students must be in the classroom by 8:15 A.M. after this time a tardy slip will be given.

Guardians it is recommended that no check-outs occur before 3:10 pm (Monday -Thursday) and 2:10 pm (Friday or any early out).

School Related and Special Circumstance absences will not count against student (up to 3 days).

98% GREAT ATTENDANCE:

Student can have up to 4 absences.

Student is counted AM tardy absent after 9:00AM and PM absent after 12:00 PM.

Students can be checked out during the day for no longer than 2 hours and must return before the end of the school day.

School Related and Special Circumstance absences will not count against student (up to 3 days).

95% SUKAPII ATTENDANCE:

Students can have up to 9 absences

Students counted AM tardy absent after 9:00AM and PM absent after 12:00 PM.

Students can be checked out during the day for no longer than 2 hours and must return at end of the school day.

School Related and Special Circumstances absences will not count against student (up to 3 days).

Student Behavior Requirements

Students who receive a referral during the quarter may not be allowed to participate in school related functions (i.e. classroom/ school wide field trips)

KW/VINA ELEMENTARY'S BEHAVIOR ACTION PLAN

**Our goal is to keep students in school but at times behavior impedes learning and gets in the way of their and other children's education.
We must work together as a team to change the behavior.**

All of the below may be progressive depending on where students start on the plan...

Step 1

Principal Conference
Parent Contact
Principal Option

Step 2

Principal Conference
Parent Contact
Lunch Detention (1 day)
Principal Option

Step 3

Principal Conference
Parent Contact
Lunch Detention (2 days)
Principal Option

Step 4

Principal Conference
Parent Contact
Lunch Detention (3 days)
Principal Option

Severe 1

Principal Conference
Parent Contact
Behavior Contract
Lunch Detention (4 days)
Principal Option

Severe 2

Principal Conference
Parent Contact
Behavior Contract
Lunch Detention (1 week)
Principal Option

Severe 3

Principal Conference
1 day ISS
Re-entry with team
Behavior Contract
Principal Option

Severe 4

Principal Conference
2 day ISS
Re-entry with team
Behavior Contract
Principal Option

Extreme 1

Principal Conference
1 day OSS
Re-entry with team
Behavior Contract
Principal Option

Extreme 2

Principal Conference
2 days OSS
Re-entry with team
Behavior Contract
Principal Option

Extreme 3

Principal Conference
3 days OSS
Re-entry with team
Review Behavior Contract
Principal Option

Extreme 4

Principal Conference
5 days OSS
Re-entry with team
Review Behavior Contract
Principal Option

Extreme 5

Students who reach this level may be suspended for up to 10 days and may be recommended for change in placement

PARENT OPTION: The parent/guardian has the option of sitting in class with their child instead of having the student serve OSS. (Equivalent to OSS)

PRINCIPAL OPTION can include the following:

- | | |
|---------------------------------------|----------------------------------|
| A. <i>OSS (depending on severity)</i> | D. <i>Timeout with principal</i> |
| B. <i>Buddy Room</i> | E. <i>Calming Area</i> |
| C. <i>Lunch Detention</i> | F. <i>Change of placement</i> |

LEVEL PLACEMENT

Steps Level: Students will be placed on this level when misbehavior in the classroom has progressed through the steps in a teacher's classroom management plan and has reached the level of a referral. Placement on this level is for less severe but consistent infractions.

Severe Level: Students are automatically placed on this level when serious misbehavior occurs and/or has completed the steps level. Severe referrals require the student is sent directly to the principal. Serious misbehavior includes, but is not limited to:

- Bullying
- Insubordination
- Overt defiance
- Fighting
- Harassment (any)
- Cussing
- Instigating a fight
- Vandalism

Extreme Level: Students are placed on this level after progressing through the steps in the Severe Level. The following behaviors result in immediate progression to this level:

- Failure to comply with principal request
- Assault on a student or staff member
- Selling, possession, use, or distribution of drugs, alcohol, or tobacco
- Weapons (*anything used with intent to harm another person*)

IN ACCORDANCE WITH THE PROVISIONS OF THE STATE AND FEDERAL LAW AND THE GUN FREE SCHOOLS ACT ANY STUDENT WHO BRINGS A FIREARM ONTO SCHOOL PROPERTY SHALL BE EXPELLED FOR A PERIOD OF NOT LESS THAN ONE CALENDAR YEAR UNLESS MODIFIED BY THE BOARD OF TRUSTEES, UPON A RECOMMENDATION FROM THE SCHOOL DISTRICT SUPERINTENDENT.

Physical assault of a staff member will not be tolerated. Students who assault a staff member will immediately progress to the Extreme Level on the Administrative Support Plan and may be recommended for expulsion

BULLYING / HARASSMENT

Bullying / Harassment will be treated in the same manner as assault or a fight and will begin on the Severe Level of the Behavior Action Plan.

FIGHTING / INSTIGATING A FIGHT

Instigating a fight will be treated in the same manner as an actual Assault or Fight and will begin on the Severe Level of the Behavior Action Plan.

ASSAULT

Less severe cases of assault will fall under the Severe Level of the Administrative Support Plan and progress from there. Serious offenses of Assault will fall under the Extreme Level of the Behavior Action Plan.

The student will be placed on the Extreme Level of the Administrative Support Plan.

We as a District follow the Montana Behavior Initiative (MBI) and KW/VINA Elementary is proactive opposed to reactive.

Pre-K/Kindergarten/1st Grade Matrix/Universals

| B E A R (kiyo) | <u>B</u> e Safe | <u>E</u> arn Respect | <u>A</u> ctive Learner | <u>R</u> esponsible |
|------------------------------|--|---|---|---|
| Classroom Instruction | Keep pencils and paper on the desk or table. Chair legs on the floor Feet on the floor Conscious Discipline: Kindness Tree Song: Kindness Counts | Eyes on the speaker Hands in lap 3 inch voice/inside voice Body in listening position Use polite words Take turns to talk Conscious Discipline Songs: It Starts in the Heart, Kindness Counts | Be an active learner Be an active listener Ask Questions Answer Questions Share what you know Conscious Discipline: Books: When I feel, I can Calm I love you Rituals: 2 CDs Eye Contact Presence Touch Playfulness Shubert is a Star Songs: Brain Boogy Boosters Feelings Board | Take care of school materials. Follow directions Be honest Finish your work Cool off in the calming area Conscious Discipline: School Family Jobs Calendar Helper Table washer Greeter/Goodbye wisher Technology monitor Book monitor Floor monitor |
| Hallways | Walk forward Feet on the floor Zip and Flip 1 arm space Look at the person in front of you Stop at the Stop Sign Conscious Discipline: Kindness Tree 5 Steps to Self Regulation | Eyes on the teacher No talking Walk on the right side Keep your hands down Conscious Discipline 5 Steps to Self Regulation | Listen to the teacher's instructions. Look at the student work posted in the hallways. Learn by observing others. Conscious Discipline 5 steps to Self Regulation | Stay in Line Follow your leader Hands down Stop at Stop Signs Follow the footprints Conscious Discipline: 5 Steps to Self Regulation School Family Jobs Line checker |
| Lunchroom | Walk Hold tray Keep hands and feet to yourself Stay in your own space Stay seated Conscious Discipline: Kindness Tree 5 Steps to Self Regulation | Say Please / Thank you Keep food on tray Only touch your own food Use the fork or spoon Say 'Please pass the ____' Conscious Discipline 5 Steps to Self Regulation | Practice eating healthy foods from all food groups. Talk about healthy snacks. Encourage others to eat fruits and vegetables. Conscious Discipline 5 Steps to Self Regulation | Ask for help Only take the foods that you want to eat Eat all of your food Clean up your tray and throw away your trash Raise your hand when you are finished eating to line up. Conscious Discipline: 5 step to Self Regulation School Family Jobs- snack and lunch helper |
| Playground | Walk on climbing equipment. Hands to yourself Make a space for your friends. One at a time on ladder. One at a time on slide. | Follow teacher direction the first time Ask others to play Ask to join a game Line up when the bell rings. Use polite words with your friends. Conscious Discipline: 5 Steps to Self Regulation | Learn the rules to new games. Practice new games. Teach new games to other students. Learn how include all students Learn how to do the Conflict Resolution Peace Path Conscious Discipline 5 Steps to Self Regulation Problem Solving | Use the playground equipment carefully. Take class balls back to the classroom. Remind other students to get their jackets. Talk to the teacher if you have a problem. Ask for help if you need it. Conscious Discipline: Playground helper 5 steps to Self Regulation |

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|-----------------|--|---|--|---|
| | <p>Green tape is go Red Tape is stop</p> <p>Conscious Discipline: Kindness Tree 5 Steps to Self Regulation</p> | <p>Problem Solving</p> | | |
| Bathroom | <p>Walk to and from the bathroom. Use the toilet. Flush the toilet. Wash and dry your hands. Turn off water. No climbing</p> <p>Conscious Discipline 5 steps to Self Regulation</p> | <p>Stand against the wall and wait for your turn. Knock on the bathroom stall door. Clean up your messes. Flush the toilet. Throw away paper towel.</p> | <p>Learn about using good hygiene by following the steps to staying clean and washing your hands.</p> <p>Remember to use tissues to blow your nose. Throw the tissue away and wash your hands to reduce germs.</p> | <p>Ask permission to use the bathroom. Clean up your messes. Flush the toilet. Wash and dry your hands. Throw away your paper towel.</p> <p>Conscious Discipline: Bathroom helper-Jobs</p> |
| Bus line | <p>Stay in your line. Walk in line behind the leader Keep hands and objects down by your side.</p> <p>Conscious Discipline Kindness Tree</p> | <p>Keep a space between you and others. Use a quiet voice.</p> | <p>Share with your friends about what you learned in class. Practice reading quietly while waiting in line.</p> | <p>Stay in your line. Pick up your jackets and papers and backpacks. Look for the bus line teacher in charge. Use a quiet voice and polite words. Tell the teacher if you have a problem. Ask for help.</p> <p>Conscious Discipline: Line checker (bus) Jobs</p> |
| Bus | <p>Follow the bus driver's directions. Stay in your seat. Keep hands to yourself.</p> | <p>Use polite words. Talk in a quiet voice. Say, "Thank you" to the bus driver. Keep the bus clean, pick up trash.</p> | <p>Learn about your community and neighborhood. Learn the Bus Rules Practice the Bus Rules Share the Bus Rules</p> | <p>Pick up your backpacks and jackets. Stay in your seat. Tell the bus driver if you have a problem. Ask for help if you need it.</p> |



Let's have a great 2018 - 2019 school year!

