

Victor Elementary School

Student Responsibility Plan



2018-2019



Follow the Pirate Code!



Be Ready



Be Responsible



Be Respectful

Table of Contents



Mission Statement.	3
Student Guidelines.	4
Staff Responsibilities.....	5
Student Responsibilities.	6
Elementary Responsibility Plan Procedures.....	8
Consequences for Infractions.	9
Before & After School Guidelines.....	10
Special Considerations for Special Needs.	11
Hallway Guidelines.	12
Restroom Guidelines.	12
Playground Guidelines.	13
Lunchroom Guidelines.	15
Assemblies.	16
Elementary Handbook (School Board Policy).....	17

Mission Statement

Our mission at Victor School is to provide an educational environment that develops well-informed, well-educated, self-disciplined individuals who have a sense of purpose and direction.

It is our hope that our school will encourage students to live up to their potential. We pledge to work with home and community in our mission as they are our partners. With this team effort, our school can prepare our youth for the task of continuing our great American heritage.

- Paul Rosen, School Board Chairperson

Victor Elementary Cool Kids Mission Statement

Our mission is to develop a partnership between students, parents, staff and community that will help students develop to their fullest potential.



Victor Elementary Cool Kids Vision Statement

Our vision is to develop a safe environment in where students will acquire skills necessary to be responsible, respectful, disciplined and capable of effective communication.

Dear Victor Elementary School Students:

Each of you is very special to us. We want you to be happy at our school and to learn all that you possibly can. We have identified five guidelines that will help you to be successful.

GUIDELINE ONE: ALWAYS TRY.

The best way to learn something new is to practice until you can do it. Therefore, you are expected to keep trying to ensure success.

GUIDELINE TWO: BE RESPONSIBLE.

All through your life you must decide how to act responsibly. You are expected to do what is right at all times.

GUIDELINE THREE: COOPERATE WITH OTHERS.

Cooperation includes being polite, treating people with respect, accepting differences between people, and encouraging others to do their best.

GUIDELINE FOUR: DO YOUR BEST.

When you do a task or an assignment, do your very best. You learn more and feel more successful than if you just slide through the task. Therefore, you are expected to do your best and learn from your mistakes.

GUIDELINE FIVE: EVERYONE HAS THE RIGHT TO BE TREATED WITH DIGNITY AND RESPECT.

Everyone must know that Victor Elementary School is a safe and supportive place. Any behavior that could hurt someone else will not be allowed. Examples of respecting property include caring for your school, being careful with play equipment, taking care of the personal property of classmates and staff, and returning lost items to the lost and found.

The staff at Victor Elementary School will help you achieve success at school. We will do this by helping you solve problems and by protecting your right to learn. We look forward to a promising year and are happy to have the opportunity to work with you. Enjoy a good year!

Staff Responsibilities

- 1.) All staff is responsible for development and enforcement of the School Responsibility Plan. Teacher involvement, input, and consistency are critical to the overall effectiveness of the plan (see plan page 6).
- 2.) All staff has the responsibility to hold **ALL** students accountable to the school guidelines. Enforcement across grade levels builds consistency and sends a message to students that all staff supports and enforces the guidelines. Likewise, staff is encouraged to recognize and reward good behavior whenever possible.
- 3.) All staff will maintain a positive school environment by greeting students, parents, and other staff.
- 4.) All staff is responsible for the development, implementation, and maintenance of The Cool Kids Program. To promote this ongoing process our Cool Kids Team will:
 - meet on a regular basis.
 - seek input from staff, parents, and students on possible improvements.
 - meet quarterly to assess ongoing process.
- 5.) All staff will attend assemblies unless prior arrangements have been made with the principal. All staff will assist the classroom teachers with supervision.

School Responsibilities Plan

GOAL: Students will follow all school guidelines while at school and representing Victor School, including both in and around the buildings.

- 1.) Students will dress appropriately for outside recess every day.
- 2.) Students will remove caps immediately upon entering the building.
- 3.) Students will be responsible for entering and exiting the building on their own at the beginning and end of each day. This will encourage student responsibility and insure building safety.
- 4.) Students arriving after the morning bell must check in at the Main Office. Students leaving school during the day should have written parent permission. Parents will check students out at the Main Office. Students must check in at the Main office upon returning to school.
- 5.) Upon students' arrival they will check into their classroom. Students will then go directly to the playground. Students must not loiter in or between the buildings.
- 6.) Students will play only in designated and supervised areas. Students are to be dropped off and picked up in front of the building. The bus parking area is off limits to all students.
- 7.) Students are to walk on the sidewalks and avoid walking on the grass.
- 8.) Students will play safely and responsibly. Students will use appropriate language. Students will treat others with dignity and respect.

- 9.) Students will park bikes correctly in the bike racks. NO bike riding, skateboarding, or roller-blading will be allowed on the sidewalks or in the bus area.
- 10.) Students will leave rocks, sticks, snow, snowballs, woodchips, and other dangerous objects alone.
- 11.) Save chewing gum for home use.
- 12.) Students will show pride in their school by keeping the buildings and grounds free of litter. Students will recycle materials appropriately.
- 14.) Students will leave knives, laser beams, chains, and other unsafe objects at home.
- 15.) Electronic devices (including MP3 players, and cell phones) will not be allowed at school for any reason. Toys will only be allowed to come to school for Show and Tell (K-2), and then only with teacher permission. Victor School will not be responsible for lost or broken electronic devices and toys.
- 16.) Save books, drawing, and writing material for inside recess.
- 17.) Students will wait to be picked up in the designated area with the bus duty personnel. Students not picked up by 4:20 will wait in the Main Office. Students walking must go directly home. Students may not loiter on the school grounds after school hours.
- 18.) School personnel, substitute teachers, volunteers, and visitors will be treated with dignity and respect.

Elementary Responsibility Plan Procedures

- 1.) Students have the opportunity to earn Pirate Pennies, golden tickets, and additional positive rewards for demonstrating social and behavioral skills.
 - A. Students may earn a variety of positive rewards from all staff.
 - B. Positive rewards may be assigned at the discretion of the classroom teacher.
- 2.) When a student receives a referral for violating the School Guidelines for Success, the procedure is as follows:

The staff member issuing the referral will fill out the form in Google Docs. If the referral is a minor issue, the classroom teacher will decide the consequences. If the referral is a major issue, or the third minor referral, consequences will be decided by the administrator in charge.
- 3.) Parents will be contacted for all major referrals, upon the third minor referral, or at the discretion of the teacher or administrator.

Encouragement

Encouragement will consist of praise and rewards when meeting expectations and following the Guidelines for Success.

Supervision Responsibilities

All staff in our building are role models and are responsible for enforcing our management plan. We will work collaboratively to solve problems that are chronic or severe in nature.

Consequences for Infractions

GUIDELINE: When a student misbehaves, calmly and consistently implement the mildest consequence that might be appropriate.

LEVEL 1 CONSEQUENCES:

(For minor inappropriate behavior)

- 1.) Re-teach expectation
- 2.) Issue a verbal warning
- 3.) Redirect the student by having him or her leave selected area

LEVEL 2 CONSEQUENCES:

(For socially inappropriate behavior directed toward others or property)

- 1.) When the behavior slip is issued, the faculty or staff member and student will determine the consequence. These may include:
 - 1.) Classroom strategies
 - 2.) Detention, reflection, or time out
 - 3.) Parent contact
 - 4.) Contract
 - 5.) Principal contact

LEVEL 3 CONSEQUENCES:

(For defiant or aggressive behavior directed toward self, others, or property)

- 1.) Office referral

All office referrals will result in a conference with the principal, parent contact by the student and the principal, and any other action deemed necessary in the principal's judgment. The office referral will be documented on Google Drive

Before and After School

GOAL: Students will arrive and depart school in a safe and orderly manner.

Regarding responsible behavior before and after school:

- 1.) School wide guidelines apply to all students walking or riding bikes to and from school.
- 2.) Students will place backpacks in designated area (as per individual teacher's instructions), then proceed to the playground upon arrival at school.
- 3.) Students are unsupervised at school before 7:45 a.m. as that is the time the school doors open.
- 4.) Upon dismissal, students are responsible for waiting in assigned areas using sidewalks correctly and following school wide guidelines.
- 5.) Students will stay off the cement pillars and the bell tower, and refrain from playing in and around the flowerbeds.

After school: Car pick up area..... on north side of the Brown Clarke Building

Bus students.....west side of middle school

Walkers/bike riders.....depart immediately being alert to moving traffic

Special Considerations for Special Needs Students

GOAL: Students with disabilities will be assisted by appropriate staff to meet the expectations of all school guidelines with modification of these guidelines, if deemed necessary.

All students are encouraged and expected to develop responsibility at Victor Elementary School. Though we will do our best to teach students how to assume responsibility, we recognize that there are special cases where a disability will require that adaptations are made and additional training required.

Consequences for violations will include choices so that a student's unique disability may be considered at the discretion of the school staff or as required by his or her IEP or 504 Plan. Consequence procedures for students on IEP's may be individualized, unique, and inconsistent with school guidelines.

Hallway Guidelines

Goal: To maintain safe and quiet hallways.

Responsible Hallway Behavior:

- 1.) Students will walk quietly in the halls at all times. They will stay on the right side unless impossible to pass on that side.
- 2.) Classes will walk in lines and move quietly through the building. Teachers will escort classes as they move through the halls.
- 3.) Students will keep hands and feet to themselves. Hallway displays are for your enjoyment, but please do not touch.

Restrooms

Goal: The restrooms at Victor Elementary will be clean and safe.

Responsible Restroom Behavior:

- 1.) Restrooms will be used in a timely manner.
- 2.) Use facility correctly— no messes, flush after use, wash hands and put paper towels in the wastebasket.
- 3.) Use soft voices only.
- 4.) All writing tools and other objects will be left in the classroom.

Playground

Goal: Students will play safely and fairly in all games and on all equipment, showing dignity and respect.

Responsible Playground Behavior:

Students will use the west side of the Middle School building as a “pass through” area only. Students will not be allowed to play in that area, and will only use it go to and from the classroom.

General Playground Guidelines

- 1.) Walk away from fights or get help as needed.
- 2.) Keep hands, feet, and objects to yourself;
- 3.) Get permission to leave the playground.
- 4.) When the whistle blows or the megaphone is used, freeze and listen for directions.
- 5.) Make sure all playground equipment is put away.
- 6.) Quickly line up.
- 7.) No spitting
- 8.) Use sportsmanship skills and positive words.

Safety Guidelines for Playground Equipment

Swings:

- 1.) Keep your body on the swing
- 2.) Swing on your bottom only
- 3.) Swing from front to back
- 4.) Stay away from swings in motion
- 5.) Push from the front or back only.
- 6.) One child may be on each swing.
- 7.) Stop the swing before getting off.

Monkey Bars:

- 1.) Hang by arms only
- 2.) Only one child may cross bars at a time
- 3.) Kindergartners may not be on bars until they show they can cross them
- 4.) No jumping off of the top

Pirate Ship:

- 1.) Climb up steps one at a time
- 2.) Slide
 - a) slide down only
 - b) one at a time going down
 - c) keep moving inside
 - d) stay off top of slide
- 3.) Keep ball and tag games off the ship.

Field and Ball Use:

- 1.) Balls that go over the fence or into the parking area are to be left out until a staff member gives permission to retrieve them
- 2.) Team sports may be played in the field
- 3.) Safe and gentle play only.

Four Square Rules:

- 1.) Ball play must be inside the lines
- 2.) Follow majority rules— if three say you're out, you're out
- 3.) Ball must bounce in your square once before passing it on
- 4.) Arguing means you are out
- 5.) Good sportsmanship is essential

Lunchroom

Goal: The lunch line and lunchroom at Victor School will be a safe and clean environment where people interact with dignity and respect.

Responsible Lunchroom Behavior:

- 1.) Students will take outdoor clothing with them into the lunchroom. After eating, coats will be put on prior to leaving the lunchroom.
- 2.) Students will wait patiently.
- 3.) Hot lunch students will go through the correct door, pick up their milk, utensils, and tray, and walk in an orderly manner to the appropriate table.
- 4.) Students with cold lunch will go directly to the appropriate table. They may then get milk if needed.
- 5.) Students will use manners and talk quietly.
- 6.) Students who have finished eating and have cleaned their places, will dump their trays appropriately.
- 7.) Students will wait quietly at the table until the teacher picks them up.
- 8.) Get permission to leave the lunchroom.
- 9.) Vending machines are for middle school and high school use only.

Assemblies

Goal: Students will demonstrate responsible behavior during assemblies.

Responsible Assembly Behavior:

- 1.) Students will wait quietly for the program to begin.
- 2.) When the leader goes to the microphone and addresses the audience, students will stop talking.
- 3.) Applause needs to be short and sincere. Booing, whistling, and yelling should not be used.
- 4.) At the end of the program, the leader will conclude the assembly by thanking the performers and dismissing the classes.
- 5.) Students will remain seated until the teacher gives them the signal to stand and follow the teacher from the assembly area.
- 6.) If seated on the floor, students will sit on their bottoms so others can see.
- 7.) Guests will be treated with respect

ELEMENTARY SECTION

Victor School Handbook

Elementary Section

ELEMENTARY SECTION

GENERAL INFORMATION - K - 12

EVERY STUDENT ENROLLED IN THIS SCHOOL IS SUBJECT TO ALL THE SCHOOL'S POLICIES AND RULES, NO MATTER WHAT HIS/HER AGE MAY BE.

I. ENROLLMENT REQUIREMENTS

- A. A birth certificate shall be presented at the time of registration.
- B. A child must be 5 years of age by September 10 to enter kindergarten and 6 years of age by the same date to enter 1st grade.
- C. Students entering school for the first time are required by state law to show proof that proper immunizations have been secured or an appropriate exemption executed.

II. ATTENDANCE

Attendance at school is important at any grade level, and it is especially critical in the elementary years. Regular school attendance is a must if students are to progress daily from one concept to another. These concepts are important building blocks as the student progresses through school. Excessive absences cause gaps in these concepts and are difficult or at times almost impossible to make up.

If your child will be absent for eight or more consecutive days, for reasons other than illness, the parent/guardian is required to meet with the principal and teacher.

Victor School believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. Towards this end the following policies and regulations have been developed. As a student of Victor School, **YOU WILL BE HELD ACCOUNTABLE FOR EACH CLASS MISSED.**

Regular attendance at school is necessary if students are to gain full benefit from their educational opportunity. It is the responsibility of the school to do everything it can to provide a learning environment which will encourage students to attend. Furthermore, the school is charged by law with assuring that students between the ages of 6 and 16 attend school at least 145 days a year, and at least 30 hours each week. Accordingly, the administration is directed to promulgate rules which will bring about this result.

- A. **ABSENCES** - An absence is defined as any time a student is not physically present in a class, unless the student is participating in a school sponsored activity, or having a conference with a teacher, counselor or administrator.
- B. **EXCUSED ABSENCES** - All absences with parent/guardian permission by phone or note will be excused. Examples of excused absences include illness, medical and dental appointments, family emergencies. Vacations or trips that would place a student over eight (8) absences in a quarter may be excused by the School Board.

ELEMENTARY SECTION

C. **UNEXCUSED ABSENCES** - ANY STUDENT WHO RETURNS TO SCHOOL AFTER AN ABSENCE WITHOUT A PHONE CALL OR NOTE FROM THE PARENT/GUARDIAN WILL RECEIVE AN UNEXCUSED ABSENCE. A STUDENT WILL RECEIVE NO CREDIT FOR THE CLASS MISSED DURING AN UNEXCUSED ABSENCE, AND WILL RECEIVE A DISCIPLINE REFERRAL AND WILL BE CLASSIFIED AS TRUANT.

D. **TRUANCY** - Any student who is absent from school without his/her parent/guardian's knowledge or permission will be considered truant or unexcused.

Truancy includes skipping school, leaving class without being excused, not having parent/guardian permission to leave school. Truancy is grounds for in school suspension.

An absence is considered a truancy until parent/guardian approval for the absence is received.

E. **MAKE-UP WORK**- Assignments given to students prior to their absence will be due the first day they return to class. For assignments given while the student was absent, one day of make-up time will be allowed for each day of absence. With absences longer than five days, the teacher may allow additional time.

F. **NOTIFICATION OF ABSENCE** - Parents/guardians are charged with reporting to the school the fact of their child's absence and the reason for it. **PLEASE CALL THE OFFICE AT 642-3221 AS EARLY AS POSSIBLE.** However, if parents fail to meet this responsibility, the school will call the home and verify the absence and its cause.

G. **TARDINESS** - Tardiness, unless the student is detained by a staff member or has parent/guardian permission, is defined as any unexcused appearance of a student beyond the scheduled time that a class begins.

A student arriving late to a class will be dealt with by the classroom teacher.

ELEMENTARY SECTION

III. GENERAL INFORMATION

- A. **SCHOOL DAY** - The school day for grades 1-5 is from 8:10 a.m. to 4:15 p.m. **STUDENTS SHOULD NOT ARRIVE AT SCHOOL ANY EARLIER THAN 7:45 A.M.**

Students should be picked up promptly after dismissal! A supervisor will be on duty until the buses depart at 4:25 p.m.

- B. **CLASSROOM VISITATIONS** - Parents are always welcome to visit their child's classrooms as frequently as they would like and to observe the instructional program. However, classroom schedules need to be taken into consideration when parents plan a visit, and teachers cannot be expected to visit with parents during classroom instructional time. Out of common courtesy, please make arrangements with the classroom teacher in advance and notify the principal.
- C. **GUESTS/VISITORS**- Students may not bring guests to school. **ALL VISITORS MUST CHECK IN WITH THE MAIN SCHOOL OFFICE UPON THEIR ARRIVAL TO RECEIVE BADGES (VISITOR STICKER).**
- D. **LOST AND FOUND**- Lost and found items will be placed in the multi-purpose room and the elementary building for a reasonable length of time. Students and parents should check the area when something has been lost. Unclaimed items will be disposed of periodically. **PLEASE MARK YOUR CHILD'S CLOTHING, GYM SHOES, BOOTS, ETC., SO THEY MAY BE EASILY IDENTIFIED.**
- E. **MEDICINE**- The school personnel are **NOT** permitted to administer medicine without parental permission (including aspirin) to students. If your child has been ill, and it is necessary to give medication at school, please send a note with the medicine, the directions or administering the medicine and permission to do so.
- F. **NURSE**- The school does not have a school nurse on a regular basis. We contract with the Ravalli County Health Department for school nursing services.
- G. **PHYSICAL EDUCATION**- Physical Education is an important part of the school curriculum. Students are required to participate in PE unless they have a written medical excuse.
- Students are asked to have a pair of gym shoes to be left at the school for PE only. Wellness Education is a part of all curriculum in the Elementary. A link can be found on the school website at www.victor.k12.mt.us
- H. **CONFERENCES**- Conferences may be initiated either by the school or the parents. Parents wishing to arrange conferences may do so by contacting either the teacher or the school office.
- I. **CHECK-OUT PROCEDURE**- Any student leaving Victor School either during the school year or at the end of the year, must fill out the appropriate forms and pay any fees required.

ELEMENTARY SECTION

- J. **LUNCH ROOM** -The kitchen will modify the menu to accommodate special dietary needs. However, a doctor's order is required to keep on file.

The district is unable to provide check cashing services to its students and staff.

IV. **GRADING AND REPORTING PUPIL PROGRESS**

The purpose and intent of any grading system is to report accurately a pupil's progress to the pupil and his/her parent/guardian.

- A. In an effort to keep parents/guardians informed on a more frequent basis, the Victor Elementary (K-5) will be using a nine week grading period. Mid-term reports will be sent home.
- B. Each nine week grade will be the weighted average of daily class work, class participation, special projects, effort, tests, and quizzes.
- C. Grading will follow the Common Core State Standards.

V. **DRESS CODE**

- A. Personal appearance is primarily the responsibility of the parent/guardian and the student. The mode of dress for Victor students shall be based on safety, sanitation, modesty, and good taste.
- B. The following are **NOT** proper dress unless specifically authorized by the administration:
- Bare feet or flip flops
 - Spaghetti tops, halter tops, tank tops, bare midriff clothing and transparent shirts.
 - Shirts with offensive or suggestive sayings.
 - **STUDENTS MAY NOT WEAR CLOTHING WHICH PROMOTES DRUGS, ALCOHOL OR TOBACCO PRODUCTS OR ANY CLOTHING WHICH HAS SEXUAL CONNOTATIONS.**
 - Shorts are acceptable to wear to school, under the following conditions: Shorts and skirts are to be at least fingertip in length.
 - Hats and coats will be removed upon entering the building.
- C. The following are not allowed at school:
- Chains
 - Cell phones
 - Laser pointers
 - Other electronic devices

ELEMENTARY SECTION

VI. BEFORE AND AFTER SCHOOL

The elementary playground is supervised on school mornings at 7:45a.m. until school begins at 8:10a.m. Unless the weather is bad, students may not be in the building before 7:45a.m. or remain in the building or classrooms between 7:45a.m. and 8:10a.m. (except at the discretion of each student's teacher).

VII. BIRTHDAYS

Before bringing treats for your child's class, you should first consult with the teacher. If you are giving a party for your child, DO NOT allow him or her to give out invitations at school unless ALL the class is invited. Feelings are easily hurt.

VIII. DISCIPLINE RULES

By nature, elementary students are adventurous, spontaneous, and tireless. These characteristics can lead to behavior problems in the confines of a classroom and on the playground. By disciplining elementary students, we are teaching them two important concepts:

- A. Certain behaviors are undesirable and should be avoided.
- B. Other behaviors are desirable and should be repeated.

In order to know which behaviors are acceptable and are expected of them, students need very clear and firm limits. Following are the school-wide rules that students will be expected to know and follow. (Each teacher will send home the classroom rules and consequences).

- C. General School-Wide Rules
 - 1. Follow directions of school personnel
 - 2. Stay in designated areas (no loitering)
 - 3. Keep hands, feet, and other objects to one's self.
 - 4. Use appropriate language
 - 5. Use appropriate voice volume level
 - 6. Eat or drink in designated areas only

IX. PLAYGROUND RULES

- A. Use equipment properly
- B. Play safely
- C. Follow game directions
- D. **MUST HAVE PERMISSION TO LEAVE THE PLAYGROUND** (to get ball or go inside the building)
- E. **SPECIAL RULES-** The following are not allowed:
 - 1. Fighting
 - 2. Throwing snowballs, ice balls, rocks, or related items
 - 3. Possession of a weapon or dangerous instrument
 - 4. Stealing
 - 5. Tobacco, alcohol, or drugs on school property
 - 6. Defacing or destroying school property
 - 7. Chewing gum
 - 8. "Talking back", lying, or blatantly defying authority
 - 9. Running in the hallways

ELEMENTARY SECTION

10. Taunting, teasing, or other forms of harassment
11. Other _____

X. FORMS OF DISCIPLINE USED

- A. **RESTITUTION** – Damaged or stolen items are to be replaced or repaired.
- B. **CONFISCATION** – Items inappropriate for school (cigarettes, lighters, matches, cap pistols, knives, noisemakers, chewing tobacco, etc.) will be taken away. Confiscated items will be returned to the parents in person if desired.
- C. **TIME OUT-** A student may be removed from class when his/her behavior is causing disruptions in the learning process. In such cases, the student shall be placed in an environment restricting the unwanted behavior. Time out students may be in the hall or ISS (In-School Suspension) rooms. In some cases, the counselor may be called to talk to the student regarding the behavior.
- D. **SHORT-TERM SUSPENSION-** A student is given an in-school suspension or he/she is sent home with the parent. The student is not permitted to come to school or be on school property during this time. Students and parents are responsible for work missed during this absence. Missed tests will be rescheduled.
- E. **EXPULSION-** The student is dismissed for an indefinite period and requires School Board action.

ELEMENTARY SECTION

ELEMENTARY SECTION