

Browning Elementary

Staff, Student & Parent Handbook

2016-2017



Mrs. Jennifer Wagner, Principal

Mrs. Corrina Hall, Assistant Principal

Ms. Tracie Keller, Secretary

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Browning Elementary School

Addendum to

Staff, Student & Parent Handbook

Office Hours

The office hours for Browning Elementary are 7:30 a.m. to 4:30 p.m. Student absences, tardies, or homework requests should be called in before classes start at 8:15.

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 or tutoring and 2:30 p.m. on Fridays (no after school activities)
- Breakfast is served from 7:45 – 8:10. Students are sent to recess after they finish eating.
- Students can enter the building when the bell rings.
- Parents are advised that the playground/bus area is supervised from 7:45 a.m. – 8:10 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 and adults while at the crosswalk.**

- The school has two drop off zones. The **Main Entrance** located on the **East Side** of the building (across from Napi) and the other is in the bus lane located on **the South side**. Students will not be allowed to go to their classroom until the instruction bell rings.
- Please be prompt when picking your child up after school. If your child has not been picked up by 4:00 p.m (Mon-Thurs) 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.

MBI Universals – **TEAM BES**

TEAM BES	To be safe	Expect respect	Act responsibly	Mindful learner
Classroom Instruction	Stay seated Hands feet and objects in personal space only Class jobs	Classroom behavioral steps Use manners Wait your turn to talk Observe and follow teacher directives	Class movements are class job duties Orally praise students Rewards for good behavior Follow the leader when leaving the classroom 3, 2, 1-stand up, push in chair, walk quietly	Active learner and listener Ask questions Answer questions Share what you know
Hallways	Keep hands feet and objects to yourself Single file Walk to the right Arm length in front of you Take one step at a time on stairways	Walk with a purpose Follow directions from all school staff and visitors Talk in a quiet, calm voice Go immediately to your destination	Walk with a purpose Know to correct misbehavior Follow directions from all school staff and visitors Greet or ask how someone is doing or say hello and smile Make eye contact	Listen to adult's instructions Look by observing others Look at other's work in the hallway
Lunchroom	Use quiet voice Keep it neat Stay in seat Take only what you will eat Correct other's mistakes	Say excuse me, thank you and please Sit up straight, face table and those across from you Eat only your food Chew food then talk after you swallow your food Be considerate	Eat only your food Sit and stand with your class in cafeteria Carry tray with two hands Use napkins/silverware appropriately Report spills on the floor Wash hand before and after we eat	Practice eating healthy foods from all food groups Talk about healthy snacks Encourage other to eat fruits and vegetables
Playground	Use manners Give compliments Include and encourage others Smile at others Be happy with making positive choices	Be aware of surroundings Report hurtful behavior to the nearest adult Ask others to join activity Stay in playground area Follow all game rules Line up with class when asked to do so	Be patient Take turns Be a good sportsman Keep hands, feet and objects to yourself Tell an adult if you have a problem Take care of equipment	Learn all game rules Practice new games Teach games to others Learn to include others Learn how to resolve conflicts using conflict resolution
Bathroom	Pencils stay in classroom Use toilet paper to clean yourself well Use bathroom in a timely manner Feet on floors using manners	Toilet paper in toilet Flush toilet Trash in trash cans Shut off water Tell an adult when supplies are needed Allow others privacy	Use tissue to clean yourself Wash your hands with soap and warm water often Use nearest bathroom Directly to bathroom and return directly to classroom	Learn how to reduce germs Good hygiene Use tissue to blow nose
Assembly	Walk single file into gymnasium Walk on floor Sit on bleacher seat facing speaker Hands, feet, and objects in personal space	Facing forward toward presenter Hands in lap Making eye contact with speaker Zero noise level Raising hand if question is asked	Give full attention to the presenter Sit in own personal space always facing forward Feet on floor Personal objects in pocket	Active learner and listener Nodding head when a question is asked Willing to ask questions Applauding in unison
Bus Line Up	Listen to adult escorting you Use kind words Bus buddies	Walk single file Quiet voices Respectful kind words Mature vocabulary	Walk in a line Keep hands, feet and objects to yourself Smallest students in line first Wait for bus to stop Assigned areas for each TA	Keep personal belongings in vicinity of personal space Practice reading quietly while waiting Share with classmates what was learned in class
Bus	Enter single file Use rail for entering and exiting bus Stay seated Use quiet, calm voices	Use positive words Use manners Be nice to others	Follow bus drivers directions Sit in assigned seat Stay seated until bus comes to complete stop Keep hands, feet objects to yourself Be aware of personal space	Know bus rules Practice bus rules Share bus rules Be a listener Observe your community and neighborhood

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, drum group)

Please refer to the Browning Elementary Behavior Action Plan

BROWNING ELEMENTARY BEHAVIOR ACTION PLAN

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

<u>Step 1</u> Principal Conference Parent Contact Time out (30 min) Principal Option	<u>Severe 1</u> Principal Conference Parent Contact Behavior Contract Lunch Detention (4 days) Principal Option	<u>Extreme 1</u> Principal Conference 3 day OSS + 1 day Lunch Det Re-entry with team Behavior Contract Principal Option
<u>Step 2</u> Principal Conference Parent Contact Lunch Detention (1 day) Principal Option	<u>Severe 2</u> Principal Conference Parent Contact Behavior Contract Lunch Detention (1 week) Principal Option	<u>Extreme 2</u> Principal Conference 4 day OSS + 2 day Lunch Det Re-entry with team Behavior Contract Principal Option
<u>Step 3</u> Principal Conference Parent Contact Lunch Detention (2 days) Principal Option	<u>Severe 3</u> Principal Conference 1 day OSS + 1 day Lunch det Re-entry with team Behavior Contract Principal Option	<u>Extreme 3</u> Principal Conference 5 day OSS + 3 day Lunch Det Re-entry with team Review Behavior Contract Principal Option
<u>Step 4</u> Principal Conference Parent Contact Behavior Contract Lunch Detention (3 days) Principal Option	<u>Severe 4</u> Principal Conference 2 day OSS + 2 day Lunch det Re-entry with team Behavior Contract Principal Option	<u>Extreme 4</u> Students who reach this level may be suspended for up to 10 days and may be recommended for change in placement
<p>PARENT OPTION: The parent/guardian has the option of sitting in class with their child instead of having the student serve OSS.</p> <p>PRINCIPAL OPTION can include the following:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>A. OSS (depending on severity)</p> <p>B. Escort Card</p> <p>C. Lunch Detention</p> </div> <div style="width: 45%;"> <p>D. Timeout with principal</p> <p>E. Written letter of apology</p> <p>F. Change of placement</p> </div> </div>		

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

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.

Removal of students

- Staff members maybe called to a classroom when a student exhibits extreme overt defiance or is out of control and affecting the safety of themselves or others. The student will have a choice to leave with the staff member. If the student chooses not to leave, the rest of the students in the classroom will be asked to leave the room and de-escalation process will be held so the student can make it to a safe area (counselor room or main office)
- The student maybe placed on the Extreme Level of the Administrative Support Plan or referred to another level of support.

SPECIAL HAPPENINGS AT BES:

Open House-August
Native American Week-September
Cultural Field Trips-September
Pumpkin Patch-October
Veteran's Day-November
Christmas Program-December
I Love To Read Activities-February
March Madness Activities-March
SBAC Testing-April/May
Easter Egg Hunt-April
Cultural Conference & Pow Wow-May
End of Year Field Trips-May
100,000 Word Club Trip-May
Chess Club,
Health Club, Lego Club

Accelerated Reader Goals and Incentive
Trip
Physical Education and Health Activities
Accelerated Reader Incentives
WOW (good behavior) Quarterly
Celebrations
Quarterly Awards Ceremony
100,000 Word Club Inductions
Attendance Incentives Monthly, Quarterly
and Yearly
Fall and Spring Data Meetings
Parent Teacher Conferences

We welcome parents, guardians and families to be involved in their child's education.

