

# Parent/Student Handbook



**2018-19**

Ms. Kari McKay  
Ms. Jennifer Fenner

Principal  
Lead Teacher

## Parent/Guardians, and Students,

We are pleased to welcome you to a new and exciting year at Babb Elementary School – a year focused on Standards Based Education resulting in our goal of increased student achievement.

We encourage your involvement in your child's education and welcome your support throughout the year. You are invited to come into the school at any time with questions, concerns, and to celebrate your child's successes with us.

Please read and review this handbook with your student as it contains important information regarding school policies and procedures. **Pay close attention to the BABB portion of the handbook – it outlines important information directly related to Babb Elementary.** If you have any questions, please contact us at by phone or come into the school and talk to us personally. We encourage frequent communication between home and school, as it is important for the success of our students.

The BPS student handbook contains information that student and parents are likely to need during the school year. The Student Handbook is designed in harmony with Board Policy. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy. Please note that references to policy codes are included to help parents confirm current policy. A copy of the District's policy manual is available in the school office and on the District website. In case of conflict between Board policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

**Please sign and return the student/parent signature pages** to the school acknowledging that you have read the handbook and discussed its contents with your child. It is through working together that we will reach our goal of increased student achievement. Thank you for your cooperation.

We look forward to seeing you during the 2018-19 school year! Have a wonderful year!

Sincerely,

Ms. Kari McKay, Principal  
Ms. Jennifer Fenner, Lead Teacher

## X. BABB ELEMENTARY SCHOOL INFORMATION

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### School Hours

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Students can enter the building at 7:45 A.M. Enter at the front doors. Parents are advised that the school grounds are supervised from 7:45 A.M. – 3:30 P.M. Students are expected to arrive no earlier than 7:45 A.M. and leave no later than 3:30 p.m. unless involved in extra-curricular activities or tutoring. Otherwise, students must have permission from the supervising teacher to remain in the building after school. **Classes begin at 8:15 A.M. each day.** School dismissal is at 3:10 P.M. Monday through Thursday, and 2:15 P.M. on Fridays and early holiday dismissals.

If students are planning on attending tutoring after school, they must report immediately to the designated tutoring area and remain there until their transportation arrives and then exit the building. Students **are not allowed** to be in the hallways, classrooms, or gym after school without supervision by a staff member. Students may lose their privilege of attending tutoring if they continually violate this policy.

### Visitors to Our School

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Babb students are not permitted to have guests attend class with them throughout the school year. The principal will approve/disapprove circumstances where students may request a visit if they are transferring to Babb. Daily schedule will be created to allow for a visit under these circumstances.

### Awards and Honors

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#### Honor Roll

Students, in grades 4-5-6, whose quarterly report card reflects a proficient or higher in each of the core subjects, Reading, Math, Science, Social Studies, and Language (including Spelling, Writing, Punctuation, Grammar, and Speaking) will earn a place on the Honor Roll.

#### Perfect Attendance award

Presented on a quarterly basis to those students who have no absences (excluding school related). All students who have perfect attendance for the entire year will be entered in a drawing for a major attendance prize at the end of the year.

#### Excellent Attendance award

Presented on a quarterly basis to those students who have been absent or tardy no more than 5% of the time.

### Grades

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Grading scale and conversion system is as follows:

#### Grades 2-6

A – Advanced (A) 97%-100%  
B - Proficient (P) 80%-96%  
C – Nearing Proficient (NP) 70%-79%  
D – Novice (N) 60%-69%  
F - Below Novice (BN) 59% and below

#### Kindergarten-First Grade

A – Advanced (A) 97%-100%  
B- Proficient (P) 80%-96%  
C – Nearing Proficient (NP) 70%-79%  
D – Novice (N) 69% and below

### Book Bags/Purses

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Students are asked to carry only necessary books and supplies to class. All bags/purses will be placed in lockers upon arrival to school and remain there until the end of the school day. School authorities may conduct a search of the a student's bag that is based on a reasonable suspicion that the student has in his/her possession any item that he/she is forbidden to possess.

### Toys, Trading Cards, CD's, Videos, Electronic Games, Etc.

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In the interest of preserving instructional time on task, students are encouraged not to bring play items to school. The school is not responsible for broken or stolen items.

## Athletics

Babb Sponsors activities in the area of basketball, flag football, volleyball and track (depending on the availability of coaches). Grade participation will be determined by the coach, teacher, and/or administration. All sports activities at the Babb School are instructional and geared toward fun. To be eligible the student must:

- Be academically eligible: Student cannot be failing any classes or have more than two missing homework assignments.
- Have attended school at least 4 hours the day of the activity/practice or have an appropriate excused absence.
- Have no missing or damaged library books, textbooks, or school equipment. Fines are to be paid.
- Any athlete with a behavior referral will be ineligible to play in the next scheduled game.
- Students who receive a referral considered to be severe or extreme, or accumulate referrals equaling severe will be ineligible for the rest of that particular extracurricular season.

Although students may not be eligible to participate in games, they will be responsible for attending practices and sitting behind the team during the game. We want students to be involved in the team, but want them to realize how much they miss when they do not complete assignments during school.

Babb Elementary believes all students can succeed, however it does take effort and work on the part of the students. When students reach third grade, they are required to be more responsible for themselves. We, as a school, know they are capable of doing this.

## Administration of Medicine

A student who **must** take prescription medicine during the school day must have the parent/guardian here to administer the medication.

## Field Trip Expectations

Babb Elementary School students are expected to conduct themselves in an orderly and respectful manner whether on the school grounds or attending a school-sponsored function or trip off school grounds. Field trips and off-campus school-sponsored activities are a **privilege and not a right**. As such, Babb School reserves the right to disallow participation in field trips or other travel for those students who have demonstrated inappropriate behavior in the school setting.

Students who receive an **extreme** referral will not be allowed to attend field trips/extra-curricular activities for the entirety of the school year. Students who receive a **severe referral** will be put on a probationary period of at least one month in which to prove that they are capable of maintaining appropriate behavior. Students who have an excessive number of referrals may not be able to attend field trips or extra-curricular activities.

## Babb Elementary School Behavior Management Program – Administrative Support Plan

Classroom Support Plan for Classroom Referrals	Consequences for Severe Behaviors	Consequences for Extreme Behavior
Level 1 <ul style="list-style-type: none"> <li>• 1 lunch detention</li> <li>• Parent/Guardian Contact</li> <li>• Principal option</li> </ul>	Level 1 <ul style="list-style-type: none"> <li>• OSS for the rest of the day</li> <li>• ISS for ½ day</li> <li>• Re-entry Meeting</li> <li>• Principal's option</li> </ul>	Extreme Level 1 <ul style="list-style-type: none"> <li>• OSS for up to 5 days</li> <li>• Parent/Guardian Contact</li> <li>• Possible recommendation for expulsion.</li> </ul>
Level 2 <ul style="list-style-type: none"> <li>• 1 lunch plus 1 recess detention</li> <li>• Parent/Guardian Contact</li> <li>• Principal option</li> </ul>	Level 2 <ul style="list-style-type: none"> <li>• OSS for the rest of the day</li> <li>• ISS for 1 day</li> <li>• Re-entry meeting</li> <li>• Principal's option</li> </ul>	Extreme Level 2 <ul style="list-style-type: none"> <li>• OSS for up to 10 days</li> <li>• Parent/guardian meeting with principal</li> <li>• Principal's option</li> <li>• Possible recommendation for expulsion</li> </ul>
Level 3 <ul style="list-style-type: none"> <li>• 2 lunches plus 2 recess detention</li> <li>• Parent/Guardian Contact</li> <li>• Re-entry Meeting</li> <li>• Principal option</li> </ul>	Level 3 <ul style="list-style-type: none"> <li>• OSS for rest of the day</li> <li>• ISS for 2 days</li> <li>• Re-entry Meeting</li> <li>• Principal's option</li> </ul>	Extreme Level 3 <ul style="list-style-type: none"> <li>• Principal's option</li> <li>• Recommendation for expulsion</li> </ul>
Level 4 <ul style="list-style-type: none"> <li>• 1 week detention at lunch</li> <li>• Parent/Guardian Contact</li> <li>• Re-entry Meeting</li> <li>• Principal option</li> </ul>	Level 4 <ul style="list-style-type: none"> <li>• OSS for 5 days</li> <li>• Parent/Guardian contact</li> <li>• Principal's option</li> </ul>	<b>*Principal Option includes, but not limited to: modify consequence, OSS, homebound w/homework, loss of school privileges, inability to attend field trips, letter of apology</b>
	<b>Includes but not limited to:</b> Severe bullying, sexual harassment, assault,	<b>Includes but not limited to:</b> Weapons, severe assault, vandalism, tobacco, drugs/alcohol, repeated

	fighting, cussing at the teacher, overt defiance, five or more classroom referrals, inappropriate touching, creation of unsafe situation.	overt defiance, severe bullying, repeated bullying/harassment, safety concern
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**Levels on the Behavior Management Plan:**

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**Levels 1-4 Classroom Referral** – A student may be placed at these levels for the following:

- Reached Step 5 in the classroom behavior log and/or was sent out of the buddy room
- Disrupted the teaching/learning process to the point that he/she kept the class from functioning
- Misbehaved in the hallway, lunchroom, outside, etc. where following the step plan would not be appropriate
- Any other misbehavior that disrupted the teaching/learning process
- Harassment, sexual harassment, bullying, hazing
- Non-compliance with safety rules in classroom and/or school
- Disrespect of any adult in the building

**Levels 1-4 Severe** – A student may be placed at these levels for the following:

- Five or more classroom referrals
- Fighting, Assault, Severe Bullying/Harassment
- Vandalism or theft
- Overt Defiance, severe disrespect of any adult in the building
- Repeated harassment, sexual harassment, bullying, hazing
- Non-compliance with safety rules in classroom and/or school
- Other offences that fall between the misbehavior and extreme columns as determined by the administrator

**Extreme Level**

Students are placed at these levels for extreme behaviors that endanger himself or herself or the school community. Parents will be immediately contacted for referrals at this level, and police/proper authorities may also be contacted.

Although we cannot possibly name every behavior that may occur at this level, use/possession of illegal substances (tobacco, drugs, and alcohol), weapons, some sexual harassment, repeated severe bullying, and serious assaults are some of the behaviors that will be dealt with at the extreme level.

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 District Superintendent.

**OLWEUS BULLY PREVENTION PROGRAM/ Montana Behavior Institute**

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Our District and school have adopted the Montana Behavior Institute’s Program. The program is meant to teach students the behavioral expectations in the various school setting. By teaching students those expectations there will be a reduction in bullying and student misbehavior. The program is meant to compliment the Olweus Bully Prevention Program. The following is the expectations matrix for our school.

## Expectations for Babb Elementary School

**B**

**A**

**B**

**B**

Settings	Be Responsible	Always Be Respectful	Be a Learner	Be Safe
<b>Classroom</b>	<ul style="list-style-type: none"> <li>-Use time wisely</li> <li>-Complete schoolwork/homework</li> <li>-Clean up after yourself</li> <li>-Tell the truth</li> <li>-Own behavior</li> <li>-Use positive language</li> </ul>	<ul style="list-style-type: none"> <li>-Appreciate differences</li> <li>-Listen while others talk</li> <li>-Control volume</li> <li>-Maintain personal space</li> <li>-Keep hands and feet to self</li> <li>-Comply with teacher requests</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time and ready to learn</li> <li>-Give full effort</li> <li>-Stay on task</li> <li>-Participate</li> <li>-Ask for help if you need it</li> </ul>	<ul style="list-style-type: none"> <li>-Move appropriately in the classroom</li> <li>-Handle all classroom equipment and materials properly and carefully</li> <li>-Know and follow Emergency procedures</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>-Be on time for meals</li> <li>-Wash hands before coming to the cafeteria</li> <li>-Be polite in line</li> <li>-Leave your area as clean as you found it, this includes the floor</li> <li>-Use your time to eat your food</li> <li>-Put all of your trash in the garbage</li> <li>-Follow the lunch room rules</li> </ul>	<ul style="list-style-type: none"> <li>-Follow the direction of all adults</li> <li>-Practice good listening skills</li> <li>-Practice good table manners (Please, thank you, mouth closed while chewing, no talking with food in mouth)</li> <li>-Keep personal utensils out of the community condiments</li> <li>-Visit quietly with your neighbor</li> <li>-Make sure no one eats alone</li> </ul>	<ul style="list-style-type: none"> <li>-Try new foods</li> <li>-Make healthy and nutritious choices</li> <li>-Learn proper etiquette and then practice it</li> </ul>	<ul style="list-style-type: none"> <li>-No running or pushing</li> <li>-Keep hands and feet to yourself</li> <li>-Know the procedure in case of emergency</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>-Wash hands with soap and water</li> <li>-Flush the toilet</li> <li>-Don't write on the walls</li> <li>-Keep floors and mirrors clean</li> <li>-Throw your trash in the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>-Use restroom for intended purposes only</li> <li>-Do not pee on the seat, walls or floor</li> <li>-Report any problems</li> <li>-Use only what you need</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Leave it like you would want it to be when you use it</li> </ul>	<ul style="list-style-type: none"> <li>-Don't get water on the floor or counter</li> <li>-Wash hands before you leave the bathroom</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>-Get where you need to be in a timely manner</li> <li>-Keep halls clean</li> </ul>	<ul style="list-style-type: none"> <li>-Monitor voice level</li> <li>-Remove hat when entering building</li> </ul>	<ul style="list-style-type: none"> <li>-Travel hallway quietly so not to disrupt others</li> </ul>	<ul style="list-style-type: none"> <li>-Walk, don't run</li> <li>-Keep to the right side of the hallway when walking to your destination</li> <li>-Keep hands, feet and objects to self</li> </ul>
<b>Recess</b>	<ul style="list-style-type: none"> <li>-Put away anything you play with</li> <li>-Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>-Include others in activities</li> <li>-Take care of equipment</li> <li>-Share equipment</li> <li>-Take turns</li> </ul>	<ul style="list-style-type: none"> <li>-Be active, get some exercise</li> <li>-Try new games</li> </ul>	<ul style="list-style-type: none"> <li>-Avoid physical contact and rough play</li> <li>-Dress appropriate</li> <li>-Report any broken or unsafe equipment</li> <li>-Report anyone being unsafe</li> </ul>

<b>Specials</b>	-Use time wisely -Clean up after yourself	-Use positive language -Listen when others are talking -Follow directions	-Participate -Try new things -Be creative	-Keep hands and feet to self -Use equipment and tools properly
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In addition to the expectations matrix our school will also follow the Olweus Program Plan.

**All students will follow these four anti-bullying rules:**

- 1. We will not bully others**
- 2. We will try to help students who are bullied**
- 3. We will try to include students who are left out**
- 4. If we know somebody is being bullied, we will tell an adult at school and an adult at home**

*Bullying is when someone purposefully says or does mean or hurtful things to another person who has a hard time defending himself or herself on a **repeated** basis.* Bullying can take many forms such as hitting, verbal harassment, spreading false rumors, s not letting someone be a part of the group, and sending nasty messages on a cell phone or over the internet. **Students being bullied must report the bullying to the teacher and/or administrator immediately or in a reasonable amount of time.** Students are also encouraged to report the bullying to an adult at home to allow parent/guardian participation to take place. **Students are expected to report each incident of bullying that occurs in order to receive help and support from administration to stop the bullying.** Reports will be handled on an individual basis and be documented with a *Bullying Incident Log*. The *Bullying Incident Log* will also list the consequences for the student being reported to have been bullying.

Severe individual bullying incidents may result in a referral and the corresponding consequences. **Repeat bullying incidents by individual students may result in those students being removed from school for up to 30 days.** Repeat bullying will be determined by the accumulation of multiple *Bullying Incident Logs* and/or multiple Severe Bullying referrals by individual students. **Once a student is receives an OSS consequence the parent/guardian may be required to attend the entire school day upon re-entry with their student.**

**BULLYING INCIDENT LOG**

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The *Bullying Incident Log* documents the following information from students when a report is given:

1. Date, Time
2. Names of all *Students Involved*, grade level, and nature of their involvement
3. The student is then asked what *Type of Bullying Incident* occurred, they have the following options:
  - A. Cyber Bullying
  - B. Name calling or mean teasing
  - C. Name calling or mean comments about race or color
  - D. Name calling, mean comments, or gestures with a sexual meaning
  - E. Physical Bullying
  - F. Rumor Spreading/Gossip
  - G. Social isolation/exclusion
  - H. Taking another’s property
  - I. Threats/Intimidation
  - J. Other
4. An *Incident Description* is then given by the student and documented in the log
5. The *Incident Location* is then documented
6. The person taking the report and turning the report/log over to administration is identified in the *Incident Report By* section
7. The final part of the *Bullying Incident Log* is the completing of the *Action Taken* section by administration
8. Parent contact will be made by student, teacher, administrator-verbally and/or in writing

**BULLYING INCIDENT LOG CONSEQUENCES**

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The *Bullying Incident Log* consequences will include, but are not limited to: detention, ISS/OSS, parent contact, Shelter Card, and education/training on how to stop bullying. **Parent contact will occur for each log turned in by teacher/principal & student.**

1. 1<sup>st</sup> Log-**Recess detention + education/training + apology to student**
2. 2<sup>nd</sup> Log-**Lunch Detention + Recess Detention + education/training + letter home written by student**
3. 3<sup>rd</sup> Log-**1 day ISS + education/training + phone call to parent/guardian made by student**
4. Principal's Option: Referral consequences, ISS/OSS, multiple days lunch detention, Shelter Card, parent escort for day(s)

## **SEVERE BULLYING and SEVERE BULLYING CONSEQUENCES**

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**Severe Bullying** includes, but is not limited to: physical bullying, threats/intimidation, and verbal bullying

1. Physical Bullying-hitting, punching, pushing, kicking, inappropriate touching, wrestling
2. Threats/Intimidation-instigating fight, threatening to fight, requesting a fight, physical gestures
3. Verbal Bullying-cussing, screaming, gossip, cyber, teasing, mean/inappropriate comments, inappropriate gestures

**Severe Bullying** consequences will include, but are not limited to: ISS/OSS, parent contact/support, Shelter Card, education/ training, parent escort for day(s), multiple days lunch detention. **Students will receive a referral for Severe Bullying.**

1. 1<sup>st</sup> Referral- **Level 4/Up to One week detention at Lunch + education**
2. 2<sup>nd</sup> Referral-**Severe 1/OSS Rest of Day+ ½ Day ISS + up to one week detention at lunch + education**
3. 3<sup>rd</sup> Referral-**Severe 2/OSS Rest of Day + 1 Day ISS + up to one week lunch detention + education**
4. Principal's Option: Students will earn a Severe 3 consequence or Severe 4 consequence after three *Severe Bullying* referrals.

***All Severe Bullying consequences will include parent/guardian contact, parent/guardian meeting with principal and a parent/guardian re-entry meeting if needed. Parent/guardian escort at school for multiple days will be an option for principal to help student stop bullying.***

### ***Repeated Bullying:***

Students making the choice to continue bullying other students despite having received consequences for multiple *Bullying Incident Logs* and/or four referrals for *Severe Bullying* will face Out of School Suspension for up to 10 days and/or Homebound/ Providing Homework for up to 30 days. **Students who are repeat bullies will be considered a safety risk to the students that they are bullying and may no longer be allowed into the general school setting.**

## **OBPP: PARENT/GUARDIAN SUPPORT**

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The Babb Elementary School and the Olweus Bully Prevention Program requires and is dependent upon active parent/guardian participation for complete and successful implementation of the program. The OBPP requires providing the appropriate help and support to all students involved in the bullying circle. Parents/guardians will be contacted throughout the process of implementing the OBPP. This contact will be in various forms including: parent pamphlets, letters/phone calls made by students, letters/phone calls home made by school personnel, newsletters. Parents/guardians are also provided multiple opportunities to be involved in the program by talking to their child about bullying, sharing concerns with the teacher/administration, taking reports of bullying given by their student and reporting to administration, becoming well informed on the OBPP, and through the parent/guardian pamphlet. **Parents of students being reported as bullies will have the option to attend school with their child in lieu of the student receiving consequences.**