

CHIEF JOSEPH ELEMENTARY

STUDENT HANDBOOK

2020 - 2021



**Home of the Eagles
"Where Young Minds Soar"**



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Mission Statement

**Chief Joseph School values and
challenges each student to succeed
today.....
for life tomorrow.**



Motto

"Chief Joseph Eagles -Where Young Minds Soar!"



**Chief Joseph School values and challenges each student to succeed
today.....
for life tomorrow.**

Dear Chief Joseph Families,

Welcome to the 2020-2021 school year! We are excited for a new year to begin and look forward to working with your family throughout the year. Our goal is for your child to have a happy and successful year at school.

Your involvement and participation in school impacts your child's success at Chief Joseph. We believe that you are the most important person in your child's life and have the biggest impact on their daily life. Positive communication between parents, students, and teachers is essential.

At Chief Joseph, we set high standards and expectations. Included in this handbook are Chief Joseph's procedures and management plans that align with classroom and district expectations. Please take some time to become familiar with the following pages and help your child understand them.

We look forward to a great year!

Sincerely,
Mr. Ingalls and the Chief Joseph Staff



Please sign and return the following to classroom teacher.

Please check both lines, sign, and return to Chief Joseph Elementary School. Thank you!

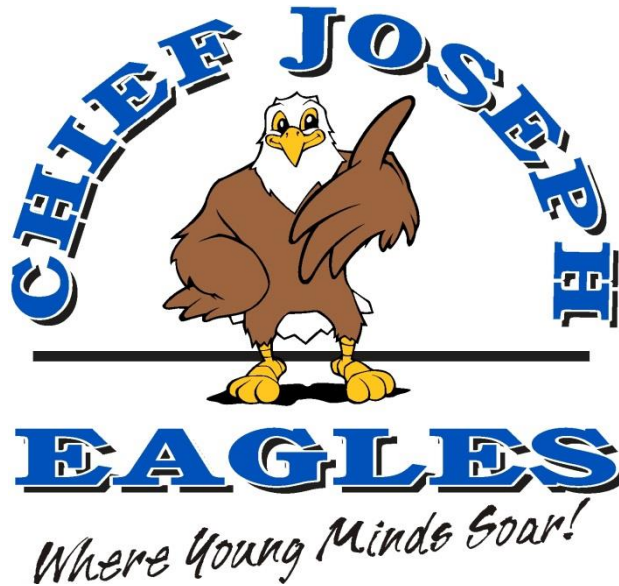
_____ We have discussed the **school-wide** management plan.

_____ We have discussed the **classroom** management plan.

Room #

Student Signature

Parent/Guardian Signature



Discipline Overview

At Chief Joseph Elementary School, a positive school learning environment is important to all of us. Your child's learning is too important for us not to be concerned with their behavior. Our school takes a positive/proactive approach to discipline. Our approach is based on:

- Creating a safe, consistent environment for all students.
- Misbehavior will not interrupt teaching or learning.
- Behavior must be taught in the same manner that we teach academics.
- All students are held accountable for their actions.
- Developing appropriate problem solving skills.
- Allowing the student time to think about their behavior.
- Certain behaviors simply will not be tolerated at school. These behaviors will result in immediate in-school or out-of-school suspension. These include:
 1. Fighting
 2. Profanity directed at staff
 3. Tobacco-Smoking and chewing tobacco
 4. Alcohol/Drug-possession
 5. Weapons; toys or real
 6. Leaving school grounds without permission

All behavior expectations are enforced with these two guidelines in mind:

- Is this behavior kind and respectful of the rights of others?
- Is this behavior safe and healthy for the student and for others?

Behaviors will be addressed following the Great Falls Public Schools Leveled Behaviors provided for you on the following pages:

Chief Joseph School-wide Management Plan—Expectations & Procedures

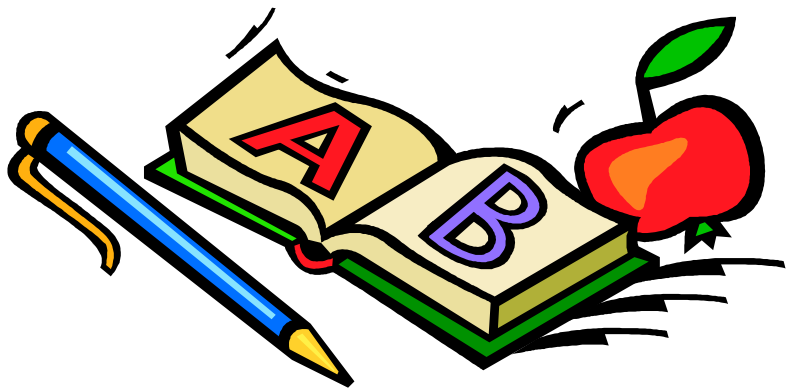
Expectations:

1. Follow directions given by all staff right away.
2. Keep hands, feet, mouth, and objects to self.
3. Use appropriate language and voice level.
4. Stay in assigned areas.
5. Use equipment properly.

Voice Levels:

Sounds like:

- 0 voice = no sound
- 1 voice = whisper
- 2 voice = small group
- 3 voice = classroom-wide
- 4 voice = outside loud



How to Show Respect:

I can show respect:

1. With my words

2. With the tone of my voice
3. With the look on my face
4. With appropriate body language
5. *Treat Others the Way You Like to be Treated!*

School-wide and/or classroom attention signal:

Give Me Five:

1. Eyes on speaker
2. Keep your voice off
3. Body facing speaker
4. Hands still
5. Ears listening

Before School Expectations:

1. Arrive after 8:10 AM through the front entryway. There will be no supervision prior to 8:10.
2. Students must go outside unless given permission by an adult.
3. Bus students should go directly to the playground after exiting the bus.
4. Musical instruments are expected to go outside with students.
5. Bikes and scooters must be locked to the bike racks. NO riding on school property.
6. Students who arrive after 9:00 AM must check in at the office.
7. The HANDS program is available for students needing supervision before 8:10 AM.

After School Expectations:

1. Bus students must ride the bus unless they have a note and/or phone call from their parents.
2. Students must leave the building and grounds immediately after dismissal. The playground is unsupervised after school, on weekends and during vacations.
3. Wait for your child in the parent center or outside.
4. Students need to walk their bikes and scooters until they are off school property.
5. For safety purposes, students will exit using the front door only. The East and West doors are used for busses and handicapped students. They are not to be used for pick up and drop off.
6. Students will use sidewalks rather than cutting across school grass or parking lots.
7. Students will go straight home after school.
8. Due to safety concerns, students and parents are NOT to cut between cars to cross the street. Use the crosswalk. Students will not cross staff parking lot without the assistance of a staff member.
9. Students leaving during the school day need to have a parent or guardian come to the office to sign out their child.
10. Students who are not picked up on time will be waiting in the office.

Lower East Side of Building: Bus Entrance

1. This area is to be used for buses and dropping off handicapped students ONLY.
2. The lower east side parking lot is not to be used for dropping off students.

3. Students should be dropped off at the sidewalk on 3rd Avenue South **or in the upper eastside parking lot.**

West Side Parking Lot: Staff Entrance

1. This area is only to be used for staff.
2. For safety reasons, it is not to be used for dropping off students.

HANDS Entrance

1. Drop off and pick up students using the front door, or the East gym door (below the steps).
2. The doors on the West side of the gym are for deliveries only.
3. Do not use staff parking lot for drop off and pick up.
4. HANDS forms can be picked up in the office.

Cell Phones

1. Cell phones will be turned in to classroom teacher or shutoff and put in backpack.
2. Cell phone use during the school day is not allowed without staff permission.
3. Cell phone use during the school day will result in confiscation by staff and returned at the end of the school day.

BUS RULES

1. THE DRIVER IS IN CHARGE – directions must be followed the first time they are given.
2. SCHOOL RULES APPLY WHILE ON A BUS.
3. REMAIN SEATED AND QUIET – face forward while on the bus, quiet conversation is acceptable.
4. KEEP OBJECTS AND ALL PARTS OF THE BODY OUT OF THE AISLE AND INSIDE THE BUS.
5. NO PHYSICAL OR VERBAL ABUSE
6. NO SWEARING, BEING LOUD, DISCOURTEOUS OR ANNOYING OTHERS.
7. NO GUM, EATING, DRINKING OR USING TOBACCO OR CHEMICALS.

8. NO THROWING OBJECTS, LITTERING, SPITTING, DEFACING OR DAMAGING PROPERTY – liability for damage will be assessed to the parent/guardian.



Recess Expectations:

1. All students enter/exit using the assigned doors.
2. All teachers will greet students as they enter.
3. Students will be outside for recess. Recess will be held indoors according to principals' discretion.
4. Students may not enter the building during recess without permission from staff.

Indoor Recess Expectations:

1. Students will engage in activities designated by the teacher.
2. Students are not allowed to run in the classroom.
3. Students must stay in designated areas.
4. Supervising adults will rotate from room to room. Visual contact will be maintained as much as possible.

Bathroom Expectations:

1. Students must have permission from a staff member.
2. No more than one child per class during unscheduled breaks.
3. Go, Flush, Wash, Clean-up, Leave
4. Voice Level 0 to 1
5. Be respectful of others' privacy.

Hall Expectations:

1. Students are expected to be respectful of others.
2. Use voice level 0.
3. Students walk purposefully and appropriately on the right side of the hallway, in line with hands down.
4. Students' belongings are neatly kept in lockers and taken home each night.

Computer Lab Expectations:

1. Students are responsible for use and condition of computers and will sit in assigned seats.

Before leaving computer lab, it must be clean and ready for the next class.

- Headphones on back of chair
- Chair pushed in
- Scrap paper and pencils put away
- Leave volume on

Dress Code Expectations:

1. Length of shorts, skirts and dresses must come to fingertips when arms are held at one's side.
2. Straps on shirts need to be three fingers or more wide.
3. Inappropriate items include:
 - Any items symbolic of gang attire. Clothing with logos or wording depicting vandalism, bigotry, violence, sexual connotations, alcohol or drugs, suicide or those with double meaning.
 - Any top that is revealing (midriffs must be covered). Examples are cut-off tops, tube tops, halter-tops, spaghetti straps, etc.
 - In all instances, the school administrator will consider the style or manner in which the clothing is worn or how it fits, will determine the appropriateness or inappropriateness of school dress.

Assembly Expectations:

1. When hand signal is given, stop talking and look at the person in charge.
2. Listen carefully.
3. Follow adult directions regarding where to sit.
4. Wait quietly for the program to begin.
5. Sit flat with hands and feet to self.
6. Demonstrate appreciation appropriately by applauding and cheering, depending upon the program. Applause needs to be short and sincere. Booning, whistling, and yelling are prohibited.
7. Remain seated until the teacher gives directions to exit.

Lunchroom Expectations:

1. Students are asked to wait patiently, talk quietly, and eat politely.
2. Students will be dismissed after 20 minutes, but are able to stay and finish lunch if needed.
3. Students are responsible for cleaning up after themselves.

4. Seating arrangements are determined by student interaction.

Lunchroom Procedures:

1. Teachers are responsible for bringing their students into the lunchroom and will remain with the students until all students are seated.
2. Students will hang up coats in designated area.
3. Students will go through the gym door, follow the black line, pick up their utensils, milk, and tray, and walk in an orderly manner to the appropriate table.
4. Adults will separate children based on behaviors, as needed.
5. Students will use good manners and talk quietly using a voice level of 1 or 2.
6. Students are to finish their lunch in the cafeteria. No food allowed on the playground.
7. Cold lunch students will put their lunch boxes in the appropriate classroom basket. No open drink containers will be put in lunch boxes.
9. Students are to raise their hands and wait patiently for an adult.
10. Only one lunch may be purchased per day. Adults may buy lunch at an additional cost. (Please notify classroom teacher if you will be joining your child for lunch.)
11. Students who bring their lunch may purchase milk with their meal.
12. Place garbage, paper, etc. in the proper place according to instructions given in the lunchroom. Stack trays properly at the receiving window.
13. Walk to the playground with a zero voice level.



Playground Expectations:

Students will...

1. Show respect for others and follow instructions given by staff.
2. Play only in assigned areas.
3. Not push, shove, wrestle, kick, throw, or grab others.
4. Stay away from puddles, mud, and ice.
5. Leave objects such as rocks, bark, and sticks alone.
6. Put away equipment.
7. Use equipment properly. No playing tag or jumping off equipment.
8. Not chew gum or eat candy on the playground.
9. Stop what they are doing immediately when the bell rings, put away equipment, and be ready to enter the building.
10. Show pride in their school by keeping the building and grounds free of litter.

* In case of an injury, the person closest to the injured student will stay with that student and someone else will go for an adult.



Safety Guidelines for Playground Equipment

Slides:

1. Climb the steps when using the slide.
2. Go down the slide in sitting position facing forward.
3. Go down the slide one by one. (no trains, tag, flips, or riding backpacks - wait for the person in front of you to get off the slide)
4. Allow students to slide without interference. (This includes catching them at the bottom, reaching in with hands, rocks, sand, snow, ice and other objects.)

Monkey Bars:

1. No jumping off the top.
2. No walking or sitting on top.
3. Follow the time limit rule given by aides.

Field and Ball Use:

1. Balls that go over the fence or into the parking lot are to be retrieved by a staff member.
2. Team sports may be played in the field. NO tackling, wrestling, or rough play allowed.
3. Designated days and times will be assigned to grade levels for use of soccer field as necessary.



Staff Responsibilities For the School Management Plan

1. **All** staff will maintain a positive school environment by greeting students, parents, and other staff.
2. **All** staff members are responsible for development, implementation, maintenance, and enforcement of a consistent School-wide Management Plan. Staff involvement, input, and consistency are critical to the overall effectiveness of the plan.
3. **All** staff members have the authority 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 are encouraged to recognize and reward good behavior whenever possible.
4. **All** staff members are responsible for supervision.



Great Falls Public Schools

District Homework Policy

Goals for Homework

Effective homework assignments should:

- Strengthen basic skills
- Develop initiative, responsibility and self-direction
- Build independent study skills
- Teach budgeting of study time
- Promote parents' understanding of educational programs
- Build confidence by ensuring successful learning experiences and familiarity with materials and procedures
- Encourage innovation and creativity through open-ended, individualized assignments

Responsibility of Parents

While students should assume the major responsibility for completing homework assignments, parents are encouraged to take an active interest in students' homework by:

- Promoting a positive attitude toward homework
- Providing a consistent time and a suitable place for study
- Making resource materials available whenever possible
- Assisting with drills
- Communicating to the teacher special circumstances which may affect the child's ability to complete assignments

Guidelines for Average Homework Time

Following are recommended average time guidelines (based on a student's cumulative daily assignments) for student homework:

Grades K-1: 5 to 15 minutes per day for two to four days

Grades 2-3: 15-30 minutes per day for three or four days

Grades 4-5: 30-60 minutes per day for three or four days

Grade 6: 45-60 minutes per day for four or five days



Great Falls Public School District Policy

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The Board will strive to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, or bullying by students, staff, or third parties is strictly prohibited in the District and shall not be tolerated.

Definitions

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control at inter-District and intra-District athletic competitions or other school events.
2. "District" includes District facilities, District premises, and non-District property if the student, employee, or third party is at any District-sponsored, District-approved, or District-related activity or function, such as concerts, award ceremonies, field trips or athletic events, where students, staff, or third parties are under the control of the District or where the employee or students are engaged in District business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in or affiliation with any District-sponsored activity or grade-level attainment, including, but not limited to, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed, or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature, on the basis of age, race, religion, color, creed, national origin, sex, ancestry, disability, or marital status.
5. "Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function, and that has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Creating a hostile educational environment.
6. "Intimidation" includes, but is not limited to, any threat or act intended to tamper with, substantially damage, or interfere with another's person or property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING (continued)

7. "Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.
8. "Cyberbullying" includes but is not limited to the following misuses of technology:
 - a. Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, text messages, digital pictures or images, or web-site postings (including blogs).
 - b. All reports of harassment in cyberspace will be investigated fully.

Reporting

All complaints about behavior that may violate this policy shall be promptly investigated. Any student, employee, or third party who has knowledge of conduct in violation of this policy or feels he/she has been a victim of hazing, harassment, intimidation, bullying, or menacing in violation of this policy is encouraged to immediately report his/her concerns to the building principal or the Superintendent, who have overall responsibility for such investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate District official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board.

The complainant and victim shall be timely notified of the fact of and the findings of the investigation and, as appropriate, that remedial action has been taken.

Responsibilities

The Superintendent shall be responsible for ensuring notice of this policy is provided to students, staff, and third parties and for the development of administrative regulations, including reporting and investigative procedures, as needed.

Consequences

Students whose behavior is found to be in violation of this policy will be subject to discipline up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or the Board. Individuals may also be referred to law enforcement officials.

Retaliation and Reprisal

Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy, whether or not a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

