5-6 STUDENT HANDBOOK INDEX

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SECTION I: GENERAL SCHOOL RULES

A. PHILOSOPHY OF DISCIPLINE

The educators of grades 5-6 at Richardton-Taylor Elementary School have set a school-wide goal to establish and maintain a safe, secure, nurturing and supportive environment that is highly conducive to learning.

The major emphasis of an effective discipline plan is one of prevention rather than only correction of inappropriate behavior. Staff members will consistently work together and with students to clearly communicate expectations for all members of our school community. This learning environment will be established and maintained through effective communication, interactive modeling, positive teacher language, logical consequences, working with families, and collaborative problem solving.

Students will contribute to developing rules and routines that will sustain a safe, secure, and nurturing environment. This contribution will deepen their understanding of purposeful rules and routines as well as increase their levels of investment in maintaining a school environment that is conducive to learning. These rules and routines will be published and made visible in each classroom.

Students will be taught that they are responsible for their behavior and the choices they make. Staff members will encourage students to make positive choices and recognize students when they do.

The monitoring of behavior is the responsibility of all staff members. Communication and consistency will play an integral role in developing and maintaining a safe, secure, and nurturing school environment. Classroom teachers are expected to provide all students with an educational environment that is structured and promotes educational experiences. Teachers will consistently model respect and responsibility.

B. BEHAVIOR MANAGEMENT

Each classroom teacher should utilize his or her own behavior management plans within his or her classroom that are consistent with school expectations. When a child exhausts the options within a teacher's plan, the child will enter the school-wide behavior plan described below. In the event that a child's behavior is extremely disruptive, the teacher may choose to move a child into the school-wide behavior plan and bypass their usual management system.

The staff members have taken a united stand against violence and we ask for your support and assistance with this project. Our Violence Standard is: Violence is any word, look, sign or act that hurts a person's body, feelings, or things.

* No one is entitled to use violence.
* Violence is not tolerated at our school.

The two primary categories of violence are physical and nonphysical, according to the way the violence is delivered.

To qualify as violent, the act needs not be deliberate, and it needs not be "successful". A threat or a failed attempt is nevertheless an act of violence. To minimize or dismiss any of these actions will undermine any plan of prevention. To tolerate some offenses but not others will make consistent intervention impossible. Perpetrators will take advantage of the confusion. The intervention effort will be sabotaged before it starts.

Physical violence is any act that does harm to a person or property by means of physical action. Physical violence against another person is any act that does bodily harm or that disregards potential harm. Physical violence against property is any act that damages, or that disregards potential damage to, public or private property, whatever its monetary value.

Non-physical violence is much more frequent than the physical kind, but more difficult to pin down. It's useful to think of social, verbal, and visual violence. These subcategories overlap. They're meant to raise awareness of the varied kinds of big and little hurts we cannot let slide if we're serious about ridding violence from our homes, schools, and communities.

C. ELEMENTARY DISCIPLINE PROCEDURE

Positive behavior is conducive to an effective educational atmosphere. In situations involving undesirable behavior, it is necessary for the school to impose discipline. Disciplinary measures should be reasonable and appropriate to the nature of the misbehavior of the offending student and in accordance with the law. The principal and the staff are charged with maintaining adequate discipline in each school. All employees of the school system should aid in the discipline of the schools.

Taylor-Richardton School and Richardton-Taylor School subscribe to a positive discipline approach. These philosophies are guidelines published in the student handbook. It is the intention of the School Board and the staff at Taylor-Richardton School and Richardton-Taylor School that the all students will be treated humanely and fairly. The students will be encouraged to accept responsibility for their actions.

A climate conducive to good citizenship should be created in the school. Conferences with teachers, parents, and principals should be effectively employed to bring about acceptable classroom behavior when necessary.

The use of corporal punishment, defined as physical pain inflicted on a student, is not allowed in the Richardton-Taylor School District. The School Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office.

When a student is sent to an administrator's office because of some form of misbehavior, he/she will be dealt with on an individual basis and disciplined according to the discipline matrix.

BEHAVIOR THAT MAY RESULT IN A CONSEQUENCE

Action may be taken for any disruptive behavior which violates the rights of others. The following are examples of acts subject to consequences:

1) Insubordination

Any student who fails to comply with staff direction will be subject to a consequence.

2) School disruptions and misconduct

Any student who disturbs, refuses to follow rules and regulations, interrupts the effective operation of the school or school-sponsored activities, or uses inappropriate language, will be subject to a consequence.

3) Assault

Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another. Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, gender, religion, ethnic background, or physical or mental handicaps.

4) Dangerous substances

Students are prohibited from using, possessing, distributing or being under the influence of alcohol, illegal drugs, narcotics or tobacco at school, on school grounds, or at school sponsored activities.

5) Vandalism and/or theft to school or private property

Vandalism: Vandalism is defined as damage to school property or to private property of others by students who are under the jurisdiction of the school.

Theft: Theft is the act of intentionally taking, using, transferring, concealing, or retaining possession of property of another without consent, or the finding of lost property and not making reasonable effort to find the owner.

6) School bus misconduct

Bus transportation is a privilege. Students are expected to behave properly and safely. Students unable to do so can be denied the privilege.

7) Sexual Harassment

Sexual harassment is defined as the unwelcome sexual advancement, request for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

8) Truancy and unauthorized absences

Truancy is being absent from school or class without the knowledge and approval of the school or parent. Any truancy is considered an unexcused absence.

PROCEDURAL DUE PROCESS

Corrective measures depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. Each incident will be considered on an individual basis by the teacher or principal. The specific disciplinary action and severity of consequence for inappropriate student behavior will be handled at the building level, with the exception of expulsion, which is action taken by the school board. Due to the age differences among elementary students, consequences may vary accordingly.

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include, but are not limited to, a conference with the student, conference with the parent, loss of school privileges, detention, modified school program, referral for special services, school transfer, alternative program placement, removal from class, suspension, expulsion, police and juvenile authority referral, and home instruction. School personnel are strongly encouraged to contact parents and request their support as a means of early intervention and prevention.

Procedure for Removal of a Student from Class

A student may be removed from class by a staff member for a minimal period of time for the following reasons: 1) misconduct which disrupts the rights of others to an education, 2) disobedience of any rule and 3) conduct which endangers others or property.

Enrollment of Suspended Students

Any student who has been suspended from another district will not be permitted to enroll in the Richardton-Taylor School District until eligible to re-enroll in his or her former district or until the Board or the Superintendent has reviewed the prior suspension and determines that the suspension was illegal or improperly given.

D. RICHARDTON-TAYLOR GRADES 5-6 RULES

1. SCHOOL-WIDE POSITIVE BEHAVIOR PLAN

- Students will respect others.
- Students will respect property.
- Students will maintain a safe learning environment that enhances academic learning.

2. GENERAL SCHOOL RULES AND REGULATIONS

- Keep hands, feet, and objects to yourself.
- Walk in the building, staying to the right.
- Students are not permitted to drink pop, chew gum, eat candy or sunflower seeds in the building at any time during the school day except on special occasions.
- Loitering or inappropriate behavior in the lavatories is not allowed.
- It is desirable that children do not come to school before 8:00 a.m. If this is not possible, please contact the principal.

- Use of the school telephone will be restricted and children will be called out of classes only on an emergency basis. A telephone is available in the office for after school use for local calls when necessary.
- Students may not leave the school building or playground during the school day, unless permission has been given by the parents and/or principal.
- The school must be notified of all absences. Call the school when students will not be in attendance, or send a note in advance whenever possible. If the absence is caused by a communicable disease, the school should be notified. An informational note should also be sent to school with the child on his/her return.
- Cell phones are not to be used within the school between 8:00 a.m. and 3:15 p.m. unless permitted by the teacher for an educational purpose.

3. PLAYGROUND RULES AND REGULATIONS

- Obey the playground supervisor. Students will follow directions of the supervisors the first time they are given.
- Play in designated areas, play by the rules, and use equipment as intended.
- Students will play games that are safe to all people. NO tackling or physical contact of any kind.
- NO hard balls, softballs, golf balls, super balls, or snowballs will be permitted at school.
- Bikes are to be left alone in the area provided. Bikes, skateboards, and roller blades are not allowed on the playground at any time.
- Ask permission to leave the playground.
- Use proper language and show good sportsmanship.
- Quit playing when the bell rings, line up quickly and quietly.
- No electronic devices are permitted on the playground.
- Students will wear proper attire for weather conditions. Snow boots and snow pants must be worn when snow is present. Coats must be worn when outside temperatures are below 50° F. Shoes must be worn at all times.

4. HALLWAY RULES AND REGULATIONS

- Students will walk at all times, staying to the right.
- When in the hallways, students must use inside voices.

5. LUNCHROOM RULES AND REGULATIONS

- Students will use inside voices when in the lunchroom.
- Students will not exchange food with one another, or remove food or drink from the lunchroom.
- Students must be granted permission by the lunchroom supervisor before being allowed to leave the lunchroom. When finished with lunch, students will be required to clean up his/her area.
- Students will not throw food.

E. DISCIPLINE MATRIX

Grades 5 – 6 Discipline Matrix

Level 1		Level 2		Level 3		Level 4	
Disrespectful words/actions Dishonesty Class Disruption Refusal to work Disrespecting Property Inappropriate Dress Rough Play Teasing/Making Fun	1st offense – Teachable moment (intervention) 2nd offense – parent contact, LOP (immediate and age-appropriate) 3rd offense – all of the above consequences and 1 day of detention	Aggressive physical contact/fighting Credible threats Destruction of property Stealing Multiple offenses from Level 1	1st offense – Intervention, LOP, parent contact 2nd offense – Intervention, LOP, parent contact, 1 – 3 days of detention 3rd offense – All of the above and promotion to level 3 of consequences	Bullying/ Harassment Insubordination Possession of tobacco/alcohol	Intervention, LOP, Parent contact, 1-5 days of detention, 1-2 days ISS Notify authorities (if applicable) Multiple offenses result in promotion to Level 4	Possession or using weapons Deliberate – harmful action that can endanger the safety of others Under the influence of drugs and alcohol	Intervention, Parent Contact, 2-10 days of ISS, may include OSS or expulsion Notify authorities (if applicable)

School administrators and staff have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances, and when considering the totality of the circumstances, including the age of the student. Each situation will be evaluated on an individual basis.

Discipline for IDEA/504 students with disabilities shall be in accordance with state and federal laws and school board policies, including but not limited to policy FFK-E2.

If a student receives detention, arrangements will be made with the parents as to when the student will serve detention within three days following the incident.

If a student feels his/her safety is threatened by another student's or students' words and/or actions, the student/s will be removed from the situation until a safe educational environment is maintained for all learners.

SECTION II: SCHOOL REGULATIONS

A. ASSEMBLIES

During the school year, there will be a variety of assemblies. It is expected that those giving the program will be accorded due respect and courtesy. Whistling, making remarks to the presenters or talking during the performance is unacceptable behavior.

Assemblies are a "NO PHONE ZONE". If a student is in violation of this rule, consequences will abide the state phone policy.

B. ANIMAL REGULATIONS

All requests to have animals in the classroom or on school property must be submitted to the principal in writing. Included in the request should be a description of the activity, type of animal, educational purpose/benefit, length of activity, and a plan for the care of the animal. The principal has the discretion to permit or deny the presence of animals. Forms are available in the office.

This administrative regulation recognizes that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom and/or school property. The above guidelines are adopted regarding all animals (mammals, birds, reptiles/amphibians, fish or insect) in the classroom or on school property.

C. ATTENDANCE/STUDENTS

A student who enrolls in school is expected to devote his/her time and energy toward school. Regularity and promptness are necessary to facilitate the exchange of ideas with the teacher and ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. The absent student loses the benefits of lectures, labs, discussions and participation with other students. Irregular attendance becomes habit forming and may cause difficulties with decision making after high school.

Students whose poor attendance has caused a notable deficiency in learning may be retained at their present grade level if, in the judgment of the building principal, such action is advantageous to the student. This decision is made after consultation with the teacher(s) and the parent(s) during the last month of the school year.

D. BREAKFAST AND HOT LUNCH PROGRAMS/SNACK BREAK

Breakfast and lunch are available to Richardton-Taylor Elementary students at the elementary school. The school Breakfast and Lunch programs will serve well-balanced meals for students who wish to eat at the school. Monthly menus will be published in the school newsletter. Students who bring their lunch from home will eat with their class in the cafeteria. These meals should be cold. Please do not send lunches that need to be warmed up. We do not have the equipment or time to heat up the students' lunches. Reduced and/or free meals are available for those who qualify, applications are available from the school.

We ask that you use good manners and eating habits at all times. Food waste is a concern, and many students are failing to maintain the balanced diet the menus provide. Clean your plate and stack them neatly.

Do not exchange food from one student to another, and no food is to leave the eating area. Pop cannot be used as a part of the school lunch. The pop machine is off limits to students until after school unless a special activity is planned. According to the Districts Wellness Policy (AAD) "Beverages NOT allowed in the school include soft drinks, iced tea, fruit-based drinks that contain less than 100% real fruit juice and beverages containing caffeine, excluding low-fat or fat-free chocolate milk. Beverages allowed are water, fruit and vegetable juice containing 100% fruit/vegetable juice, low-fat or fat-free milk, sports drinks."

Snacks that are brought to school need to be healthy, nutritious items, such as pretzels, fruits, vegetables, cheese, crackers, etc. **No junk food, chips or candy.**

E. DETENTION

1. Detention is a "NO PHONE ZONE" and follows the Cellphone and Electronic Policy FFI. If a student is in violation of this rule, they will have their phone confiscated according to the Cellphone and Electronic Policy FFI.
2. Student must come prepared with homework and reading material.
3. Student is not excused to leave during detention.
4. Detention takes place on Thursday from 3:30 – 4:30 pm of that week and/or discretion of teacher and/or administrator.
5. A student is ineligible to participate in school activities until detention and has been served.
6. Starting at 3 detentions, will result in 1 week ineligibility which includes participation and/or being a spectator at a school activity.
7. Every additional detention after 3 results in an additional week of ineligibility (Restarting each semester).
8. Notification for detention will take place no later than Wednesday.
9. Teacher logs behavior warranting a detention and communicates with student and family.

F. DRESS AND GROOMING

School personnel are responsible for the health and safety of each student while at school and for the preservation of an atmosphere which is conducive to learning.

Students at RTE are expected and required to maintain a standard of personal appearance which is clean, neat, reasonable, and not disruptive to the learning environment. Unacceptable types of clothing include: clothing advertising tobacco or liquor; clothing with language that is derogatory, obscene, suggestive, or offensive to good taste; see-through clothing, bare midriffs; very short skirts or shorts; tops with gaping arms or open backed blouses or dresses. Use the "rule of thumb" - if the skirt or shorts are shorter than where your thumbs reach on your thighs when you are standing straight, then they are too short to wear to school. Students may wear leggings underneath these skirts or shorts. Strapless tops may be worn but must be covered by a shirt or blazer. Exposed undergarments are unacceptable. **Going without shoes is also prohibited and shall be worn for foot protection and hygienic reasons while on school grounds or aboard school transportation.** All head coverings are to be removed upon entering the building and not to be replaced until exiting the building.

Students must wear attire appropriate for the weather conditions. Parents will be notified if students are wearing unacceptable attire and may be required to provide a change of clothing.

G. PHYSICAL EDUCATION

All students will participate in physical education and should furnish their own footwear as well as proper clothing. Gym shoes are required, the type which **will not** mark the floor. Proper athletic footwear is required and for safety purposes a secure, non-slip, non-marking shoe is preferred. One pair of shoes is sufficient as long as they are clean and have non-marking soles. Also, proper clothing must be worn. If girls wear a dress or skirt, a pair of shorts should be worn underneath. If there is a good reason for a student not to participate in physical education class, a note signed by the parent or guardian should be given to the physical education instructor. Extended excuses (beyond 3 to 5 days) must be signed by a doctor.

H. LOCKERS

Each student at RTE is issued a hallway locker at the beginning of the school year. The locker is furnished for the convenience and safe keeping of student books and personal property.

I. TELEPHONES

Use of the school telephone will be restricted to calls deemed necessary by a teacher, the secretary, or principal. Children will be called out of classes only on an emergency basis. Permission to play at a friend's house should be arranged in advance.

J. CELLPHONES/ELECTRONIC DEVICES

All personal electronic devices must be silenced or turned off, securely stowed away, and inaccessible to students during instructional time (8:25 am – 3:15 pm) in the school building.

If a student is in violation of this rule they will have:

1. First Violation: confiscate device, contact parent, administrator returns device to student at the end of the day.
2. Second Violation: confiscate device, contact parent, administrator returns device to student, student serves detention (1-hour).
3. Third Violation: confiscate device, contact parent, administrator returns device to parent during a conference/ meeting, review compliance-plan, detention or in-school suspension ("ISS") may be imposed in accordance with school discipline procedures and policies. Student cannot participate in any activity that day (practice or events).
4. Fourth Violation: confiscate device, contact parent, administrator returns device to parent during a conference/meeting, review compliance-plan, 1 day In-school-suspension ("ISS") may be imposed in accordance with school discipline and suspension procedures and policies. Student cannot participate in any activity for 3 days (practice or events).

See Policy FFI – PERSONAL ELECTRONIC COMMUNICATION DEVICES PROHIBITION DURING INSTRUCTIONAL TIME.

K.STUDENT LOGIN INSTRUCTIONS FOR COMPUTERS AND EMAIL

The district will be using email addresses to login to computers which will allow students to save their work to the cloud using Office 365. You will receive an email account through Office 365 which will be: firstname.lastname@k12.nd.us and a password will be assigned to you.

To login to Office 365, click the Office 365 link on the top of the Richardton-Taylor home page or go to portal.office.com. You will also have the option to install Microsoft Office on your PC at home. You are allowed to install Office 365 on up to 5 devices.

SECTION III: CURRICULUM AND GRADING

A. GRADING

The students in preschool are given progress reports designed by the teacher. The students in grades K-4 are given standards-based report cards.

In standards-based grading, subjects are divided into a list of skills and knowledge that students are responsible for learning. These learning targets are called *standards*. Students earn a separate score for each standard, and the score is based on their progress toward mastery of the standard. Students will only receive a score for standards that were assessed during the quarter. An empty box indicates the standard was not

assessed.

The grading scale utilizes 4 numeric values to indicate a student's level of understanding.

1---Beginning

The student is just starting to understand the concept and needs more practice.

2---Progressing

The student understands the concept but may still have some questions.

3---Mastery (Grade Level Expectation)

The student understands the concept well and can work on it independently.

4---Above and Beyond

The student completely understands the concept and can explain it to someone else.

Make-up Work for Students Who Are Absent:

Students who are absent will be given two days for the first day and one day for each day thereafter to make up work for each day they are absent as determined by the teacher. Papers not turned in within the specified time will be graded as a late paper unless special arrangements are made with the teacher.

Sixth Grade Students

Sixth grade students will be graded with standards and use of conversion grading scale, supporting students understanding on how percentage grades work. Grade percentages/GPA Scale mimics 7-12th grade scale.

GRADE PERCENTAGES/GPA SCALE

A+	100%	4.00
A	95-99%	4.00
A-	93 – 94%	4.00
B+	91 – 92%	3.00
B	88 – 90%	3.00
B-	86 – 87%	3.00
C+	84 – 85%	2.00
C	80 – 83%	2.00
C-	77 – 79%	2.00
D+	75 – 76%	1.00
D	72 – 74%	1.00
D	70 - 71%	1.00
F	0 – 69%	0.00

B. REPORT CARDS

Report cards are issued at the end of each of the four nine-week periods. Parents are asked to arrange to pick up the first nine-week report card at the parent-teacher conference. In addition to grades, the report card will record the number of days absent and times tardy. Midterm reports for grades 5-6 will be sent out the fifth week of each nine-week period.

C. HOMEWORK

All Richardton-Taylor High School students are required to complete the homework assignments as assigned. Homework will be collected on the day it is due. If the student does not have their homework on the day it is due, they are responsible for attending ICU (homework completion opportunity). The intent of this program is to allow students the opportunity to complete assignments during the scheduled school day. ICU will run from 8:00-8:25 in the morning and also during the noon recess. It is the responsibility of the students to complete assignments at home or attend ICU. Students must show evidence of understanding to the supervisor in addition to completing the assignment prior to exiting ICU.

D. ELIGIBILITY - EXTRACURRICULAR ACTIVITIES

Students in fifth and sixth grades that are participating in extracurricular activities will become ineligible if failing one or more class(es) or have missing work past due date. Eligibility checks will be taken at the beginning of the activity and then once a week during the time the activity is in progress. If a student is ineligible, the student will not participate in the activity until the next eligibility reporting period, which would be one week. The student will be allowed to practice.

Students may be denied the privilege of participating in the activity due to disciplinary action for school conduct or school attendance. Students participating in extracurricular events, practices or rehearsals must be in school all day if they wish to be involved in any extracurricular activity on that day or evening. Students who cannot attend school on the day of an extracurricular activity may be exempted from this rule only if they receive permission from the administration. This ruling will cover all extracurricular participants involved in any capacity with an extracurricular program.

All students that want to participate in an athletic extracurricular activity must have and a sports physical and have the completed concussion form. All other rules for eligibility as stated by NDHSAA will be followed. Extracurricular activities in which the students in grades 5 and 6 can be involved in are band, basketball, and volleyball.

Policy summary:

Elementary basketball - Each athlete should play as equal an amount of playing time as possible. If there are enough participants, a schedule should be arranged that will include separate games for each team.

Elementary volleyball - Each athlete should play as equal an amount of time as possible. The elementary volleyball shall be intramural in nature.

SECTION IV: POLICIES

A. RETENTION AND PROMOTION POLICY

In general, children will be placed at the grade level at which they are best adjusted academically, socially, and emotionally. Children usually progress from grade to grade, spending one year at each level.

Some children may profit by staying in the same grade another year. In such cases, the parents will be contacted in advance. If school authorities recommend retention and parent approval was not attained, and if in the second year, retention was again recommended, then parent approval for retention would be desirable but not mandatory. School authorities would have the final decision.

If retention is deemed advisable, it is preferred that it take place in the primary grades, PK-3.

B. VISITORS TO ELEMENTARY SCHOOL POLICY - FCE

Any parent or visitor that comes to the elementary school building any time during the day is required to enter through the main doors at the west end of the building and proceed to the office to sign in and obtain a visitor's badge.

If it is necessary for a student to leave the school building during the day due to illness or any appointment, parents are asked to come to the office to sign the student out. The office will then page the classroom the student is in to let him or her know they are to leave the building. To ensure the safety of all elementary students, parents are asked to wait at the office to meet the student before leaving the building.

Parents who come to pick up their students at the end of the school day (3:15 p.m.) are asked to stay in the office hallway area and not go down the hallways until the students are dismissed. However, it is suggested that parents wait for their child(ren) outside of the building to avoid over-populating the hallway. Please call the office to let them know your child(ren) will not be riding the bus.

C. NONDISCRIMINATION AND ANTI-HARASSMENT POLIC – AAC

The Richardton-Taylor Public School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Title IX and Section 504 - Mrs. Sarah Scott-Singer, Counselor, 320 Raider Road, Richardton ND 58652, 701-974-2111, sarah.scottsinger@k12.nd.us.

The Richardton-Taylor Public School District will accommodate all student needs, including moving performances from the stage to the gym floor.

The Grievance Policy AAC can be accessed from the school website; Homepage> District> Handbooks & Policies> Nondiscrimination and Harassment Grievance Policy.