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Montpelier Elementary School Handbook

The following information will serve as a policy guide for the year. Please refer to it as needed and feel free to call anytime with questions or concerns. We are here to work cooperatively with students and parents.

Montpelier School Mission Statement

Montpelier School is an educational community working together towards the common goal of students obtaining academic and personal success in order to become productive and involved members of society.

Montpelier School Pledge

As a student at Montpelier School, I promise to show respect for all people and property, take responsibility for the things I say and do, treat others the way I wish to be treated, and put my best foot forward when representing my school.

Goals of Montpelier Elementary School

- Help families and the community prepare each child for successful daily living with the knowledge, skills and abilities that will serve them as students, citizens, neighbors, workers and family members now and in the future.
- Help each child establish a sound academic foundation upon which their future learning can be built.
- Help each child attain the skills that will be personal tools of learning.
- Help each child develop talents and encourage individual potential.
- Help each child grow socially and emotionally.
- Always be aware of each learner's strengths and needs by providing the necessary curriculum, resources, and learning environment.

School Visitors

We invite you to come in to the school to see the exciting things your children are learning and doing -- but to promote a safe school environment, we ask that **all** visitors and parents **check in with the school secretary** before going to a classroom.

Behavior Expectations

Montpelier Public School is a place where students come daily to learn and where teachers take pride in their instruction. Our school works towards teaching students to own and solve their own problems. Our philosophy includes the opportunity to look at misbehavior as a chance to re-teach a desired expectation. We strive to teach preventative techniques that help us address misbehavior in a proactive manner rather than a reactive manner. Examples might be running in the building, being noisy in the hall, or misbehavior on the playground. We will clearly state our desired expectations for students; model these expectations; and practice these expectations with the students. If a student should violate a rule, we will make every effort to re-teach the rule and deal with the student (and situation) in a calm and consistent manner with a consequence that will be appropriate to the situation. Our expectations are high and we expect our students to behave accordingly. **Respect** for self, others, and property is demanded of all students and staff.

MONTPELIER ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS

	<u>Playground</u> 	<u>Lunchroom</u> 	<u>Restroom</u> 	<u>Hallways</u> 	<u>Classroom</u> 
<p style="text-align: center;">Be Cooperative</p>	<ul style="list-style-type: none"> -Play fairly -Be a team player. -Follow the game rules 	<ul style="list-style-type: none"> -Use good manners -Use inside voices -Chew with your mouth closed 	<ul style="list-style-type: none"> -Take Turns -Turn off water -Flush the toilet 	<ul style="list-style-type: none"> -Walks quietly -Respect hallway displays 	<ul style="list-style-type: none"> -Respect the ideas of others -Work together
<p style="text-align: center;">Be Safe</p>	<ul style="list-style-type: none"> -Play safely -Exit and enter building quietly 	<ul style="list-style-type: none"> -Stand quietly in line -Clean up your area -Sit properly 	<ul style="list-style-type: none"> -Wash hands with soap and water 	<ul style="list-style-type: none"> -Walk on the right side of the hall 	<ul style="list-style-type: none"> -Use materials properly -Walk
<p style="text-align: center;">Be Engaged</p>	<ul style="list-style-type: none"> -Actively participate -Follow directions 	<ul style="list-style-type: none"> -Follow adult directions 	<ul style="list-style-type: none"> -Enter and exit quietly -Keep the restroom clean 	<ul style="list-style-type: none"> Follow rules with our reminders 	<ul style="list-style-type: none"> -Be a problem solver -Be prepared -Follow directions
<p style="text-align: center;">Be Successful</p>	<ul style="list-style-type: none"> -Include everyone -Show good sportsmanship 	<ul style="list-style-type: none"> -Use polite comments -Respect space of others 	<ul style="list-style-type: none"> -Allow for privacy 	<ul style="list-style-type: none"> -Keep hands and feet to yourself 	<ul style="list-style-type: none"> -Make good choices -Show respect -Produce quality work

PLAYGROUND PROCEDURES

Montpelier Elementary School is committed to making our playground a safe environment that encourages active engagement with mutual respect. Our objectives are: to model and teach the safe use of equipment and to periodically review safety issues with the students, to teach new students at Montpelier Elementary the safe use of our playground equipment, and finally to model and *teach respect for ourselves, others, and for our school.*

PLAYGROUND RULES

- Rough play is NOT allowed on the playground: i.e. wrestling, hitting, pushing, pretend fighting, kicking, and foul language
- When the bell rings, students are to stop what they are doing, line up (in the grades that require it), and enter at the appropriate door.
- Students will show respect for others, and follow instructions given by the staff.
- Students will go outside for recess unless they have been asked by a teacher to stay in to work on school work.
- Students will leave rocks, sticks, ice chunks, snow, and other dangerous objects alone.
- Students will show pride in their school by keeping the building and grounds free of litter.
- Students will take turns on the playground equipment
- During school, students will NOT leave the playground for any reason without permission.
- Students are to play in designated areas only. Please stay away from classroom windows.
- Students will use playground equipment correctly.
- Students will respect other's safety at all times.

PLAYGROUND DISCIPLINE:

Playground discipline will be handled by the playground teachers, and/or the Principal. Consequences will vary according to the situation. Possible consequences include, but not limited to, are a time out, visit with principal, missing of future recesses, or possible suspension. ***Parents will be notified if misbehavior is a repeating pattern or is of a more serious nature***

PARENT INVOLVEMENT

Parents are encouraged to perform basic obligations for their child's education and social development: make sure that your children are dressed appropriately for inclement weather; are at school every day that it is possible, and attend school on time. We encourage you, as the parent(s) to respond to notes/phone calls, and make every attempt to attend parent-teacher conferences. We request parent cooperation with the following:

- To encourage the regular and punctual attendance of your children
- To understand and insist that children comply with the rules of the school
- To cooperate with the school in the enforcement of these rules
- To visit with your children about behaving appropriately during school hours and at school sponsored activities
- To make sure that your children leave home with the necessary supplies, homework, etc... for the day
- To play an active part in seeing that homework is completed
- Encourage and reward satisfactory achievement and behavior
- Show an interest in day-to-day happenings

- Demonstrate the importance of school through reactions to illness, absences, technology use, and bedtime
- Stimulate and reinforce learning
- Read to your children whenever possible
- Help your child's teacher when there is a problem

TELEPHONE USAGE

Students will not be allowed to make calls on a school telephone unless for school business and then only with permission from staff. Students are not to use classroom phones. Students will not be called from classes unless at a parent's request and then only if deemed necessary.

No personal cell phones are to be used on the school premises during regular school hours. Students may not carry their cell phones on their person during the school day. Phones are to be immediately placed in their lockers upon arrival at school. Any student found to be guilty of taking pictures deemed inappropriate or using their cell phone inappropriately (i.e. cyberbullying) will be subject to disciplinary action including suspension and/or expulsion. The school is not responsible for lost or stolen phones.

STUDENT ILLNESS/INJURY

Students becoming ill during the school day should notify their teacher. If there is a necessity to go home, the school secretary will inform the parent and the child will be cared for until a parent arrives to pick up the student. No student will be allowed to leave the school alone. **Parents must sign their student out at the main office.**

Any head injuries shall be considered a serious injury. Parents will be called if such an injury shall occur, and be asked to come to the school and look at their child. If the parents cannot be notified, the student will be taken for medical evaluation by a school representative.

CONCERNS

Parents and students may have concerns that only school personnel can answer. It is strongly encouraged that you contact us as soon as a concern develops and not wait until the concern becomes a problem. The first person to contact when a concern arises is the teacher. Teachers can be contacted by placing a call to the office. The teacher will return your call and arrange an appointment to visit with you. Under no circumstances will a teacher be called to either talk or see anyone while a class is in session. The principal should be contacted only after areas of a concern have been discussed with the teacher.