

General Responsibilities

<p>Principal</p>	<p>It is the responsibility of the principal or principal's designee to oversee the student management system. The principal's role is to follow district progressive discipline guidelines to include exclusion, suspension or expulsion in cases of disruption or danger to self or others. It is also the responsibility of the principal to assure that optimum communication is maintained with the community and parents/guardians and that due process rights are communicated and secured for all parties.</p>
<p>Certificated Staff</p>	<p>All certificated teachers are responsible for teaching the school rules and their own classroom rules, and for enforcing the school rules with all children with whom they have supervisory contact. Teachers will follow the building discipline plan when appropriate, but will consider the individual circumstances when dealing with students. They will communicate regularly with parents.</p>
<p>Classified Staff</p>	<p>All classified staff are responsible for supporting and maintaining our student management system. Classified staff: secretary, clerk, staff assistants, cooks and custodians, are to assist by following the building discipline plan and reporting severe infractions to the teacher or principal.</p>
<p>Parents</p>	<p>Any student discipline plan is most effective when it is understood and supported by parents. Parents are responsible for reviewing the student handbook with their child. They are expected to reinforce the student management system by supporting the enforcement of rules. Parents are expected to regularly update home, work and emergency contact phone information. Transportation of children associated with disciplinary action is the responsibility of the parent(s)/guardians(s).</p>
<p>Students</p>	<p>It is important that students understand what is expected of them and the reasons why rules are important. The main responsibility of the school is the education of children and that can best be achieved with good discipline and an effective student management system. Students are responsible for knowing the rules and for making good choices.</p>





School Rules and Information (Guidelines for Success)

The following guidelines have been developed and reviewed by parents and staff. They are meant to help each student know the expectations for behavior and how to be successful in school.

Parent Information

Attendance	It is very important that students attend school on a regular basis so as not to miss the important instruction that happens each day. If your child is ill, or needs to miss school, please call our attendance line at 313-1438 to let us know. If we are not informed of the absence ahead of time, your child will be marked absent and our AUTOMATED CALLING SYSTEM will leave a message for you stating that your child is absent. This is for the safety of your child. If you know that your child is going to be absent for more than one or two days, please send a note to school. When this is the case, you may request homework from the teacher. Please give the teacher at least 24 hours notice if you would like to pick up homework for your child. More information regarding attendance can be found in Section 3, Page 7, of this handbook.
Computers	Using computers is a privilege and students are expected to be responsible at all times. Students will not be allowed to use the internet without a signed permission slip from their parent/guardian. Students will only use computers with permission from an adult. If they are caught using the computer for any reason other than what the teacher intended, their privileges will be revoked.
Dress & Appearance	School is a place where students are expected to concentrate on learning. Any clothing that causes a distraction at school will not be allowed. Logos or pictures on clothing should be appropriate for school (i.e. no alcohol advertising, no sexist/racist, negative, or violent messages, etc.) Shorts should be no shorter than arm length. No bare midriff, tank tops, or spaghetti straps should be worn at school. Sleeveless shirts may be worn. Proper footwear should be worn. No flip flops should be worn due to safety issues. Students need to dress appropriately for the weather. Hats, hoods, scarves, and bandanas are not to be worn in the building by boys or girls. If students arrive without appropriate attire, parents may be contacted and/or student may be provided with alternate attire.



<p>Getting to School & Riding a School Bus</p> <p>(See parking lot map on page 12)</p>	<p>It is important that students arrive and leave school in a safe manner. Bus riders must follow the bus rules and the directions of the driver. Students need to follow school rules and expectations at the bus stop, even though they are not on school grounds.</p> <p>When dropping off students or picking them up, parents need to follow parking lot safety rules by:</p> <ul style="list-style-type: none"> • Only dropping students off in the inside loading/unloading lane. • Only drop off on passenger side • Pulling as far forward as they can • Using the outside lane to pass- please do not stop in the outside lane • Being respectful when a school employee is directing traffic on the street or in the parking lot <p>Students who walk to school must follow the directions of the safety patrol.</p> <p>Bicycles, skateboards, and scooters are not to be ridden on school sidewalks during school hours. Students who arrive on wheels must walk, not ride once on school grounds. Students must walk their bicycles once they arrive on the school grounds.</p> <p>Students are to arrive at school no earlier than 8:00 a.m. If eating breakfast, students need to arrive between 8:00 – 8:20 and go directly to the cafeteria when they get to school. Students arriving after 8:20 will not have time to eat breakfast at school.</p>
<p>Before School</p>	<p>Students will have a designated place to line up in the morning while waiting to go into the classroom areas. Each class will have a specified area between the Intermediate building and the Gym/Cafeteria building. This area is supervised in the morning from 8:00-8:20. Teachers will escort their students at 8:20 to their classrooms. At times during the year when the weather is poor, the students may be asked to wait inside the building in designated grade level areas. Students are not to arrive at school before 8:00 AM unless they are on Patrol. Patrol students will be allowed to eat at 7:50. Siblings of patrol students will need to eat at the regular time.</p>
<p>Cameras/Picture Taking at School</p>	<p>As with other electronic devices which are not generally considered a school tool, cameras should not be brought to school except for special circumstances and only with prior permission from the teacher. Picture taking or video recording at school with any device (i.e. camera, cell phone, etc.) is not allowed without the permission of the principal due to the need to ensure the privacy of all students, and particularly those whose parents have requested no photographs be taken. Cameras used at school without prior permission will be confiscated and kept in the office until picked up by an adult.</p>



<p>Cell Phones</p>	<p>Cell Phones are not to be worn or carried openly at school. Cell phones must remain silent during the instructional day and text messaging is not allowed on school grounds during school hours. Picture taking or recording with a cell phone is not allowed at school due to privacy issues. The school is not responsible for loss, damage, or theft of a cellular device brought to school. Please see complete text of Cell Phone Policy #P5165 in Section 3 of this handbook.</p>
<p>Going Home (Please refer to parking lot map on page 14)</p>	<p>All students are expected to leave the school grounds immediately after the dismissal bell. Carpools, childcare vans, etc., are to pick up students immediately following the dismissal bell at 2:50 p.m. Siblings of students staying for after school events, who are NOT part of the designated group, are not to remain at school as there will be no supervision for students who are not involved in the group activity.</p> <p>For your child's safety, if your transportation plan changes, please notify the office in writing prior to the change. Without written notice, teachers will follow the regular transportation plan.</p>
<p>Lost Items</p>	<p>Lost clothing and other large items are stored in the large green barrels in the gym. Small items are stored in the office. All items should be clearly labeled with the student's name. The school is not responsible for lost or stolen items. The last day of each month, all items in the Lost & Found barrels will be given to charities in the area.</p>
<p>Recesses</p>	<p>Students will go out for recess unless it is extremely cold or wet. Students who have been absent from school as a result of illness should not return until they are able to go outside for recesses. Please be sure your student is appropriately dressed for the weather; we go outside for recess most days unless temperatures are below freezing.</p>
<p>Sickness</p>	<p>Students who are sick are expected to remain at home. All medications, including non-prescriptions, that your child needs to take at school, must be in the original container and accompanied by a medication form (available at the school office) signed by the physician. All medications must be kept at the school office. Students are not to carry any medications with them at school; that includes over the counter medication. Parents are welcome to come to school and administer medications. Parents/guardians are responsible for notifying the school with accurate home, work and emergency phone numbers and contacts. If a student is sick for 6 days in a row, they will need a doctor's note to return to school.</p>
<p>Sports</p>	<p>Fourth and fifth graders have the opportunity to participate in after school sports in the fall and in the spring. Sports practices are after school and students must maintain good attendance to remain in the activity. Parents will be expected to pick students up on time in order for them to remain in the activity. Practices begin at 3:00 and end at specified times.</p> <p>Older/younger siblings who are not involved in the activity are not to be on campus during practices or other after school activities.</p>



<p>Toys/Electronics</p>	<p>Toys and electronics, such as Game Boys, MP3 players, iPods, tablets are not to be seen at school. They are not appropriate for school and are disruptive to learning. If students bring these items to school they need to remain in their backpacks and are not to be taken out on campus. If students are using them during school they will be confiscated by an adult and taken to the office where they will be kept until an adult comes to pick up the item. The school is not responsible for lost or stolen items. Students are not to buy, sell, or trade items at school. The school will not investigate the loss of items that are not allowed at school.</p>
<p>Visitors</p>	<p>Parents, guardians, and community members are welcome at the school. All visitors must check in at the office and obtain a Visitor's Badge before entering the other areas of the school. Visitors may be asked for identification. This is for the safety of all our students. All doors remain locked during the day except for the main office door so you will need the assistance of school personnel to get into the building during school hours. Parents are welcome to have lunch with their children, however, this only includes time in the cafeteria; not on the playground at recess. Parents may stay with their students in the cafeteria during playground time.</p>

DESCRIPTION OF TRUMAN'S STUDENT MANAGEMENT SYSTEM

Truman Elementary adopted a student management system called Positive Behavior Support. The following pages include information on three PBS components: Behavior Matrix, Acknowledgement System, and Correction System. We know that when good behavior and good teaching come together, students excel.

As part of the PBS program, clear expectations for behaviors are established in all areas of the school. Expectations are taught frequently by staff and are posted around the school. Expectations are re-taught a minimum of 3 times each year to include students moving in during the school year and those who have been unable to demonstrate successful behaviors resulting in behavior referrals. Major and minor referrals are documented electronically by the office and the principal. This data is reviewed bi-monthly by principal and staff. You will see the Behavior Expectation Matrix on the following pages. The matrix lists clear, observable behaviors that provide a safe, positive learning environment. (See p. 7)

Acknowledgments are consistent and predictable and include Truman Pride Awards/Tickets, Student-of-the-Month awards, and Palooza activities. (See p. 8)

Corrections (consequences) are accompanied by re-teaching expectations to ensure students clearly understand and practice what is expected. (See p. 9-11)

We believe that by helping students practice good behavior, we are building a school community where all students can be successful and rise to their highest potential.



Truman Behavior Expectations Matrix 2014-2015

Areas	Be Safe	Be Responsible	Be Respectful
Cafeteria	<ul style="list-style-type: none"> Walking feet 	<ul style="list-style-type: none"> Clean up 	<ul style="list-style-type: none"> Raise a hand for help Level 2 voice
Assembly	<ul style="list-style-type: none"> Walk to assigned area 	<ul style="list-style-type: none"> Clap to show respect 	<ul style="list-style-type: none"> Give the speaker "5" (Eyes, ears, mouth, hands and feet) Level 0-3 voice
Library	<ul style="list-style-type: none"> Walking feet 	<ul style="list-style-type: none"> Take care of materials 	<ul style="list-style-type: none"> Use a quiet voice
Bathroom/ Sink	<ul style="list-style-type: none"> Wash your hands 	<ul style="list-style-type: none"> Clean up after self 	<ul style="list-style-type: none"> Flush toilet Level 0-1 voice
Coat Areas	<ul style="list-style-type: none"> Put backpack away 	<ul style="list-style-type: none"> Touch only my belongings 	<ul style="list-style-type: none"> Level 0 voice
On the Bus	<ul style="list-style-type: none"> Sit forward 	<ul style="list-style-type: none"> Follow driver directions 	<ul style="list-style-type: none"> Level 2 voice and use nice words
Outside Areas	<ul style="list-style-type: none"> Walking feet 	<ul style="list-style-type: none"> Wait in line 	<ul style="list-style-type: none"> Be kind Level 0-3 voice
Office	<ul style="list-style-type: none"> Walking feet 	<ul style="list-style-type: none"> Level 2 voice 	<ul style="list-style-type: none"> Wait at short counter
Playground	<ul style="list-style-type: none"> Walk on hard surface Stay inside the boundaries Use equipment as taught Food only in cafeteria 	<ul style="list-style-type: none"> Line up at the bell Return all equipment Be a problem solver 	<ul style="list-style-type: none"> Follow adult directions Get a pass to go inside. Share equipment Level 3-4 voice
Computer Lab	<ul style="list-style-type: none"> Use computers for assigned work only 	<ul style="list-style-type: none"> Use equipment as taught 	<ul style="list-style-type: none"> Leave equipment as you found it Level 1-3 voice
Passing Areas	<ul style="list-style-type: none"> Walk to assigned areas 	<ul style="list-style-type: none"> Level 0 voice 	<ul style="list-style-type: none"> Follow adult directions
Before School	<ul style="list-style-type: none"> Arrive no earlier than 8:00 AM unless you are on patrol 	<ul style="list-style-type: none"> Go straight to the cafeteria to eat breakfast Stay in your assigned "before school area" until the 8:20 bell rings and your teacher arrives to lead you to class 	<ul style="list-style-type: none"> Level 2 voice



Acknowledgment System

Truman Pride Plan

Students who demonstrate the ability to manage themselves according to our school rules will participate in Palooza activities. Classrooms set goals for positive behaviors. Once the goal is reached, the Palooza activity is enjoyed by those that earned it. After each Palooza, students have a new start towards the Palooza activity.

- * Each teacher keeps a record of student behavior which is evaluated at the end of pre-determined times (every 2-4 weeks). This record is kept on our SWIS database (School Wide Information System).
- * Students who meet the positive behavior expectations will be eligible to participate in the Palooza activities every 2 -4 weeks. Palooza activities may be in the form of special projects or events determined by the classroom teacher such as additional recess, board games, etc.

Marble Jar

The goal is to catch students making good choices and quickly recognize students who are following expectations. Staff members who observe positive behavior acknowledge it by putting a marble in the classroom Marble Jar. A classroom reward is set when the classroom jar is filled to goal line. The class places the marbles in the school wide container in the office. Once the School Jar is filled, then the entire school has a special reward.

Truman Pride Awards/Tickets

Students who go above and beyond expectation are recognized with Truman Pride Awards. Students are given the awards for good citizenship, academic excellence. Students may collect Pride Tickets and cash then in for rewards or privileges, such as no homework pass or lunch with teacher.

Student-of-the-Month Award

Students are nominated by their teachers to receive a certificate at our monthly Truman Pride Assembly for consistently displaying the Character Trait of the Month. Examples of monthly character traits are patience, friendliness, compassion, respect, cooperation, and courtesy. Student of the month also gets to wear an "I AM TRUMAN" t-shirt on Fridays on their special month.

Bus Tickets

Students are given Super Truman Bus rider tickets for excellent bus behavior. Every Friday 5-10 tickets are drawn and prizes are awarded.



Corrections System

The Truman staff members work together to promote positive reinforcement of acceptable behavior. On occasions when problems do arise, we feel that the students must accept the responsibility for their actions.

Procedure for Changing Inappropriate Behavior

Behaviors that don't follow Truman's Positive Behavior Support (PBS) are evaluated on four levels of behavior.

Level 1: Behaviors are handled in the classroom. Examples may include warnings, thinking spot or the classroom place for students to reflect on what happened and develop a verbal or written plan. (Sample plans are on pages 10 - 11.)

Level 2: Behaviors require parent contact and/or office interventions. These interventions range from a behavior plan, buddy classroom placement (removal from peers), or Recovery Room (quiet place to spend recess time and think about why they were sent there).

Level 3: Behaviors require administrator involvement. Students may be sent to the office or sent home for a period of time. The student is to use this time to evaluate his/her behavior, make a decision for positive change, and may develop a written or verbal plan to prevent further occurrences.

Level 4: Behavior violates district, state or city policies or chronic level 3 behaviors that require immediate office referral. Students could receive in-school or out-of-school suspension or expulsion.

Suspension may occur in these situations:

- Disrespect to an adult
- Disruptive to the educational process
- Vulgarity or profanity
- Verbal abuse, threats, intimidation and/or fighting
- Malicious harassment including sexual and racial harassment
- Theft
- Vandalism
- Threats or use of weapons or firearms
- Gang related activities
- Cumulative disruptive violations

STOP AND THINK SOCIAL SKILLS

Stop and Think is taught by teachers in the classroom with implementation and reinforcement occurring throughout the school environment. A skill is taught and all staff use the **Stop and Think** language continuously throughout the building. **Stop and Think** helps teachers to teach ten basic and ten advanced social skills, classroom procedures and school-wide expectations. The five steps are:

1. **Stop and Think**
2. **Are You Going To Make a Good Choice or a Bad Choice?**
3. **What Are Your Choices or Steps?**
4. **Just Do It**
5. **The Good Job:** This step prompts children to reinforce themselves for successfully using a social
6. skill.



Truman Elementary School

Name _____ Date _____

1. Which school rule(s) did you break? (circle the rule or rules)

Be Respectful

Be Responsible

Be Safe

2. Why did you break the rule? (circle one reason)



I didn't want to do my work.



I wanted someone's attention.



other reason

3. Draw a picture or write what happened and what you did.

4. Draw a picture or write who it hurt.

5. Draw a picture or write what you could do next time.

This form was given by _____ Date _____ Time _____

Parent Signature _____ (please sign and return to school the next day)



Truman Elementary School
3rd-5th Grade Behavior Plan

Name _____ Date _____

1. Which school rule(s) did you break? (Circle the rule or rules)

Be Respectful

Be Responsible

Be Safe

2. Why did you break the rule? (Circle one reason)

I didn't want to
Do my work.

I wanted someone's
attention.

other reason

3. What happened and what did you do?

4. Who did it hurt?

5. What is your plan? Next time I will.....

Student Signature _____ Date _____ Time _____

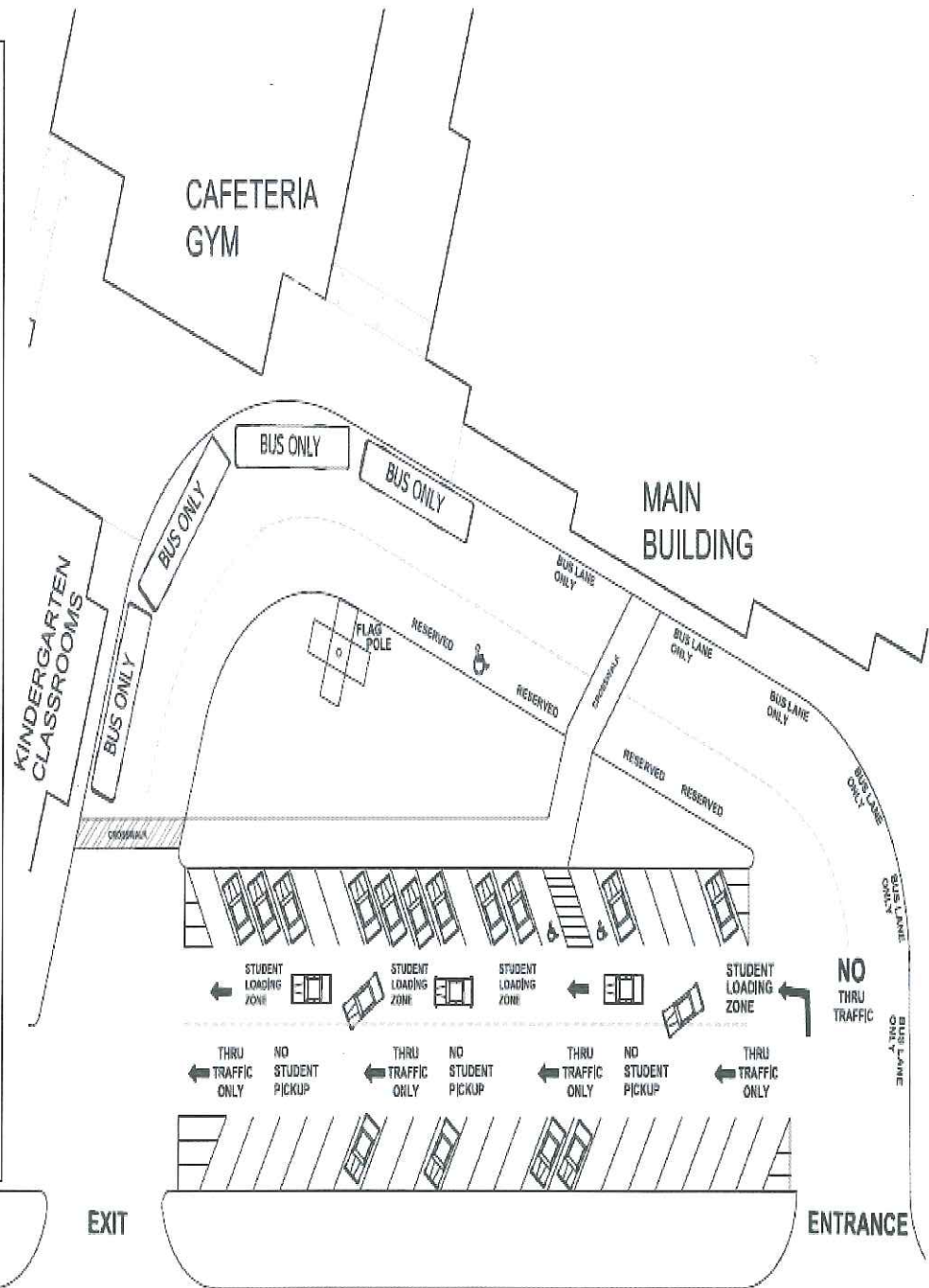
Parent Signature _____ (please sign and return to school
the next day)



PARKING LOT PROCEDURES:

- The SPEED LIMIT is 5 miles per hour once you enter the parking lot.
- Restricted areas include:
 - The BUS ZONE in the semi-circle in front of the main and the primary buildings.
 - The BLACK TOP AREA beside the primary building where students are coming and going to their classrooms.
- The LOADING and UNLOADING ZONE is the only area where students may get in and out of cars. Please circle around the parking lot until you are able to get in line for the LOADING and UNLOADING ZONE. Please DO NOT attempt to "double park" and pick up or let out children. This causes a safety hazard as other cars are looking to move through the parking lot and may not see students moving between rows of vehicles.
- PLEASE DO NOT LEAVE YOUR CAR ONCE YOU ARE IN THE LOADING/ UNLOADING ZONE.
- Please move as far forward as possible before stopping to pick up children.
- Once you have delivered or picked up your child you may pull to the left lane and exit the parking lot.

Please help us keep all our children safe by following these parking lot procedures.



TRUMAN ELEMENTARY SCHOOL

N.E. 42ND AVE

2010/2011 school year (rev. 050511)



PERSONAL SAFETY GUIDELINES

Back and Forth to School

While you're walking, remember:

- Always travel with a friend. Two heads *are* better than one, especially if there's an emergency. Strangers usually pick on one person, not two.
- Have your mom or dad--or both of them--walk your school route with you to make sure it's completely safe. Make up a secret code word with your mom and dad. If your parents ask someone to pick you up, ask for the code word.
- Always stick to the same safe route in going to and coming from school, and never hitchhike--never! Walk directly to school and directly home from school.
- If you think you're in any danger, yell, and run to the nearest store or Block Home or back to school.
- If you are approached inappropriately, be sure to report to an adult and/or call **911 immediately!**
- A stranger is anyone you and your parents don't know well.
- You and your friends must never take candy, money, medicine, or anything else from a stranger.
- If a stranger in a car asks you questions, don't get close to the car (you could get pulled in)--and never get *in* it. Don't respond--keep walking.
- If a car follows you or signals you while you are walking, do not approach the car; instead, turn and quickly walk the other direction.
- Strangers can be very tricky--they can ask you to walk with them to "show" you something; they can offer to pay for your video game, or ask you to help them find a lost dog or cat. Don't be fooled! Remember--**DON'T STOP FOR STRANGERS ON THE STREET.**
- Don't tell anyone your name and address when you're out walking, and don't think that because someone knows your name that they know you.
- Avoid strangers who seem to be hanging around public rest rooms, playgrounds or schoolyards. Tell your teacher or another adult you trust about it. **Immediately!**





Response to Intervention (RtI) - A Guide for Truman Parents

What is RtI?

At Response to Intervention (RtI) schools, teaching teams integrate assessment data with high quality instructional practices. Grade level teams meet regularly to discuss student performance trends and student instructional needs. Student progress is closely monitored and teams use data to help make decisions.

Features of RtI

RtI schools utilize coordinated early intervening services to support teacher instruction and student learning. For students who need additional support such as small group or individual instruction, there may be more support provided.

Ongoing Student Assessment
RtI relies on student data to inform staff how well students are benefitting from instruction. Teacher led teams meet to review data at least every four to six weeks. Students are assessed regularly in literacy, math and behavior. When students receive small group or individualized instruction

their progress is checked on an ongoing basis. This data is then used to determine which students need closer monitoring or more intensive intervention.

Core Teams

A Core Team meets every week to ensure student supports across the building are in place. Core Teams provide guidance to teachers and specialists working with students to improve the learning experience for all students. Core Teams may include building administrators, specialists in reading, math or behavior, coaches, counselors and psychologists.



Action Teams

In some situations, a student may need instructional or behavioral support in addition to what all students receive during core instruction. Students who require additional support are provided extra resources through our Action Teams. These teams start with the student's teacher and usually a specialist in either learning or behavior. Students needing additional help receive progress monitoring more often. Parents may request the assistance of an Action Team for their child if they are worried about learning or behavior. Parents will be notified when Action Teams begins supporting individual students.

Parent Participation

The greatest success occurs when parents and teachers work together. There will be times when extra support at home will help your child learn a specific skill. If your child needs additional at-home support you will be contacted by the school to discuss ways to help your student.



Truman Elementary

4505 NE 42nd Ave

Home of the Trailblazers

Interventions may occur in the areas of:

- ☉ Reading
- ☉ Writing
- ☉ Math
- ☉ Behavior

RtI is all about helping children.

When teachers and parents work together, students benefit. Response to Intervention is a way of helping to identify instructional levels of students, monitor student progress and develop intervention plans as needed.

Questions ??

Please contact your child's teacher or the building principal for more information about RtI.



School Closure Information

School Closure and/or delays are made as early in the morning as possible. The number one priority in making the decision to close or delay schools is the safety of students and employees. If schools are closed or dismissed early, after-school and evening activities also will be canceled. Community use of schools will be canceled only if schools are closed.

If no information regarding school closures is reported, then schools are open and on regular schedules.

There are several ways to get school closure information:

- Go to VPS homepage at www.vansd.org
- Go to FlashAlert at <http://flashalert.net>
- Subscribe to receive free text and email announcements about school closures. Go to www.facebook.com/VancouverPublicSchools and <https://twitter.com/VancouverSD>
- Call the district's Snow/Closure Info line at 360-313-1401, General Information at 360-313-1000, or the automated information line at 360-313-1234
- Check radio, television and newspapers



Homework

1. Homework is a constructive tool in teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and, must be evaluated and returned to students in a timely manner.
2. Work may be assigned to be completed outside of the student's school day for a number of reasons:
 - a) Absence- to make up work missed during absence
 - b) Practice- to help students to master specific skills which have been presented in class
 - c) Preparation- to help students gain the maximum benefits from future lessons
 - d) Extension- to provide students with opportunities to transfer specific skills or concepts to new situations
 - e) Creativity- to require students to integrate many skills and concepts in order to produce original responses.
 - f) Finish work- to complete work for which time was provided during the school day.
3. Work designed to be completed outside the student's school day should be meaningful, motivating, appealing, and consistent with and relative to the subject taught, and reviewed by the assigning teacher.
4. The work assigned shall be of a reasonable amount:
 - a) The amount should not be a burden to the students taking part in normal student and family activities, such as participation in school holidays, attendance at evening meetings, etc
 - b) The amount of work assigned should take into account other teachers' assignments so that the total assigned is not overwhelming for the student. The staff at each building will make every attempt to coordinate assignments when possible.

