

West Haven Elementary School



Parent Handbook

2014-2015

*West Haven is a safe, positive learning environment where we are
passionate about success for all students.*

WEST HAVEN ELEMENTARY SCHOOL

KATHY O. DUGGAN – PRINCIPAL

CONNIE H. SMITH – ASSISTANT PRINCIPAL

DEBBIE BRANAM – SECRETARY

DEBBIE MCFARLAND- BOOKKEEPER

**3620 SISK ROAD
KNOXVILLE, TN 37921
PHONE (865) 594-4467
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www.westhavenes.knoxschools.org

August 11, 2014

Dear Friends of West Haven,

Welcome to our learning community! This handbook will help explain school rules and regulations, expectations, and general information for both students and the adults who care for them. The WHES motto is “Work Hard, Expect Success.” Our staff and faculty promises you we will live that motto daily. Please discuss the contents of this handbook with your child.

This year, we are kicking off an exciting new program: *School-Wide Positive Behavior Support*. SWPBS is a system that teaches students the appropriate rules for behavior at school, and rewards them for good behavior. It also allows everyone in the school to be on the same page as far as school rules and incentives. SWPBS is discussed in more detail in this handbook.

We recognize that a child’s first and foremost teacher is a caring adult at home, and therefore we work hard to support your effort to raise a curious, responsible, and healthy life-long learner. It is our pleasure to partner with you in this most rewarding task. We look forward to a year of strong academic growth and maturation for all our Wildcats!

Sincerely,

Kathy O. Duggan
Principal

Connie H. Smith
Assistant Principal

ARRIVAL AND DISMISSAL - When our doors open at 7:00 AM, students report to the gym for bus hall. Students are dismissed to classrooms at 7:30 AM (first bell) where breakfast will be served to every student.

Students are counted tardy if they arrive in the classroom after 7:45 AM (second bell).

Students are dismissed at 2:45 PM. If your child is a car rider, place your WHES nametag on the right side of your dashboard to facilitate the smooth loading of students into cars. This nametag is your ID card and indicates that the child can leave with you. No child may be picked up without the card. If you forget your card, you will have to park and go to the office to show your ID in order to obtain a new card. No child can be picked up at the classroom door during the school day.

All students must be signed out in the office before leaving the school prior to dismissal. There are no office sign-outs permitted after 2:30. Students are released only to persons listed on the emergency card. Please keep this information up to date with the office.

We pride ourselves in the efficiency of our car line. Remember that you are driving on neighborhood streets, so safe driving is of utmost importance. Please abide by the following guidelines:

- ❖ If traffic is stopped, do not block neighbors' driveways.
- ❖ Adhere to school speed regulations while driving on neighborhood streets.
- ❖ Do not litter.
- ❖ Follow the directions of the school resource officer at all times.
- ❖ Drivers: Only use the front entrance by the office during morning drop-off and afternoon pick-up.
- ❖ Report any traffic issues that are the responsibility of the school to the office (594-4467).

ATTENDANCE POLICIES – It is important for healthy students to attend school every day. Students in grades 1 – 5 must be in school 3 hours 15 minutes to be counted present, and preschool and kindergarten students must be in school 2 hours and 1 minute. Students who have perfect attendance at the end of the school year will be given special certificates at the end of the year awards assembly.

Knox County Board of Education policy permits student absences to be excused for the following reasons:

1. Personal illness
2. Illness in the family temporarily requiring help from the child
3. Death in the family, with documentation
4. Recognized religious holidays regularly observed by persons of the student's faith
5. Verifiable family emergency

A student absence due to illness may be excused, up to **ten days per year**, with written notes from the parent. Beyond the tenth day, a note from the doctor's office is required to excuse the absence. All written excuses must be submitted within five days of the student's return to school, or the absence will be unexcused. Any absence not complying with the above reasons for excused absences will be considered unexcused. Parents who wish to appeal an unexcused absence should communicate with the principal. The principal's decision is final at the school.

level. Any student who is absent for an extended period of time due to illness or injury (10 consecutive school days or longer) may be eligible for homebound instruction. Parents should contact the school for information regarding this service.

BUS SCHEDULE – Our bus schedule is posted on the front window of the school office. Copies are available in the office.

BUS TRANSPORTATION – Bus transportation is provided for children who reside in the West Haven zone and live at least one mile from the school. Because our bus is at capacity, we are unable to approve requests for students to ride the bus that live less than a mile away.

Bus service is provided to and from designated stops only. The Supervisor of Transportation arranges routes and stops. You may call 594-1550 for more information.

State law does not require school bus transportation for our students. It is a privilege extended to our children. Riding the bus is an extension of the school day, and therefore bus riders are expected to follow all rules and regulations regarding safety on the bus and at all bus stop locations. Rules are listed in the appendix of this handbook. Assigned school personnel will be on duty at the school to meet the bus each morning and to monitor boarding of the bus in the afternoon. Any student who is cited by the driver for a safety violation will be subject to disciplinary action.

CAFETERIA BEHAVIOR - We will go over complete cafeteria procedures with students the first few weeks of school. We expect our students to behave at school just as they would behave at the dinner table at home:

1. Use quiet voices.
2. Don't play with or throw your food.
3. Don't stand up or move around. Stay seated
4. Keep your hands and feet to yourself.

CELL PHONES – Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication device must be in the “off” mode and must be kept in a backpack, purse or similar personal carryall. Devices may not be used during school hours. The principal may grant a student permission to use a personal communication device at her discretion.

A device used outside these parameters shall result in confiscation of the device until such time as it may be released to the student's parent or guardian. A student who possesses a personal communication device, in violation of this policy and school rules, is subject to related disciplinary action.

Inappropriate use of cameras on cell phones is strictly prohibited on school property or at school functions. A student in violation of this policy is subject to disciplinary action and possible legal action, if warranted.

CHANGES IN STUDENT TRANSPORTATION - Any time a child goes home from school in a manner different from his or her usual routine, the parent must send written instructions to the teacher. Due to increased security concerns, we do not accept phone calls to change the method of transportation. The only exceptions will be life-threatening emergencies, provided the caller can be identified.

CIVIL RIGHTS – Title VI of the Civil Rights Act of 1964 states that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.” 42 USC ~ 2000d Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The Americans with Disabilities Act prohibits discrimination on the basis of a qualified person with a disability in the services, programs, or activities of all state and local governments.

DISCIPLINE PLAN - The entire staff at West Haven Elementary School is committed to establishing an atmosphere throughout the school where children feel safe, secure, and have an opportunity to learn. Students who follow classroom and school rules are kind and considerate of others, and are successful learners.

This year, we are using School-Wide Positive Behavior Support as our behavior management system. Each classroom will have a system of rewards and consequences that will be sent home at the beginning of the school year. In addition, school-wide incentives and events for good behavior will be established. Be sure to read the information about SWPBS in the appendix of this handbook. A complete list of protocols for all areas of the school is provided.

In addition, please discuss these general school rules with your child:

1. Follow directions and first requests of all school workers (principal, secretary, assistants, bus drivers, cafeteria workers, custodians, and parent helpers).
2. Speak positively about others.
3. Respect the rights, space, and property of others.
4. Use appropriate language and manners.
5. Walk at all times in the school building and remain quiet in the hallways.
6. Follow all the rules posted in special areas (cafeteria, gym, library, music, art) and in the classroom.
7. No fighting, shoving, or horseplay is allowed.
8. Do not bring toys, unsafe objects (such as knives), or other distracting items to school.

DISPENSATION OF MEDICATIONS –As a general policy, medicine is not administered to children at school. However, under certain circumstances it may be necessary. In order for staff to administer medications, a Knox County Schools MEDICAL INFORMATION FORM must be on file. You may request a form from our office to take to your physician for completion. Once that is done, bring the form and the medication to the office, and arrangements will be made to administer the medication at the prescribed time. **Students may be permitted to transport medication to school without a doctor’s note (example: inhalers).**

For the safety and well being of our staff and students, a child with a contagious medical issue cannot remain at school. This includes common conditions such as pink-eye, live head lice, nausea, a rash, or fever. Please notify your child's teacher if he or she has any chronic health problem such as diabetes, seizures, severe allergies, etc.

DRESS CODE – A copy of the Knox County Elementary School Dress Code is in the appendix. For safe and appropriate footwear, **students should wear tennis shoes each day.**

EARLY DISMISSAL – There will be times when children leave school before the day is over. Parents sign students out in the office and the children will be called to the office to leave. However, it is important to know that a pattern of routine early checkout can impact negatively on your child's education. An early check-out is addressed the same as a tardy situation. If early checkout is habitual, the principal and/or social worker will meet with the parent, and steps will be taken to correct the problem.

EMERGENCY INFORMATION – Please complete the emergency form accurately and in ink, and update it as needed during the school year. If a child is ill or injured, we must be able to contact someone on the emergency card. If there is a child custody situation that we must know about, you must provide legal documentation for our files. It's critical to have all this information in our hands within the first few days of August.

EMERGENCY SCHOOL CLOSING – During bad weather, if the possibility of a school closing is apparent, you may come to school to sign out your child. You do not need to call the office beforehand. A School Messenger announcement will be sent by phone from our Central Office, or you may listen to a local radio or TV station or check the Knox County Schools website (www.knoxschools.org) for this information. Be aware that any bus route can be reduced or cancelled due to flooding, ice or snow, and Daycare vans/buses may not run.

FEES – School fees are \$25, and are payable within the first grading period. School fees are used to purchase supplies and materials that all students use on a daily basis.

FIELD TRIPS – Curriculum appropriate field trips are incorporated into your child's educational program. The cost of each trip is calculated on the number of students participating. For this reason, if your child is unable to participate at the last minute, the school may not be able to refund your money. Detailed information is sent home for every field trip. Children must have a signed permission slip to attend any trip off campus. Students who ride the school bus to the final destination are expected to ride the bus back to school. If you meet your student at the final destination, you must sign your child out with the teacher in order for him/her to ride home with you in a vehicle. Younger siblings are not allowed to accompany parent chaperones on field trips.

FIRE/EMERGENCY DRILLS – The procedure for building evacuation, as well as other emergency situations, will be discussed and practiced periodically throughout the school year. These practice drills are taken seriously. Proper execution of these drills is required of every building occupant.

FUND RAISERS – Our school sponsors two fundraisers every year. We participate annually in the Knox County Schools' COUPON BOOK SALES campaign in September. For every \$10 book that is sold, our school keeps \$7.50. Please encourage your relatives and friends to reserve their coupon book purchases for West Haven students this school year. In addition to coupon books, we receive some money from the sale of school pictures. The school determines how the profits will be used to benefit our students.

GUIDANCE – Our guidance counselor, Karen Lampley, is available on Thursdays and Fridays for group and individual counseling with students. Contact the office to speak with the counselor.

HOMEWORK – Homework provides a valid learning experience and a necessary extension to the daily program. Guidelines will be discussed during Parent Information Nights.

ILLEGAL/INAPPROPRIATE ITEMS – All items not needed for class should be left at home, unless the teacher gives written permission. Items that violate safety or disrupt the learning environment will be confiscated, and students may face disciplinary action. Fireworks, firearms, knives, tobacco of any type, alcohol, drugs, and medication of any kind are illegal on school property. No weapons of any type are allowed at school. Possession of such items will result in serious disciplinary action.

ILLNESS – You will be notified if your child is ill or injured at school. By law, we contact only those individuals you have listed on the emergency card if you are not available. Please keep the emergency card updated with good contact information.

LIVE ANIMALS – Animals cannot be brought to school without prior permission.

MEALS – Nutritious meals are provided at school through the National School Lunch program. Breakfast is served beginning at 7:30. This year, all students will receive both breakfast and lunch free of charge, due to a new Federal program. The cafeteria staff will provide information if additional items can be purchased.

Your child may choose to bring a lunchbox from home and purchase milk from the cafeteria line. We discourage eating fast food for lunch. Drinks in glass bottles or metal cans are not allowed in the cafeteria because of the safety hazard, disposal, and clean-up problems they present for our students and staff.

OPERATING HOURS - School hours are from 7:45 AM – 2:45 PM daily. Our doors are unlocked at 7:00 AM. Please do not bring your children earlier, as no supervision is available before 7:00 a.m. If your child is an afternoon car rider, pick up your child promptly at 2:45 PM. We do not have regular supervision for students who are picked up later than 3:00.

PARENT – TEACHER CONFERENCES – We strongly encourage communication between parents and teachers. In order to facilitate conference scheduling, we ask you to make your request to the teacher in writing and confine conferences to before or after-school hours. All of our teachers have email addresses, and will be happy to share that information with you. You may sign up for your first conference at Parent Information Night.

PARTY POLICY AND NUTRITION GUIDELINES – Classrooms are limited to two parties per year. Typically there is one before the Winter Holidays, and one at the end of the year. Birthday parties are not permitted, but with teacher consent, parents may send in a Knox County-approved nutritious, healthy treat to be shared with the class for a snack. It is important to check with your child's teacher before bringing in any food or drink item, because schools must comply with a federal law concerning food brought into the classroom to share with others. We are prohibited from sharing sweets and candy in our classrooms.

PARENT TEACHER ASSOCIATION – Recognizing that parent and family involvement increase student success, the PTA is an effective way for parents and teachers to support the school mission. Show your support for the school by joining the PTA! The office can put you in touch with the PTA president if you would like to become involved or have questions about the organization. This year's PTA president is Anne Robinson.

RECOGNITION AND AWARDS – Deserving students are recognized throughout the school year for excellence in academics, behavior, citizenship, and attendance. In addition, a special awards ceremony is scheduled at the end of the year.

REPORT CARDS AND STANDARDIZED TESTING – Report cards are issued every nine weeks, and should be signed and returned to school immediately upon receipt. In addition, progress reports are sent home at the mid-point of each grading period. Your child's teacher will share the grading standards with you. In the spring, the TCAP achievement test is given to students in grades 3, 4, and 5. Students in Grades K-2 take the Stanford-10 test.

STUDENT INSURANCE – Student insurance is available for your purchase at the beginning of the year. This insurance covers accidents that may occur at school. Your participation in this program is optional, and parents make payment directly to the provider, not to the school. If you are interest in this insurance, contact the office at 594-4467.

SCHOOL – HOME COMMUNICATION – Teachers will send home **daily** behavior reports and regular **weekly** communication highlighting classroom-specific information. Students in the upper grades are taught to keep an assignment notebook. Please expect school wide notices, graded papers, PTA information, etc. every **Tuesday** in the **Take-Home Tuesday** folder. The principal's newsletter is sent home monthly.

West Haven has a new website at <http://www.knoxschools.org/Page/103>, and our staff can be contacted through email. The school phone is a business phone and is used only for that purpose. We will not call a student out of class for a phone call unless it is an emergency. If you wish to speak to a teacher, please leave a message in the office and the teacher will return your phone call at his or her earliest convenience. Thank you for understanding that we cannot interrupt instructional time for teachers to answer phone calls.

Parents are welcome to observe their child at work in the classroom. We request that you notify the principal 24 hours in advance of your visit, and that you disclose the purpose of your visit. Your visit will be limited to 30 minutes, and this time may not be used for an unscheduled parent-teacher conference. Teaching time is valuable and must not be taken from the children.

SPECIAL EDUCATION – If you suspect your child requires special education services, express your concerns to the teacher. A “Parent Referral to the S-Team” form is available in the office.

TARDINESS – The tardy bell rings at 7:45 AM. A parent must accompany students arriving after the tardy bell to the office to receive a tardy pass. Three tardies within one grading period will result in loss of the perfect attendance award for that grading period. Traffic is always heavy in the morning, but that fact does not exempt tardies. If you drive your child to school, allow extra time for traffic. Teachers are not required to repeat missed instruction for students with unexcused tardies. If tardiness is habitual, the principal and/or social worker will contact the parent to seek a solution to the problem.

TEXTBOOKS, LIBRARY BOOKS, AND SCHOOL SUPPLIES – The taxpayers of Tennessee provide our textbooks. Students are fully responsible for the care of all books issued to them. Parents are assessed replacement costs if books are lost or damaged.

SCHOOL SUPPLIES - Pencils and erasers are sold each morning prior to 7:45 AM. Lists of other supplies that can be purchased at local stores are available on our school web page.

TRAFFIC PATTERN – We value your time, but we value the safety of your child more. Read these procedures carefully and call the school office at 594-4467 if you have any questions.

MORNING DROP OFF PROCEDURES: (NOTE – DOORS OPEN AT 7:00 AM – THERE IS NO STAFF SUPERVISION FOR CHILDREN AVAILABLE BEFORE THAT TIME.)

- All vehicles must enter the parking lot at the Recreation Center entrance, and exit at the cafeteria end of the building. Traffic flows one-way only.
- Cars line up in the RIGHT LANE, beginning at the cafeteria end of the awning. Cones are set up and staff, safeties, or volunteers open car doors. Buses, day care vans, and staff will remain in the LEFT LANE ONLY. If you choose not to use the drop off line, you must PARK IN A PARKING SPOT and walk your child to the front door for his/her safety.
- **UNDER NO CIRCUMSTANCES SHOULD A CHILD BE DROPPED OFF IN THE PARKING LOT AND WALK UNESCORTED TO THE BUILDING.**

DISMISSAL PROCEDURES: (NOTE – PLEASE BE PROMPT IN PICKING UP YOUR CHILD AT 2:45 PM)

- Procedures are the same as for arrivals, except the school bus must now park directly in front of the cafeteria entrance for loading. Cars remain in the right lane behind the bus, allowing students direct access to the bus.
- After spaces in front of the school are taken, cars will double park in the side parking lot until the Security Resource Officer gives the signal to move forward.
- All cars on neighborhood streets will remain in a single line before entering school property.
- Arrive as close to 2:45 as possible. Arriving too early to pick up your student creates unnecessary traffic that backs up on our neighborhood streets. It takes less than 15 minutes to dismiss the students once the car line gets going, so try to arrive between 2:45 and 3:00.

- If you must enter the building, park in a parking spot. Do not leave your car unattended in the traffic lane. **CHILDREN WILL NOT BE ALLOWED TO CROSS THE PARKING LOT UNESCORTED TO MEET A PARKED VEHICLE.**
- If you walk to pick up your child, meet them at the cafeteria entrance. Do not drive, park, and walk to get walkers. Crossing guards walk students off campus each day.
- Thank you for your cooperation! Your child's safety is our greatest concern.

TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell, Supervisor of Transfers at (865) 594-1502

VISITORS – Parents, volunteer workers, and other citizens are always welcome in our school. Visitors should report to the office to sign in and identify the purpose of your visit. You will receive a visitor badge to wear that indicates you've signed in at the office. Our staff has been advised to direct any visitor without a badge back to the office, so that our security policy is enforced. Thanks for helping us maintain a safe learning environment!

VOLUNTEERS – We welcome volunteers to our building. Teachers may schedule volunteers for their classrooms based on needs. All volunteers are required to undergo a Knox County Schools background check. Talk to your child's teacher if you are interested in volunteering, so he or she can make arrangements to get the appropriate level of clearance. We need and appreciate you!



APPENDIX

	Knox County Board of Education		
	Descriptor Term:	Descriptor Code:	Issued:
	Dress Code	JCBF	10/00
		Rescinds:	Revised: 6/09

ELEMENTARY SCHOOL DRESS CODE

The standards for elementary school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County Elementary Schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
4. Clothing or accessories may not display offensive, vulgar language or images and must not advertise products which students may not legally purchase.
5. For students in Grades 3-5, "short shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.

The school administration reserves the right to determine whether the student's attire and appearance are within the acceptable limits. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions for school-wide programs or special classroom activities.

The teachers and the principal will administer appropriate consequences for policy infractions.

This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Director of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted in writing to the elementary director for review and recommendation to the Director of Schools and the Board of Education.

West Haven Elementary Wildcat Expectations

Respectful

Organized

Accountable

Responsible

West Haven Elementary School-Wide Behavioral Expectations

Features of School-Wide Positive Behavior Support (SWPBS)

Objectives:

- Establish regular, predictable, positive learning & teaching environments.
- Teach and model behavioral expectations.
- Create systems for providing regular positive feedback.
 - Acknowledge students when they are “doing the right thing”.
- Improve social competence.
- Develop school-wide environments that support academic success.

School-Wide Positive Behavior Support provides students and their parents with a written set of class rules and practices within the first week of school. Routines, rewards, and consequences for misbehavior are established in advance, so children know what to expect if they are disruptive.

School-Wide Behavioral Expectations

This guide provides the following:

- Behavioral expectations
- Strategies for acknowledgement
- Procedures for handling infractions of behavioral expectations
- Information about lessons to teach routines

School Goal: Students at West Haven Elementary will demonstrate ROARing behavior throughout the school day by following the four behavioral expectations/norms.

West Haven Behavioral Expectations:

I can be **Responsible**.

I can be **Organized** with my learning tools and belongings.

I can be **Accountable** for my behavior and my learning.

I can be **Respectful** to peers and staff.

Acknowledgment System

- ✓ Teachers and staff will acknowledge student behaviors that meet the ROAR expectations.

The acknowledgement system is a feature of the ROAR behavioral expectation system. The behavioral expectation system focuses on acknowledging students who demonstrate West Haven behavioral expectations. This program works in conjunction with school-wide and classroom goals.

Specific verbal feedback

Specific verbal praise to students demonstrating ROARing behavior is a must.

- ✓ The system acknowledges students exhibiting ROAR behaviors by giving them specific positive feedback along with a Wildcat Punch on a punch card their teacher keeps.

Recognition

- ✓ Each time a student has completed one Wildcat Star sheet, the student earns a reward from the incentive list. In addition, special celebrations may be planned throughout the year to recognize students with good behavior.
- ✓ Students exceeding expectations or making improvements in behavior may receive a gold referral to the office. The student will be receive special recognition from the office staff.



General Lesson Format for Teaching School R.O.A.R. Behaviors

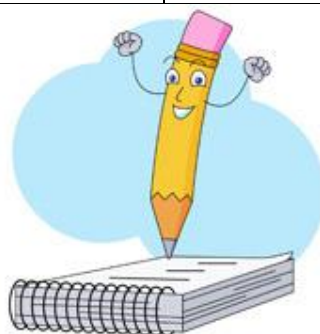
- ✓ Teachers and staff will teach, model and practice each of the behavioral expectations throughout the year.

Teachers will follow uniform steps to teach behavioral expectations. The matrixes for these expectations are included on the next few pages.

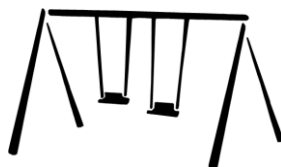


Lesson 1: Cafeteria Expectations For Students			
Responsible	Organized	Accountable	Respectful
<ul style="list-style-type: none"> Obey adult on duty. Stay seated, raising hand for help. Eat your own food. Use 5-inch voices. Walk. 	<ul style="list-style-type: none"> Obey adult on duty. Stay seated, raising hand for help. Eat your own food. Use 5-inch voices. Walk. 	<ul style="list-style-type: none"> Obey adult on duty. Stay seated, raising hand for help. Eat your own food. Use 5-inch voices. Walk. 	<ul style="list-style-type: none"> Obey adult on duty. Stay seated, raising hand for help. Eat your own food. Use 5-inch voices. Walk.

Lesson 2: Hallway Expectations			
Responsible	Organized	Accountable	Respectful
<ul style="list-style-type: none"> • Walk single file, two squares from the wall. • Keep hands, feet & objects to self. • Walk on the right side of the hallway. • Look straight ahead. 	<ul style="list-style-type: none"> • Keep your backpack closed. • Stay with your class. 	<ul style="list-style-type: none"> • Go directly to your destination. • Use walking feet. 	<ul style="list-style-type: none"> • Respect others' personal space. • Hallways are silent ways.



Lesson 3: Restroom Expectations			
Responsible	Organized	Accountable	Respectful
<ul style="list-style-type: none"> • Use restroom facility appropriately. • Keep water in the sink. • Walk in the restroom. • Tell an adult if the restroom needs attention. 	<ul style="list-style-type: none"> • Use restroom facility appropriately. • Keep water in the sink. • Walk in the restroom. • Tell an adult if the restroom needs attention. 	<ul style="list-style-type: none"> • Use restroom facility appropriately. • Keep water in the sink. • Walk in the restroom. • Tell an adult if the restroom needs attention. 	<ul style="list-style-type: none"> • Use restroom facility appropriately. • Keep water in the sink. • Walk in the restroom. • Tell an adult if the restroom needs attention.



Lesson 4: Recess Expectations			
Responsible	Organized	Accountable	Respectful
<ul style="list-style-type: none"> Follow playground procedures. Remain on school grounds. Inform an adult of unsafe behaviors or incidents. Keep hands and feet to self. 	<ul style="list-style-type: none"> Follow playground procedures. Remain on school grounds. Inform an adult of unsafe behaviors or incidents. Keep hands and feet to self. 	<ul style="list-style-type: none"> Follow playground procedures. Remain on school grounds. Inform an adult of unsafe behaviors or incidents. Keep hands and feet to self. 	<ul style="list-style-type: none"> Follow playground procedures. Remain on school grounds. Inform an adult of unsafe behaviors or incidents. Keep hands and feet to self.



Lesson 5: Bus Expectations			
Responsible	Organized	Accountable	Respectful
<ul style="list-style-type: none"> Remain seated in one seat until bus comes to your stop. Keep hands and objects inside bus and out of the aisle. 	<ul style="list-style-type: none"> Remain seated in one seat until bus comes to your stop. Keep hands and objects inside bus and out of the aisle. 	<ul style="list-style-type: none"> Remain seated in one seat until bus comes to your stop. Keep hands and objects inside bus and out of the aisle. 	<ul style="list-style-type: none"> Remain seated in one seat until bus comes to your stop. Keep hands and objects inside bus and out of the aisle.

Lesson 6: Arrival			
Responsible	Organized	Accountable	Respectful
<ul style="list-style-type: none"> Stay seated in designated area at all times. Talk quietly, only to the friends next to you. Follow adults FIRST request. 	<ul style="list-style-type: none"> Stay seated in designated area at all times. Talk quietly, only to the friends next to you. Follow adults FIRST request. 	<ul style="list-style-type: none"> Stay seated in designated area at all times. Talk quietly, only to the friends next to you. Follow adults FIRST request. 	<ul style="list-style-type: none"> Stay seated in designated area at all times. Talk quietly, only to the friends next to you. Follow adults FIRST request.



Lesson 7: Dismissal			
Responsible	Organized	Accountable	Respectful
<ul style="list-style-type: none"> Stay seated in designated area at all times. Follow adults FIRST request. 	<ul style="list-style-type: none"> Keep all materials inside closed backpack. 	<ul style="list-style-type: none"> Listen for your name. 	<ul style="list-style-type: none"> Remain silent so you can hear your name.

We look forward to a great year of positively impacting each child's learning with your support!