

West Haven Elementary School



Work Hard ~ Expect Success!

Parent/Student Handbook 2017 – 2018

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

**WEST HAVEN
ELEMENTARY SCHOOL**

**PAULA BROWN – PRINCIPAL
REBECCA HEADRICK – ASSISTANT PRINCIPAL
DEBBIE BRANAM – SECRETARY
BRANDY RECTOR – BOOKKEEPER**

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

ARRIVAL AND DISMISSAL - When our doors open at 7:00 AM, students are directed to the cafeteria for breakfast. After breakfast, students report to the gym until 7:35 AM when teachers escort them to their classrooms. Students are considered tardy if they arrive in the classroom after 7:45 AM.

Students needing to leave during the day will need to be checked out from the office. Afternoon announcements and student dismissal occurs from 2:30 PM-2:45 PM.

To maximize the safety of our students, during this time, there are no office sign-outs permitted after 2:30 PM and adults needing to pick up students will need to wait outside the building. Students are released only to persons listed on the emergency card. Please keep this information up to date with the office.

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.

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: Use the designated entrance around the school building during morning drop-off and afternoon pick-up.

❖ Report any traffic issues that are the responsibility of the school to the office or to our school officer. (594-4467).

ARRIVAL/DISMISSAL 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.

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. We want your child here and learning every minute! In addition, an early check-out is addressed the same as a tardy situation. If early checkout is habitual, the principal will meet with the parent to see what we can do to help.

ATTENDANCE POLICIES – It is important for healthy students to attend school every day. Students in grades K – 5 must be in school 3 hours 15 minutes to be counted present, and preschool 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. (Perfect attendance – no more than 3 tardies or 3 leaving school early slips

for the school year. Your child may have a combination of tardies or leaving school early slips but the number may not exceed three.)

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 absent 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. Medical documentation will be required.

BUS SCHEDULE –Copies of the bus schedule are available in the office. The schedule is also available on the Knox County School's *website*.

BUS TRANSPORTATION – Bus

transportation is provided for children who reside in the West Haven zone beyond the 1 mile parental responsibility zone. 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. Cafeteria expectations can also be found in the appendix section. These include:

- Obey adults on duty.
- Stay seated, raising hand for help.
- Eat your own food.
- Use 5-inch voices.
- Walk.

CELL PHONES/ELECTRONIC DEVICES – 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. All other electronic devices are *prohibited* at school. Lost or stolen devices will be the responsibility of the student.

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 respectful, kind, *considerate of others* and are successful learners.

At West Haven, we believe our students can

R.O.A.R.! We will once again this year use our School-Wide Positive Behavior Support system to help students learn, practice, and exhibit behaviors that are: Responsible, Organized, Accountable, and Respectful. 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:

- Follow directions and first requests of all school workers (administration, office staff, assistants, bus drivers, cafeteria workers, custodians, and volunteers/mentors).
- Speak positively about others.
- Respect the rights, space, and property of others.
- Use appropriate language and manners.
- Walk at all times in the school building and remain quiet in the hallways.
- Follow all the expectations posted in special areas (cafeteria, gym, library, music, art) and in the classroom.
- Do not bring toys, unsafe objects (such as knives), and electronic devices such as games or other distracting items to school.

DISPENSATION OF MEDICATIONS – A Knox County School MEDICAL INFORMATION FORM must be on file for any medications that will be dispensed at school, this includes over the counter medications and prescription medications.

You may request a form from our office to take to your physician for completion, check with your physician as many keep forms on hand in their office, or you may print a form from the Knox County Schools website. All forms must be completed by both the parent/guardian and signed by the physician. 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 are not permitted to transport medication to school.** The only medications students will be permitted to keep with them at school with a doctor's note will be inhalers.

Staff members will administer and monitor all medications at school. Medication must be brought to the office where a staff member will count the medication in front of the parent and ***record it***. The parent will sign off to verify the count is correct.

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 pinkeye, 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. West Haven T-shirts are for Friday spirit days!!

EMERGENCY INFORMATION – Please complete the emergency form accurately and in ink. Please 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, please provide the most current legal documentation for our files.

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, 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. Daycare vans/buses may not run, please contact your child's daycare to find out their policy.

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. All permission slip information and/or trip fees are due the day before the trip.

Arrangements will be made for any student not attending the field trip for whatever reason. If a child does not attend due to a discipline concern the parent/guardian will be contacted.

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 a percentage of sales from school pictures. The school determines how the profits will be used to benefit our students.

HOMEWORK – Homework provides a valid learning experience and a necessary extension to the daily program. Guidelines will be discussed during Parent Information Nights. Please direct any grade level specific questions to your child's teacher.

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 products of any type, alcohol, drugs, and medication of any kind without an appropriate medical form are illegal on school property. No weapons of any type are allowed at school. Possession of such items will result in serious disciplinary action, which may include suspension or expulsion from school.

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 7:00 AM. Once again this year, all students will receive both breakfast and lunch free of charge due to a new Federal program. Additional items may be purchased from the cafeteria as well.

Your child may choose to bring a lunchbox from home and purchase milk from the cafeteria line. Drinks in glass bottles or metal cans are not allowed in the cafeteria because of the safety hazard, disposal, and cleanup problems they present for our students and staff. Carbonated drinks are prohibited at school during school lunch. No outside food from vendors (such as McDonald's, Wendy's, Hardee's etc.) will be allowed in the cafeteria. This includes all fast food items and drinks. This does not include a packed lunch from home.

If you would like to sign your child out for lunch to take them out for fast food, you may do so during their 30 minute lunchtime.

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 an email address, and will be happy to share that information with you.

There will be 2 school-wide parent conference nights planned, one for each semester. Information will be sent home in a timely manner to allow time for you to sign up for a *convenient* time for you and your family. Parent conferences may be requested any time you have a question or concern about your child’s education.

PARTY POLICY AND NUTRITION GUIDELINES – Classrooms are limited to two parties per year. Typically, there may be 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.

The school 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. The membership drive will begin during the last two weeks in August.

RECOGNITION AND AWARDS – Deserving students are recognized throughout the school year for excellence in academics, behavior, citizenship, and attendance. An awards ceremony will be planned for each nine-week grading period. In addition, a special awards ceremony is scheduled at the end of the year. A separate end of year awards *ceremony* and fun day will be planned for our fifth grade students.

REPORT CARDS/INTERIM REPORTS– Interim reports are sent home at each 4 1/2 week grading period. Report cards are issued every nine weeks, and should be signed and returned to school immediately upon receipt. Your child’s teacher will share the grading standards with you.

SCHOOL COUNSELING – Our school counselor, Catherine Caruso, is available daily for group and individual counseling with students. Contact the office to speak with the counselor.

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 *interested* 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's school website address is: <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 or on the teacher directory voicemail and the teacher will return your phone call at his or her earliest convenience.

The school *strives* to protect instructional time by limiting classroom interruptions to emergencies only. Thank you for your understanding and support of your child's instructional time.

Parents are welcome to observe their child at work in the classroom. We request that you notify administration 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 important for 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. An S-Team meeting will be scheduled to discuss possible options for student support.

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, administration and/or social worker will contact the parent to schedule a meeting to discuss a possible solution to the problem.

TITLE I – (Education Consolidation and Improvement Act-ECIA P.L. 97-35) is part of the ESEA Act first passed by Congress in 1965. Its purpose is to provide and operate programs in high poverty areas, for children who need extra educational assistance to perform at the level for his/her age and grade level. Funds are distributed to Title I schools for additional personnel, the purchase of materials and supplies, and staff development opportunities. The school leadership team, when joined by our parent representatives, becomes our School Wide School Committee. This team discusses and drafts our school plan, as well as determines how additional funds should be used to meet the goals set forth in our plan.

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 – A school supply list will be sent home with each student. Lists of school 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:
Doors Open at 7:00 AM.*

- All vehicles dropping off students

should enter from Sisk Road at the designated entrance. Traffic flows one way and cars will circle around the building and continue around through the front of the building where the students exit their cars.

- Exceptions to this pattern for traffic flow will be made for buses and daycares. These vehicles will enter from Sisk Road at the school entrance closer to the school sign.
- Children should not attempt to cross traffic after exiting a vehicle in the parking lot.

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

- Procedures are the same as for arrivals, including the traffic flow.
- Gates will be opened at 2:45 PM for cars to proceed through the car rider line.
- 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 or choose to park and walk up to the building, please have your car tag in hand. In absence of a car tag, you will be asked to go into the main office where staff will need to verify your identity by checking your

driver's license or other acceptable photo identification.

- 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 community members 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 have 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. Thank you 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

*WORK HARD,
EXPECT SUCCESS!*

<u>Section J:</u>	Knox County Board of Education		
Students	Descriptor Term:	Descriptor Code:	Issued:
	Dress Code	J-260	10/00
	Rescinds:	Revised:	4/17

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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 create disruption or display 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 without proper coverage 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. Skin-tight outer materials are prohibited without appropriate coverage.

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.

School-Wide Behavioral Expectations

The next few pages provide specific goals, as well as staff responsibilities:

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

School Goal:

Students at West Haven Elementary will ROAR 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.

Classroom Behavior Management Systems:

- Clip up/down system
- Class Dojo



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 to 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 to 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 to 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 to 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the 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 the designated area at all times. Talk quietly, only to the friends next to you. Follow adults' FIRST request. 	<ul style="list-style-type: none"> Keep all materials inside a 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!

