



STONE CREEK
Elementary School

School Handbook for Students & Parents

2011-2012

2 Stone Creek South ★ Irvine, California 92604
949.936.6200
FAX 949.936.6209

24-HOUR ATTENDANCE LINE 949.936.6201



From the desk of Michael Shackelford, Principal

Dear Parents and Students:

Welcome to Stone Creek Elementary School and the 2011-2012 school year.

The teachers and I believe that success for all students is the shared responsibility of both home and school. Please take the time to read through this handbook, and bookmark it as a handy reference throughout the year. There is a calendar of school events included at the back of the handbook. We hope that you will be able to participate in many of the activities planned by your children's classroom teachers and our PTA. We welcome and encourage your interest and involvement.

We look forward to offering another year of quality education to all the students of Stone Creek. Please feel free to contact me if I can be of any assistance.

Sincerely,

Michael Shackelford
Principal

WE BELIEVE. . .

We believe the learner is a worthy person.

We believe the learner brings to the learning encounter:

- a variety of experiences
- an ever-changing set of values
- feelings
- skills
- an attitude that conveys an interest in learning
- a desire to learn
- a support system
- varying degrees of physiological and psychological readiness

We believe learning is best fostered in an atmosphere that:

- is supportive (allows for successes and failures)
- is positive
- sets behavioral expectations
- lets the learner know the objectives of activities
- is growth oriented (academic, social, emotional)
- is diagnostic and prescriptive relative to a learner's strengths and needs
- facilitates the learner's taking responsibility for his own behavior and academic growth

The Staff of Stone Creek Elementary School

SCHOOL PROCEDURES

ATTENDANCE

Regular attendance is crucial to your child's success in school. Also, full-time attendance is compulsory by State law. This means all children under 16 years of age must attend school every day.

Acceptable reasons for excused absences include: Illness (verified that the student was actually ill or under quarantine); Medical or Dental Appointment; Family Funeral (*immediate family only - mother, father, siblings, grandparents*); Religious (*those recognized by the state; retreats – 4 hours per trimester with approved letter from religious center*). All other absences will be considered unexcused.

To verify your child's absence:

1. **Please call the 24-hour absence line (949.936.6201) by 9:00 a.m. each day your child is absent and record the pertinent details on the telephone answering device.**
2. If you cannot call the school, in order to be admitted back to class, your student must bring a note from you stating when and why he/she was absent.
3. If your child will be leaving school early, he/she must be present in class a minimum of two hours to receive attendance credit.

It is the student's responsibility to make up all missed school assignments regardless of reason for absence.

IMMUNIZATIONS

The California Health and Safety Code requires every child entering California schools to be properly immunized. Before school entry is complete, all parents must provide up-to-date immunization records giving complete dates (month, day and year). A list of those required immunizations are found at http://www.iusd.org/education_services/health_services/documents/StudentHealthRequirementsforSchoolEntry.pdf

MEDICATION

State law allows school personnel to administer medication if a **Parental Release and Physician Request Form** is on file in the school office. These forms are available in the school office or on the district website http://www.iusd.org/education_services/health_services/index.html. No medication can be given without these two forms on file. Medication must be in the original prescription container. **Students must not bring aspirin, cough medications, cold remedies, or any other medication to school to take on their own.** Parents should follow the same procedure for over-the-counter medications as for those prescribed by a physician. There is the possibility of another child taking the medication and having a severe reaction. **ALL MEDICATION TAKEN BY STUDENTS WHILE AT SCHOOL MUST BE KEPT IN THE OFFICE.** Please contact the school office if you have any special problems regarding medication.

EMERGENCY INFORMATION

Each child attending Stone Creek School must have an **Emergency Information Card** signed by a parent and on file in the office. It is imperative that the school maintain up-to-date information on every student. Therefore, emergency sheets containing our most current computer-generated information will be sent home with your child on the first day of classes. Please review the information on the sheet, update if necessary, sign it, and return it to the school as soon as possible.

UPDATING EMERGENCY INFORMATION

Parents and guardians are reminded that they have the ability to update contact information (excluding mailing address) for their student(s) by going to the district's Parent Portal at <https://www.my.iusd.org/>. It is imperative for the school office that you keep your contact information up-to-date. Thanks for your help!

SCHOOL TELEPHONE

Students should have a legitimate reason for requesting the use of the school telephone. The office telephones are business telephones and **should not be used for personal reasons, such as asking parents to bring forgotten homework or musical instruments. Play dates or walking home with friends should be made in advance from home.** The school telephone is available for students' use in the event of emergencies. In order to use the telephone, a child must first secure the permission of his or her teacher.

NUTRITION SERVICES AND MILK

A hot lunch is available daily for \$3.25 for children in grades one through six. Monthly menus are available through the IUSD website at http://www.iusd.org/district_services/food_services. Children may bring their own sack lunch, or go home for lunch if there is a note from the parent on file at the school office. Milk is available daily for \$0.50. ***Students are not able to purchase an additional slice of pizza. If they want an extra slice of pizza, they must purchase another whole meal at \$3.25. This is also true about any extra entrée. We are no longer able to sell any of the entrees ala carte. The students are able to purchase an extra salad or fruit, or juice, milk or water ala carte.***

LUNCHBOX ACCOUNTS

We would like to encourage you to consider depositing some money into your student's LunchBox account available under the heading e~funds at the Nutrition Services website listed in the previous section. The more students who participate in this program, the more efficiently Stone Creek's lunch program can operate. Even if your student only buys lunch on Pizza Days (or occasionally forgets to bring lunch or money), it's a great idea to have a small balance in the account, eliminating the need/time for cash transactions. Money may be deposited on-line (for a fee), or by check or cash at school. We have envelopes in the school office, and when a check or cash is received in the morning, it is deposited into the account the same day. There is NO transaction fee for depositing money through the front office. If you have any questions about how this program operates, please call the school office.

FOOD / STUDENT BIRTHDAYS / CLASSROOM CELEBRATIONS

The Stone Creek staff has determined two classroom parties may be held during the school year. While we all enjoy the celebration of birthdays, Stone Creek has chosen to celebrate at school **without** sweet treats such as cakes, cookies, brownies, cupcakes, or other foods. In order to support the District's Nutrition and Wellness policies, and be cognizant of food allergies, **no food**, store bought or homemade, may come into the school during school instructional hours. A more lasting celebration would be the donation of a Birthday Book to our library or your child's classroom. A simple goodie bag that does not contain any edible products is also acceptable. Parents are requested to make arrangements for any classroom celebrations directly with the classroom teacher. **Please no foodstuffs of any kind.**

Non-mandatory opportunities, social events outside of the school day (family nights, socials, multi-cultural nights, etc.), or after-school events that are voluntary in attendance will not be considered part of the instructional day, and therefore these times will not be monitored by school staff for compliance.

DETENTION

The school has the prerogative of keeping students after school if the necessity arises. If, at any time your child is detained **for longer than 10 minutes**, you will be notified by either the child or teacher before detainment.

VISITORS

Visitors are always welcome to our school. To minimize disruptions of the learning environment and educational process, as well as for the safety and security of all our students and staff members, we ask that all visits be arranged through the school office and the visiting time be limited in the classrooms to 20 to 30 minutes. **All visitors must sign-in and out through the school office.**

PETS ON SCHOOL GROUNDS

Pets are not allowed on school grounds unless special permission has been granted through the front office. Please be aware that pursuant to Orange County Ordinance 41.46, dogs are not allowed to be on school grounds at any time. If you choose to bring your dog when walking your child to and from school, please wait for your child off school grounds.

PLAYGROUND STRUCTURE USAGE

The playground and play structure located across from the Kindergarten classrooms is closed EVERY school day during school hours between 7:00a.m. and 3:00p.m.

PUPIL RELEASE AT IRREGULAR HOURS

When a parent requests the dismissal of a child at an irregular hour, it is required that the parent check the student out. Please visit the office and sign out the student. Your child will be sent for by the office staff. Students may not leave the school grounds without the permission of his/her parents, and may not be released from the classroom to the parent.

PARKING LOT GUIDELINES

For parents who choose to drive their children to school and enter the parking lot, it is important to follow these rules:

1. ***Always*** use caution and drive slowly. We have some very small children that are not always visible and could dart in front of your car. Be alert!
2. ***Never*** drive the wrong way in the parking lot. There are two (2) lanes available; the right lane is for “drop-off/pick-up” only, and the left lane is for “drive-through” only.
3. Use parking spaces when available. There is no double parking!
4. ***Never*** leave your car unattended in the right “drop-off/pick-up” lane. This lane is only meant for parents to drive through and drop off their children before school and to wait in their car for children to meet them after school. Cars are allowed to pull from the right lane into the left lane after picking up or dropping off students. Please pull forward as the cars in front of you move up in line. If you are waiting for small children, you should park your car and meet your child at the curb or outside the classroom.
5. If you leave your car unattended in either driving lane, your vehicle is subject to towing.
6. Parking is available at (1) in an open parking space (in the parking lot), (2) on Stone Creek South (where/when posted), or (3) on Birdsong (the street located behind the school). During school hours, there is NO PARKING between the entrance to the parking lot and the corner of West Yale Loop and Stone Creek South. The lane adjacent to the curb is used as the entrance lane to the parking lot only.
7. School staff is present to monitor the parking lot before and after school. Please be respectful of their requests to follow the parking lot guidelines.
8. There is a curbside drop-off area on the school side of West Yale Loop outside the upper grade classrooms, but parents are to remain in their car at all times.
9. For you and your child’s safety, ***always*** use the crosswalks. They are located at the corner of West Yale Loop and Stone Creek South. Only cross the streets at the direction of the crossing guard. You are subject to a jaywalking ticket by not using the cross walks.

At the beginning of each school year, parents are required to read, sign and return the Parking Lot Guidelines sent home with each student in their first day packet.

LOST AND FOUND

When a youngster finds something -- money, books, clothing, etc. -- he/she should turn it into the office. His/her name will be put on it and we will give it to the owner. If not claimed by the owner within two weeks, the finder may claim it.

SCHOOL STANDARDS AND EXPECTATIONS

SCHOOL STANDARDS

Children are expected to assume the responsibility of conduct that is conducive to a wholesome learning environment. To ensure this, manners and courtesy are essential. Suggestions or directives to students from all teachers and other school personnel are to be considered constructive efforts in maintaining this environment. Students should use good common sense at all times and always be concerned about the safety and welfare of others. These standards can be modeled by each student through responsible action and pride in Stone Creek School.

Safety rules must be understood if they are to be effective. For the safety and welfare of all students, enforcement of these rules will be consistent and in accord with the maturity level of the individual student.

1. Play games and use only school equipment according to the rules.
2. Running is for the grass area only; please walk on all blacktop areas.
5. Children bringing snacks to school are to eat them by the lunch tables or near the trash cans. **No eating on the playground.**
6. **Tackling, wrestling, pushing, shoving, piggy-back rides and body pyramids are not permitted.**
7. **Radios, CD players, MP3 players, video games and toys are not to be brought to school by students.**
8. Children are not to climb trees, fences, poles and backstops.
9. There will be no playing or loitering in or around the restrooms or restroom areas.
10. Students are responsible for cleaning up after themselves at the lunch tables (both at snack and lunch time). No student is excused until notified by the noon duty supervisor.
11. Gum chewing is forbidden in classroom and on the playground areas.
12. Children must have a note to come to the office from a classroom. Students coming from the playground may come to the office if sick, injured or with permission from the adult supervisor on duty. Friends need not accompany each other unless it is physically necessary.
13. Walk in the crosswalk. Walk bikes in the crosswalk.
14. Stay on blacktop and grass area behind school. Students are not allowed around the corners of the building on either side.

CLASSROOM STANDARDS

Classroom standards will be developed in each classroom using the school's Code of Conduct and district's policies as a background. (A copy of Stone Creek's Code of Conduct is located on the last page of this handbook.)

BICYCLE RULES

The Board of Education has adopted a policy whereby only students in Grades 3-6 are allowed to ride their bikes to school alone. Students younger than Grade 3 are only allowed to ride bikes to and from school together with a parent.

1. Bicycles should be licensed through the Irvine Police Department.
2. Each bicycle **must be locked**.
3. The bicycle racks are not supervised during school hours and are off-limits for students.
4. Riding new expensive bicycles with many attachments should be carefully considered.
5. All bicycles must be **walked** while on school grounds.
6. Report to the playground immediately after locking up your bicycle.
7. All bicyclers **must wear helmets**.
8. **Skateboards, razor boards, scooters, roller blades, and skate shoes are NOT permitted at school!**

STUDENT DRESS AND GROOMING STANDARDS

Student dress is frequently a topic of concern for parents and school staff because it may identify children in such a way as to separate them from their peers and puts them at risk. For instance, a student may innocently or unknowingly wear identified gang-related clothing. The wearing of such clothing has the potential to endanger the safety of that student. Additionally, many of the fashions being promoted on television and in print ads are provocative and/or revealing and may be disruptive to the educational environment.

Parents have the primary responsibility to see that their children are dressed in a manner which is clean and not hazardous to their safety, nor disruptive to instruction. For these reasons, and to be consistent with other elementary schools in our area, we are sharing the following guidelines and request your assistance in guiding your child to dress in a manner which shows they are ready for school and respectful of themselves and others.

Students may not wear:

- Attire which is sexually explicit or brief such as: tops or pants designed for bare midriffs, halter tops, tops with straps that are less than 1-1/2 inches in width (spaghetti straps), tight or revealing clothing or low cut tops, fish net tops, clothing which allows underwear to be exposed, short shorts;
- Sagging pants, baggy clothes (pants or shorts should be the proper size and must fit securely at the waist above the hip bone, and are not allowed to hang below the waist), caps worn backwards/sideways, beanies, chains or clothing that can be construed to be “gang like”;
- Attire that advertises alcohol, drugs, tobacco, violence, or obscenities;
- Body glitter or excessive make-up;
- Jewelry or other accessories that poses a threat to personal safety, or the safety of others;
- Thongs, flip-flops, sock-like footwear, slippers (Uggs), platforms, open-toe or back-less shoes. Students should wear athletic shoes when P.E. is scheduled and will not be allowed to participate if they are wearing unsafe shoes. Shoes must be worn at all times.

If your child wears prohibited attire, we will:

1. Call home/work for appropriate clothing.
2. If families are unavailable, students will use clothing from Lost and Found or the Health Office, to be returned the next day. ***Note: Students may not return to class until appropriately dressed.***

HOMWORK POLICY

All Stone Creek School homework assignments are given to provide practice and reinforcement of newly-learned skills; to help develop a sense of personal responsibility; to encourage self-discipline; and to extend each child's ability to study independently.

We ask parents to assist the school in the following ways: **SUPPORT** the concept that homework is important; **ENCOURAGE** your child to complete his/her homework; **PROVIDE** an environment/space for your child that is conducive to studying at home; **CHECK** to see that all homework has been completed. As a parent, you are not responsible for teaching any concept or skill and you are not responsible for correcting any work that is assigned to be completed at home.

Your child's homework assignments could include any or all of the following:

- Finishing work assigned during the regular school day.
- Reinforcing skills previously taught.
- Long-term assignments, such as book reports and research projects.
- Weekly assignments, such as spelling, vocabulary, and math facts.

The amount of time spent on homework can vary with the individual child; however, in general terms, the following is a realistic overview of expectations at Stone Creek School:

- Kindergarten -- 15 to 20 minutes Monday through Friday.
- First and Second grades -- 30 to 45 minutes Monday through Thursday.
- Third grade -- 30 to 45 minutes Monday through Thursday.
- Fourth grade – 30 to 45 minutes Monday through Friday, not including weekends.
- Fifth and Sixth grades – 60 to 90 minutes Monday through Friday, not including weekends.

Grades 4-6 may assign weekend homework.

Children receiving assistance under Specialized Academic Instruction may also have additional homework assigned by the SAI teacher.

*****Students are encouraged to include nightly independent reading.*****

BUS RULES

When riding school buses, students are to observe the following rules:

1. Students transported in a school bus shall be under the authorization of, and be responsible to, the driver.
2. Students shall be seated prior to any school bus being put into motion and shall remain seated until after the bus has come to a complete stop. Students shall refrain from any action that could distract the driver while the bus is in motion.
3. Students who become a serious disciplinary problem on the school bus may be removed from the bus and have riding privileges suspended.
4. Students must keep arms and hands inside the bus window.
5. Eating on the bus is not permitted.

Students who fail to comply with bus rules will lose their privilege to ride the bus.

PARENT INVOLVEMENT

SCHOOL SITE COUNCIL

The following are the objectives of the School Site Council:

1. Provide a means to involve parents and staff in the development and continual evaluation of the educational goals of Stone Creek School.
2. Examine issues facing Stone Creek School and make recommendations as appropriate.
3. Provide the Stone Creek School staff with information regarding the expectations of the community as it relates to the quality of education.

4. Disseminate information as deemed necessary to the community-at-large as it relates to the quality of education at Stone Creek School.

PARENT TEACHER ASSOCIATION

The purpose of this organization is:

1. To promote the welfare of children at home, school, and within the community.
2. To bring about a closer relationship between home and school so parents and teachers can cooperate in the education of their children.
3. To develop between educators and the general public such united efforts as will secure for all children the highest advantages in physical, mental, and social education.
4. A listing of the current PTA officers is located at the Stone Creek website www.iusd.org/st/pta.html.

VOLUNTEER PROGRAM

You can be involved in one of the following ways:

1. Share your special knowledge of a skill, hobby or occupation. Children can learn from you. Would you take an hour or two during this school year and share with them?
2. Spend some time with us in the classroom, on projects, on field trips, or working on special activities.
3. If you are unable to work in the classroom setting, volunteers are needed in the Library and in the school office for a variety of other opportunities helping the office staff.

ROOM PARENTS

One of our many volunteer jobs is that of room parents. Mothers or fathers, or sometimes both, may serve as room parent. Room parents assist the teacher and obtain help for various class projects.

PUPIL PROGRESS / STUDENT EXPECTATIONS REPORTING

Parents can expect to receive student report cards three times a year. In addition to that, progress reports are given all students approximately 6-7 weeks after the start of school year. Progress reports will be issued in the middle of the second and third trimesters for only those students with questionable and/or unsatisfactory progress.

Parent-teacher conferences are scheduled in the fall. If you wish additional conferences with a teacher, it should be arranged for times other than during school hours. It is best to send a note, e-mail, or call, to arrange a conference at a mutually convenient time for you and the teacher. Our teachers maintain office hours before and after regular class hours.

Back-to-School night is held in September to acquaint parents with materials and content comprising our instructional program.

Open House is scheduled for May so the children may share their classroom and activities with their parents.

In an effort to assure that materials sent from school reach home, you may expect materials to be brought home each Thursday throughout the school year. The school asks that parents take the time each Thursday evening to review the enclosed materials with their child and return the envelope to school with the child on Friday.

Parents are encouraged to check the school calendar posted at www.iusd.org/st/calendar.html.

AWARD CEREMONIES

It is our desire at Stone Creek School to create and maintain a highly structured, success-oriented environment. An integral part of this process is to reinforce positive behavior on the part of our children, which includes paying tribute to those students who put special effort into their interaction with others. Three times each year, children from each Grade 1-6 classroom are selected to receive awards in the categories of Attendance, Citizenship and Academics. Parents are notified by a letter from their child's teacher with an invitation to an awards ceremony.

INDEPENDENT STUDY CONTRACTS

Independent Student Contracts may be requested for students who will be missing a minimum of five consecutive school days. All Independent Study Contracts must be approved through the school principal and the appropriate contract must be completed and signed at least ten days in advance of the first day of the contract. Students will be required to complete the work missed during their absence, and turned in the day they return in order to receive credit. It is expected that students complete the work they miss during absences. It is further expected that parents sign the **Independent Study Contract** and supervise the student's completion of assignments during absences. An Independent Study Contract does not replace the classroom experience. It is not expected that by doing the required written work a student has acquired all the knowledge and skill development missed during instruction. There is no substitute for a student being present in school. Independent Study Contracts are available from the attendance clerk in the front office.

BEFORE SCHOOL

Playground supervision begins at 7:55 a.m. Children **may not** be on campus prior to that time.

AFTER SCHOOL

There is no playground supervision after school hours or on weekends. Children are to proceed home immediately after school. Parents will need to pick up and sign their child out from the front office if they arrive greater than 15 minutes after school dismissal.

MODIFIED DAY

Each Wednesday for grades 1 through 6, students will be involved in a modified day, with the same start time as the daily schedule, and the dismissal at 1:15 p.m. Kindergarten students will have no change in

schedule. The staff will be involved in Wednesday afternoon staff meetings, seminars and in-service sessions.

Additional modified/minimum days can be found on our school calendar www.iusd.org/st/calendar.html.

CROSSING GUARD

The City of Irvine provides a crossing guard for our students at the corner of West Yale Loop and Stone Creek South. All students and parents are to cross at Stone Creek and West Yale Loop with the crossing guard. No one is permitted to cross at any other location. ***Crossing in front of the school on Stone Creek South is not permitted.*** The crossing guard's schedule is coordinated with the supervision capabilities stated above.

CLASSROOM PLACEMENT PROCEDURES

Annual classroom placement is carefully determined prior to the start of school for each student returning to Stone Creek. Placement is determined by the principal, the current grade-level team of teachers, all certificated resource personnel, and the school psychologist.

PURPOSE

The primary purpose of placement teams is to match students with instructional environments that complement their learning styles and talents, as well as their academic, social and emotional needs. The placement teams also ensure a balance of variables in each classroom setting. Such variables include, but are not limited to:

- **Boy/girl ratios**
- **Levels of academic progress**
- **Degrees of self-directedness**
- **English Language proficiency**
- **Behavior traits**
- **Learning/teaching styles**
- **Class size as it relates to state-district guidelines**

Please do not make specific requests for teachers! If you have information helpful to understanding any special needs your child may have, please address the principal in writing (e-mail preferred) prior to the last week of school. Such information will be thoughtfully considered in making your child's classroom assignment.

Fall assignments will be posted the day before school starts at 5:00 p.m. and available for viewing through the Stone Creek school website at www.iusd.org/st/.

COMBINATION CLASSROOMS

As most of our community is aware, combination/multi-age classrooms (serving two grade levels) are a fact of schooling in most public elementary schools in California. At Stone Creek, we will continue to form combination classrooms. It is likely that every child will be included in a combination classroom at least once.

NEEDED ASSISTANCE

As careful as we try to be, it is sometimes necessary during the second or third week of school to reform classes. You can help us prevent this exercise by doing the following:

1. Give us complete and accurate information regarding your child's fall enrollment on the end-of-year survey.
2. Call the school office (949.936.6200) or District Office (949.936.5000) during the summer, and leave a message for the principal regarding any changes in your child's enrollment status.
3. Make sure your child attends the first day of school.

IN THE BEGINNING

The first day of school, classroom assignments are considered to be firm, though last-minute notification of withdrawals or increased enrollments during the first few days of school may necessitate staffing changes and/or classroom reassignments.




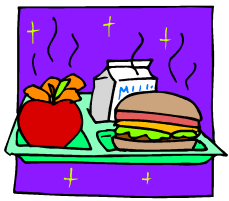
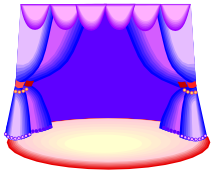

It is not uncommon for someone to hear that "so-and-so" is the only and best teacher to have in "such-and-such" a grade. Nor is it uncommon for a student to initially feel his teacher is "too mean" or "too strict" or "too" something else. Fortunately, once given a chance to succeed at adapting to a new classroom and building a new student-teacher relationship, most parents discover that their child's placement is working well after all. **Remember, placement was carefully selected for your child by the principal, the grade-level team of teachers, and all support personnel.**

Students' attitudes towards their teachers and school are highly influenced by the attitudes of their parents. We can all provide our children with a successful beginning-of-the-school-year experience by responding to their classroom assignments with positive enthusiasm.

IN THE LONG RUN

We at Stone Creek are blessed with a supportive and active community, students who are raised to value education and school personnel who are dedicated to meeting the needs of youngsters. Through knowledge, understanding, cooperation, and trust, we can all work together to enhance personal achievement and the general school climate for all our boys and girls.

Stone Creek Elementary School ~ Code of Conduct

| <p>We show respect for ourselves and others by being safe, kind, and responsible wherever we go and whatever we do!</p> | <p style="text-align: center;">Be Safe</p> | <p style="text-align: center;">Be Kind</p> | <p style="text-align: center;">Be Responsible</p> |
|---|--|--|---|
| <p style="text-align: center;">Playground</p>  | <p>Follow game rules. Play gently. Use equipment appropriately. Stay within designated boundaries. What's on the ground stays on the ground.</p> | <p>Play fairly and include everyone. Accept all skill levels. Share equipment. Use respectful and friendly language. Keep hands and feet to self. Be respectful to adults.</p> | <p>Follow adult directions the first time. Put equipment away. Toys need to stay home. Respond to the signal bell.</p> |
| <p style="text-align: center;">Hallways</p>  | <p>Walk facing forward. Allow others to pass. Walk to right. Keep body calm.</p> | <p>Use inside voices and feet. Keep hands and feet to self. Use respectful and friendly language. Greet others with a smile.</p> | <p>Follow adult directions the first time. Go promptly to your destination. Do not disturb computer users.</p> |
| <p style="text-align: center;">Bathrooms</p>  | <p>Use toilet, sink, and urinals appropriately. Get permission to use the bathroom.</p> | <p>Respect the privacy of others. Use inside voice.</p> | <p>Flush, wash, and leave. Use towels and toilet paper responsibly. Leave bathroom area clean and dry. Report problems to the office staff.</p> |
| <p style="text-align: center;">Lunch Tables</p>  | <p>Always walk. Eat your own food. Carry tray with two hands. Use utensils appropriately. Feet on floor, bottom on bench, face table. Stay in seat.</p> | <p>Use inside voice. Use respectful and friendly language. Stay in line and wait patiently. Hands and feet to self. Be respectful to adults.</p> | <p>Follow adult directions the first time. Take only what you will eat. Eat politely. Wait for dismissal. Leave your area clean. Keep food at lunch tables.</p> |
| <p style="text-align: center;">Assemblies</p>  | <p>Carry chairs using two hands, facing forward. Keep all feet of the chair on the floor. Keep a space between yourself and others. Stay with your class.</p> | <p>Be an active listener. Applaud appropriately to show appreciation. Raise your hand quietly. Keep comments and questions on topic.</p> | <p>Keep hands and feet to self. Listen to presenter. Stay seated during presentations unless requested to do otherwise. Follow adult directions.</p> |
| <p style="text-align: center;">Arrival & Dismissal</p>  | <p>Upon arrival and after school walk directly to where you are expected. Use crosswalk and sidewalk. Walk bikes around the school. Use roller blades and skateboards off school property.</p> | <p>Use respectful and friendly language. Hold door for the person behind you. Keep hands and feet to self.</p> | <p>Follow adult directions the first time. Use bikes responsibly. Arrive on time – school starts at 8:10 am.</p> |

All rules also apply to before school and after school activities.