



STUDENT HANDBOOK 2018-2019
(See reverse side of packet for KSD
Student/Parent Handbook.)

The Ranger Way...

Be Responsible

Be Respectful

Be Ready to Learn

Be Safe

Meadow Ridge Elementary
27710 108th Ave SE
Kent WA 98030
253-373-7870 press #3
253-373-7870 press #1
mrattendance@kent.k12.wa.us
253-373-7877 (FAX)

Principal – Aric Kooima
Assistant Principal – Dinah Ladd
Office Manager—Marcia Pernell
Head Custodian - Brett Nowak

2018-2019 School Year

SCHOOL SCHEDULE

Preschool- - AM Session M, T, TH, F	8:30-11:05am
Preschool – PM Session M, T, TH, F	12:35-3:10pm
Grades K-6	8:30-3:10pm
Grades K-6 Wednesday's	8:30-1:10 pm

Morning Routine:

8:10am - Students can begin to arrive at school. All report to either breakfast or hallway by their classroom.

8:10-8:25am - Breakfast is served

8:27am - First bell rings

8:30 - School starts

8:35 - Students are tardy. Stop in the office for a late slip.

If your student is late or absent - Call 253-373-7870 then press #1.

ATTENDANCE

Good attendance is important for school success. Please notify the office at 253-373-7870 then press #1, if your child will be late or absent. Students arriving late must report to the office for a tardy notice before entry into the classroom.

TARDIES

It is important that students arrive at school on time. Late arrivals interrupt the class, and students miss classroom direction and instruction. Students arriving late must report to the office for an admittance or tardy slip.

TRANSPORTATION CHANGE

If a student wishes to change from his/her regular mode of transportation either to or from school, the student must bring a dated note of approval from his/her parent/guardian prior to the change. The note of approval should be stamped by the office. The parent should verify with the transportation department at 253-373-7442 if it involves riding the school bus. Transportation approval is dependent upon available space on the bus. Bus drivers are directed to accept approved notes only. If your child is not allowed on the bus, a call to the parent is made so that the parent may provide transportation home.

Transportation changes require a note by the parent or a parent call to the office no later than 2:30pm.

SAFE ARRIVAL PROGRAM

The "Safe Arrival Program" verifies student absences each day. We will attempt to reach the parent of any absent student whenever the parent has not called the school office to report the absence. PLEASE, call and leave a message if you know your son/daughter will be late or absent. The telephone number is 253-373-7870 press #1.

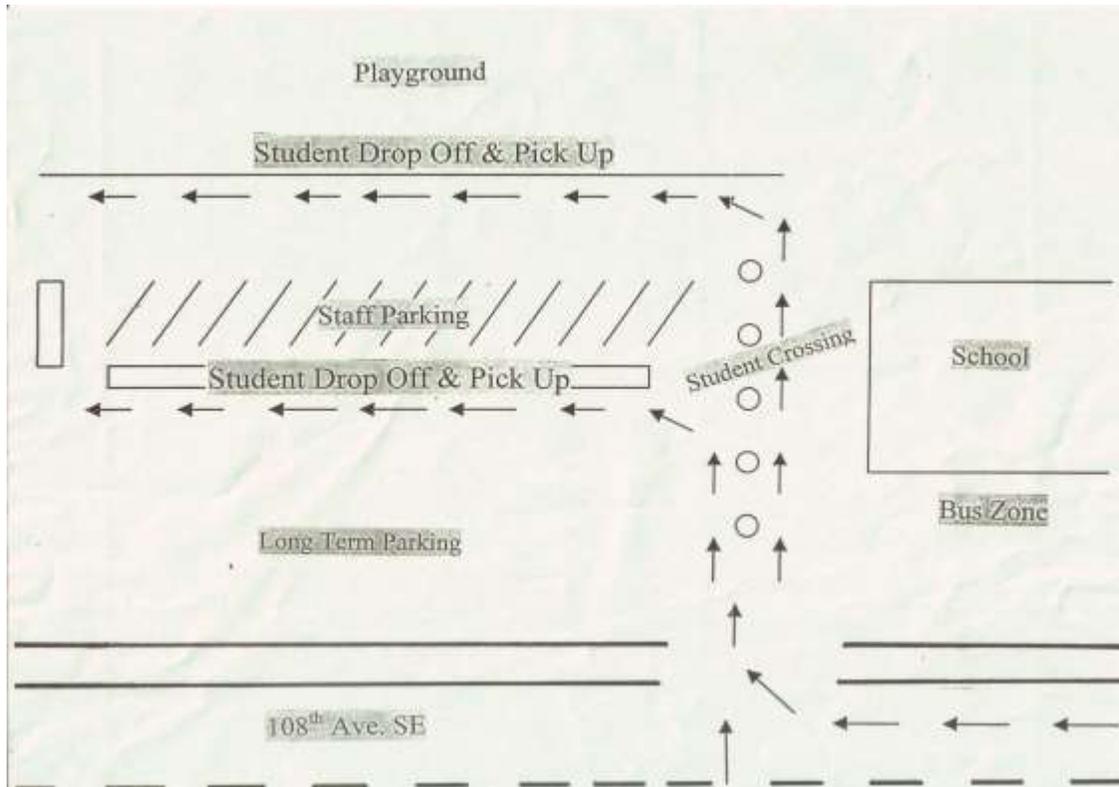
BEFORE AND AFTER SCHOOL ACTIVITIES

Kent Parks and Recreation offers after school sports and physical activities. Program information and forms are available at the school, or call Kent Parks at 253-859-3350. The school office often has names and numbers of contact people for groups such as Boy Scouts, Girl Scouts, and Campfire.

PARENT DROP-OFF AND PICK-UP

ALL drivers are expected to follow simple safety rules:

- Drive at 5 miles per hour as they enter Meadow Ridge campus.
- NO CELL PHONE/texting use until your car is parked.
- Follow the traffic flow for drop off and pick up.
- Park your car, if you are escorting your child across campus.
- Use the crosswalks.
- Handicapped parking is for cars with state issued tags.



BIKE RIDING

Fourth, fifth, and sixth grade students may ride their bicycles to and from school, with written parental permission given to the office. Students must wear an appropriate bicycle helmet, take responsibility for their own equipment, and must obey all bicycle safety standards. The school will restrict bicycle riding when students are not following safety standards.

WALKERS

Only students living in areas without school bus service to Meadow Ridge are permitted to walk without a signed note from the parents/guardians.

Walkers are expected to know and use safe walking routes to and from school. Students should walk in pairs or in groups, and are expected to walk safely and respect private property at all times.

Whenever there are sidewalks, students are to use them. When there is a line marked at the side of the road to indicate a walkway, students are to use them. No student is to cross 108th Avenue SE at any time. Please notify the school office if you have missed the bus for your area along 108th AVE SE.

Walkers cannot arrive at school prior to 8:10am each morning, as there will be no adult supervision until that time. After school is dismissed at 3:10pm, all walking students are to go directly home and it is their responsibility to check in with their parents/guardians or caregivers.

RIDING THE BUS

All students eligible to ride the bus in the Kent School District should receive a bus tag in the mail during the week preceding the start of school. If you do not receive this information, please call transportation at 253-373-7442.

Students should not arrive at the bus stops more than five minutes before bus arrival time. After school, students should proceed directly home.

Students may not transport glass, pets, or excessively large items on the bus. Absolutely, no roller skates, roller blades, skateboards, or scooters can be transported on the bus.

EARLIEST ARRIVAL

Students should not arrive at school before 8:10 a.m. in the morning. There is no outside adult supervision available prior to that time.

EARLY RELEASE FROM SCHOOL

As a building procedure and safety precaution, students can be released from class only from the school office. Parents wishing to pick up their student prior to dismissal time must come to the office and sign their son/daughter out of school and will be asked to show identification.

EMERGENCY INFORMATION

If there is a change during the year of your home or work phone number, home addresses, or emergency contact persons, PLEASE NOTIFY THE SCHOOL OFFICE.

We keep emergency data for each child. It is imperative for the welfare of your child that the office has current and accurate information. We MUST be able to contact you or your designated emergency contact person in case your child becomes ill or is injured at school.

CLOSED CAMPUS

Meadow Ridge is a closed campus. Students may not leave the school grounds during the school day for any reason without specific written parent permission or without being checked out through the office. Students from other schools may not use our campus until after 3:20 p.m.

EARTHQUAKE, FIRE, AND INTRUDER ALERT DRILLS

Drills for earthquake, fire, and intruder alert are held periodically in order to assure a continued state of readiness.

In the event of severe earthquake damage, parents will be notified after emergency needs have been met. Under no circumstances should parents phone the school or attempt to enter the school building. Phone calls to the school could delay emergency care. Please listen to your radio, TV, or check the KSD website for up-to-date information.

HEALTH SERVICES

The school nurse assists the teachers in the health evaluation of each pupil. Periodic vision and hearing screening are routine in the health appraisal. Special tests or examinations are scheduled as needed. Parents are notified of test results only when there are recommendations to be made. When pupil's appearance, performance, or the appraisal findings are indicative of possible health problems,

the parents are consulted and counseled regarding steps necessary to identify and remedy the problem.

Proper nutrition, proper clothing, and adequate sleep are recognized factors in the pupil's health. Good health (emotional as well as physical) is closely related to the learning process. The nurse is available two and a half days each week, and parents should feel free to contact her when necessary.

If your child is not feeling well, s/he is much better off at home. Children should be kept home 24 hours after a fever breaks. Please do not send students to school when they are ill.

ILLNESS AT SCHOOL

If your student has a health problem, which may require emergency care or which might affect learning or school participation, please consult with the principal or school nurse. Requests for limitation of physical activity for physical education or recess should be accompanied by a statement from the physician or discussed with the school nurse.

If your student becomes ill at school, he or she should tell their teacher. Whenever necessary, the office will contact you and arrange with you for him/her to go home. In case no one is home, it is critical for us to have current work and emergency phone numbers. We need your help in always having someone available to drive your child home or assume responsibility in case of an emergency.

COMMON ILLNESSES FOUND AT SCHOOL

- Chickenpox—Exclude for a minimum of one week from appearance of eruption and thereafter until all sores have been encrusted.
- Colds—Children with acute colds or “hard” coughs should not come to school.
- Fever—Students should remain home for 24 hours before returning to school (fever free).
- Impetigo—Exclude until lesions (open sores) are healed or until proper treatment is obtained.
- Head Lice—Excluded until adequately treated and ALL nits are removed.
- Ring Worm (skin)—Exclude unless adequately treated and covered.
- Ring Worm (scalp)—Exclude for one week of treatment. Cotton cap must be worn continuously at school.
- Rash—Do not send a child with a rash to school until your doctor has said it is safe to do so.
- Scabies (Itch)—Exclude until adequately treated.

INSURANCE

Medical and dental insurance is available through the school. Information on cost and coverage will be sent to parents early in September.

LOST OR DAMAGED SCHOOL SUPPLIES

Students and parents are responsible for library books, textbooks, and other instructional materials loaned to students. Report cards and transfers will only be issued when books are paid for or returned in good condition.

LOST AND FOUND

Each day lost items such as coats, lunch boxes; gloves, etc. are brought to the school office. Parents are requested to put their **child's full name on any item which could be lost or misplaced**. Identified items are returned directly to the student. When no identification is attached, the lost item is taken to the lost and found rack. Students and parents are always welcome to check for lost items. All unclaimed items are donated to the clothing bank during winter break, spring break, and at the end of the school year.

MONEY AND VALUABLES AT SCHOOL

Students should only bring money to school for a specific reason. It would be appreciated if the parents of primary students would label the purpose of any money brought to school as young children sometimes forget. Also, Meadow Ridge does not allow students to sell items at school for any reason.

PARTIES

Parties for teachers and birthday parties for children are discouraged. Not all children have birthdays during the school year, and parties infringe upon instructional time.

Due to food allergies, KSD does not allow food to be shared. Thus, only store-bought goodies can be distributed in a classroom.

GIFTS AT SCHOOL

Please do not send gifts such as flowers or balloons to your child while s/he is at school. They cause disruptions in the classroom and cannot be taken home on the school bus.

DRESS AND PHYSICAL APPEARANCE

Students dress should be in compliance with the school's uniform policy. This policy is reviewed and voted upon by parents once every three years. Uniform colors are red, white, navy, and tan. Our school policy restricts hats for indoor use and no sandals are allowed due to safety reasons.

SCHOOL-HOME CONNECTION

Homework is an important tool in promoting student achievement and building strong independent study and work habits. Homework is designed to reinforce and extend classroom learning.

Since homework directly involves students, parents, and teachers, clear communication is essential for maximum benefit. Being involved in your child's school can provide a link between home and school. It will help you be more aware of your child's progress and what is being taught in classroom. Here are some ways in which you may help your child with homework:

- Provide the proper supplies needed to complete the assignment.
- Provide a regular place and time when your child can work without distractions such as brothers or sisters, television, or telephones.
- Make a commitment to set aside some time each day to give your child your undivided attention so that he or she may share the day's experiences.
- Provide guidance and encouragement so that the child can complete the assignment to the best of his/her ability.
- Encourage your child to make use of the public library and other community resources.
- Contact your child's teacher if you have questions concerning your child's homework.
- Check on the progress of long-term assignments.

DISCIPLINE

All Meadow Ridge students are expected to Be Respectful, Be Responsible, Be Ready to Learn, and Be Safe. We believe that staff and parents need to work together to foster positive discipline in our students. Meadow Ridge has adopted Positive Behavioral Interventions and Supports (PBIS). PBIS is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

PROBLEM SOLVING PROCEDURE

There may be occasions when parents have a problem or a concern about a student's progress in school, or a question about some practice at Meadow Ridge. In cases such as this, it is helpful if parents know how to get the problem resolved, the concern shared, or the question answered. The Meadow Ridge staff wants to respond to parents in ways that are helpful, that show our mutual interest in the child, and that resolve problems.

Generally, it is recommended that parents discuss the concern with the staff member closest to the topic involved. In cases of academic programs, the child's attitudes about school, assignments or class activities should directly involve the classroom teacher. This can be accomplished by a phone call, e-mail (see contact information for teachers on the Meadow Ridge website) or a note sent to school. The teacher will contact the parent and will respond to the parent with information, suggestions, or other appropriate data.

Concerns about discipline or problems that students have with others while going to and from school, on the bus, general school policies, playground rules, etc., can be directed to the principal or assistant principal. The principal may be contacted if the parent cannot resolve a concern with the teacher.

Above all, it is important to contact the school whenever there is a problem. We want to assist parents and children. Difficulties can often be resolved quickly when the staff is notified and made aware of the concern. Do not hesitate to ask for assistance.

PROTECTING OUR SCHOOL

We are proud of Meadow Ridge, but like all schools it is at risk of some damage. A small group of people can cause a great deal of damage on weekends and evenings. You can help by treating our school with respect and by reporting vandalism. If you see someone abusing the school or grounds, please call our security department at 253-373-7256, or call the Kent Police Department at 911.

RECESS

Recess breaks provide students with the opportunity to exercise and socialize with peers. Students need to come to school with the proper clothing to play outside at all times, regardless of the weather. Students well enough to attend school will be required to participate in recess to profit from the fresh air and exercise.

SCHOOL MEALS

The Kent School District Central Kitchen provides breakfast, lunch, and milk to all students for a minimal charge each day. Parents are encouraged to send correct change each day unless they decide to prepay in advance. Breakfast will be served from 8:10 am to 8:25am each day in the multipurpose room.

School lunches are ordered from Central Kitchen by 10:30am each day, otherwise a peanut butter sandwich lunch will be available. It is very important for you to call in before this time if your son/daughter plans to be late and will need a lunch. Please call us at 252-373-3010 indicating what

lunch they want to order. If this is not possible, please pack a lunch for your child to assure him/her of having something to eat.

SCHOOL CLOSURE

Extreme conditions, such as snow, sometimes necessitate the closing of school, a late arrival, or early dismissal time. Announcements are made over the local radio stations every few minutes. Please listen to the radio during ice, and snow conditions.

In the event that we need to send students home early, it is important that each student knows what to do and where to go. Please have a family plan and rehearse that plan with your children. Remember, during an unexpected change in plans due to weather or an emergency, our telephone lines could be down or very, very busy.

SCHOOL SUPPLIES

Supply lists vary from year to year. If you did not receive a list, please inquire at the office or check Meadow Ridge website. All supplies should be labeled with your child's name.

USE OF TELEPHONE BY STUDENTS

The office telephones are used constantly for school business. Use of the telephone by the student is restricted to emergencies and is only allowed with permission. Pupils are not called to the telephone, but messages of an urgent nature will be communicated to them. It is disruptive to interrupt the classrooms to give a message to a student.

FIELD TRIPS

Students are taken on educational field trips from time to time. They are always accompanied by one or more teachers as well as parents who wish to participate. Parent permission forms are required before students are allowed to leave the school for field trips, and parent volunteers must be approved in our new VIP volunteer process.

VISITING SCHOOL

Parents in the Kent School District and specifically Meadow Ridge are invited and encouraged to visit their child's classroom. Communication with the office and teachers are required as well as a 24-hour notice. Please call ahead if you wish to speak with your child's teacher. This avoids disrupting the class during instruction time and helps eliminate conflict with teacher meetings. Classrooms cannot be videoed.

Visitor Check In/Out Process

- Every visitor is required to register in the main office and obtain a visitor badge.
- The badge must be conspicuously worn at all times while the visitor is in the school or support building.
- When a visitor has completed the business of his/her visit, he/she shall return directly to the main office, return the identification tag or badge, and promptly leave the building.
- The principal or the principal's designee may waive the provisions of this section for parents or legal guardians attending scheduled parent-teacher conferences.

VOLUNTEERS

At Meadow Ridge, we welcome volunteers in the classrooms. Parents, guardians, grandparents, senior

citizens, and community members have volunteered many hours in our building.

Kent School District has a new program that will make the volunteer process more efficient, streamlined, and standardized across the District.

VIPS - Volunteers in Public Schools *is* using a new online volunteer management system which includes:

- Online application process required to be completed by all applicants
- Automatic approval and notification features

Those wishing to volunteer can select one or many schools to support. Volunteers can make a difference in the lives of students every day, and a robust volunteer program is important to our schools, staff, and students in successfully preparing them for their futures.

To begin the application process, please visit <https://volunteer.kent.k12.wa.us>

PTA

The Meadow Ridge Parent-Teacher Association would like to invite you to join this year. PTA is an organization of parents and teachers working for the students. They need your support and involvement. Look for information about monthly meetings and how you can become a member in our weekly newsletter.

Written Communication

Every second Friday, the Meadow Ridge Elementary office staff will provide parents with the “Meadow Ridge Ranger News.” This publication will include information on upcoming events, special activities, and notices that will help keep you informed of happenings around our school. Generally, this publication will include news for the upcoming weeks.

REPORTING PUPIL PROGRESS

Standards based grading is reported at the end of each trimester of school. In addition to a written report, parent-teacher conferences are held at the end of the first and second trimester. A final written report is given to students on the last school day of the year. Conferences afford parents and teachers an opportunity to discuss the student’s intellectual, social, emotional, and physical growth. Parents may obtain progress data by calling in advance to arrange a conference with the teacher and/or principal. We strongly encourage you to do this whenever you have any questions, concerns, or information you want to share.

GOAL SETTING CONFERENCES

The Kent School District Elementary Schools will be conducting Goal Setting Conferences during the 2017-18 school year. The purpose of goal setting conferences is to provide meaningful conversation with students and parents regarding students’ academic strengths and to set achievement goals and plans for that current school year. Goal Setting aligns with the many current practices that we use to drive and support our teaching and learning. “Research shows that student achievement is increased when students know what the learning target is, where they are in relation to the target and what they need to do to meet the goal.”

Teachers and students will set learning goals in September/October and goal setting conferences will take place with parents. These goals are monitored throughout the year formally and informally using classroom and district assessments.

The report card will be on a semester basis – January and June and will indicate where students are relative to established State standards and provide a progress report/statement of the student’s progress on the goals set in October and/or revised during the year. Goals/progress/plan or next steps are indicated in the comment section of the report card for reading, writing and math. The mid-year conference will occur in February and is a discussion of the report card and goal progress.

Student Use of Private Wireless Communication Devices

The following policy is designed to address all Wireless Communication Devices.

Upon acquiring written permission from a parent or legal guardian (see Wireless Communication Device Parent Permission Form) a student may have certain Wireless Communication Devices (WCD) at school. To maintain the integrity of the learning environment, the WCD must be turned off during the school day and remain stored in a backpack, book bag or a place deemed appropriate by the Meadow Ridge staff during the entire school day.

Meadow Ridge Elementary and Positive Behavior Interventions and Supports (PBIS) Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The foundation of PBIS at Meadow Ridge are the four building-wide expectations:

- ❖ Be Respectful
- ❖ Be Responsible
- ❖ Be Ready to Learn
- ❖ Be Safe

RANGER RECOGNITION

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. The four school-wide expectations are affirmed in part through Ranger Recognition tickets. This emphasizes a focus and reinforcement on meeting positive behavior expectations.



The Ranger Way

_____ is being recognized because he/she followed one or more of the following school rules:

- Be Respectful
- Be Responsible
- Be Ready to Learn
- Be Safe

What a wonderful thing you have done! _____

Behavior Communication

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, they are divided into minor and major infractions.

Minor infractions (oops Slips) are behaviors that impact the learning environment, but are handled by the supervising staff member. Oops slips are considered to be a written warning and low level intervention. If a child receives five minor infractions within a few weeks, it becomes a major infraction.

Major infractions (office referrals) are issues that result in office time. Parent/Guardians will always be notified by the principal or teacher about major infractions.

Meadow Ridge Elementary Office Referral

Student Name: _____ Date: _____

Grade/Teacher: _____ Issued by: _____

Time and Location of Incident: _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Defiance of Auth/Disrespect | <input type="checkbox"/> Fighting | <input type="checkbox"/> Stealing/Theft |
| <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Hrsmt/Intimidation/Bullying | <input type="checkbox"/> Teasing/Taunting |
| <input type="checkbox"/> Disruptive Behavior | <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Weapon – Firearm/Knife/Other |
| <input type="checkbox"/> Other: _____ | | |

Description of Incident:

Disciplinary Action

- | | | |
|---|--|---|
| <input type="checkbox"/> Classroom Discipline _____ | <input type="checkbox"/> Loss of Privileges | <input type="checkbox"/> Suspension |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Loss of Recess/Equipment | <input type="checkbox"/> Call Home/Parent Signature |
| <input type="checkbox"/> Community/School Service | <input type="checkbox"/> Verbal/Written Assignment | _____ |
| From _____ to _____ | From _____ to _____ | Parent Signature |

Comments:

Routing: Parent/Guardian (White) Office (Canary) Teacher (Pink)

Unacceptable Behavior

Meadow Ridge categorizes four types of behavior that are considered unacceptable major infractions of Meadow Ridge Ranger Rules. These major infraction categories encompass conduct considered to be “Zero-Tolerance” offenses by the Kent School District (see below) and require response by staff members and more serious forms of disciplinary action:

- Physically dangerous (fight, assault, causing danger to self/others)
- Unacceptable communication (threat/intimidation, harassment, verbal abuse)
- Disrespect and/or defiance of school authority/school staff (swearing, gestures, non-compliance)
- Illegal acts (theft, dangerous objects/weapons, destruction of property, drugs/alcohol)

Consequences for Unacceptable Behavior (Conduct Notice)

Consequences are determined on a case-by-case basis by Administration, based on the Meadow Ridge frameworks, Kent School District policies, and the age and developmental stage of the student. Consequences can be progressive and include one or more of the following: conference with the Principal(s) and/or parents, loss of recess, after school detention, restitution, required problem solving instruction, removal from class for a period of time, in-school and/or out of school suspension, expulsion.

Meadow Ridge enforces the Kent School District Zero-Tolerance policies for the infractions listed below. It is district policy that all students should be able to attend and learn in a school setting that is free from all forms of discrimination and harassment. Harassment, intimidation, and bullying are prohibited in the school and may result in a suspension. Students who feel that they have been harassed have the right to file a complaint. Students should report their complaints to any adult in the building. If that adult is not an administrator (Principal), that adult must report the complaint to the principal. Parents reporting a complaint should contact their child's teacher or one of the Principals.

Kent School District Zero-Tolerance Offense

- Arson
- Assault-battery
- Bullying, intimidation, and harassment
- Criminal acts as defined by law
- Dangerous objects/weapons
- Defacing, misuse, and destruction of property
- Defiance of school authority
- Disruptive behavior
- Firearms
- Extortion
- Physical attack on staff or students
- Possession, use, sale, and delivery of illegal substances
- Theft
- Use or possession of tobacco
- Verbal abuse/harassment

Harassment/Discrimination/Bullying Acknowledgement

Harassment, Discrimination and Bullying is a “zero tolerance” offense. Zero tolerance means that the action is not tolerated in any measure or amount.

I _____ have read and reviewed our school and district policy on harassing, discrimination and bullying policy as outlined in Meadow Ridge’s Student Handbook (see attached guidelines for school sanctions).

Consequences for not complying with our school rules and committing “zero tolerance” offenses will result in a student or students receiving a conduct notice. Consequences could include school discipline that includes but is not limited to, school community service, short-term or long term suspension.

Student signature _____ Date _____

Parent signature _____ Date _____

Please turn into the Meadow Ridge office after signing.

Meadow Ridge Elementary
Wireless Communication Device Policy
PARENT PERMISSION FORM

The following form is designed to address all Wireless Communication Devices (WCD)

STUDENT NAME: _____ GRADE: _____

TEACHER: _____ ROOM: _____

As a parent of the above named student, I give him/her permission to bring a

_____ to school.

(Name and/or description of WCD)

We have read and understood the Student Use of Private Wireless Communication Policy, therefore:

It is our understanding that the Wireless Communication Device (WCD) must be turned off during the school day and remain stored in a backpack, book bag, or a place deemed appropriate by the Meadow Ridge staff during the entire school day. We also understand that non-compliance with this policy will result in the WCD being removed from the student's possession and the parent will need to pick up the device from the school office. Repeated offenses of this policy will result in the above named student losing the privilege of bringing a WCD to school.

Please note: It is the responsibility of the student to maintain his/her WCD. Meadow Ridge elementary is not responsible for lost, stolen, or damaged WCD's.

PARENT SIGNATURE: _____ DATE: _____

PLEASE RETURN SIGNED TO THE MEADOW RIDGE OFFICE

MR BEHAVIOR MATRIX	Hallways	Playgrounds	Cafeteria	Bathroom	Dismissal Zones	Assembly	Recess Line Up	Indoor Recess Behavior
Be Respectful <ul style="list-style-type: none"> Listen Use Empathy Be Assertive 	-Use Level 0 voice -Give others personal space	-Solve conflicts with calm tone, words, and body language -Stop when you hear an adult call -Level 2-3 voice	-Level 1 voice -Head down when done eating	-Give others privacy -Level 1 voice	-Level 2 voice	-Level 0 voice when listening, level 1 voice when answering questions/singing	-Level 0 Voice	- Level 2 voice
Be Responsible <ul style="list-style-type: none"> Use Self-Talk Manage Emotions 	-Have a hall pass or be with your class	-Report "big" problems to an adult right away -When the bell rings I will: -Return the playground equipment -Walk directly to my classroom's line	-Walk in a straight line -Clean up after yourself	-Always have a bathroom pass -Do your business and return to class promptly	-Walk directly to dismissal spot -Board bus calmly and quietly	-Walk in a straight line to and from assembly with teacher	-Put away all equipment -Stay in your line	-Follow classroom guidelines -Ask the adult in the hallway if you need to use the bathroom -Choose a recess activity
Be Ready to Learn <ul style="list-style-type: none"> Focus Attention Follow Directions 	-Go directly to your destination		-Respond to quiet signal the first time	Rule of TWO: 2 squirts of soap 2 paper towels 2 minutes	-Have materials necessary for home	-Respond to quiet signal the first time	-Quickly line up when the first bell rings	-Clean up the recess materials
Be Safe <ul style="list-style-type: none"> Be Assertive Use STEP Strategies 	- Walk facing forward, single file, on the right	-Always be a problem solver	-Stay seated while eating -Ask permission to leave	-Wash your hands	-Always use the crosswalk	-Stay seated	-Keep hands and feet to yourself	-Stay in your classroom

