

LEVEL CREEK ELEMENTARY SCHOOL

LEAD, COOPERATE, EXCEED, & SERVE



Level Creek Elementary

This agenda belongs to:

NAME _____
ADDRESS _____
CITY & ZIP CODE _____
PHONE _____
STUDENT # _____

LEAD

Leadership Vocabulary- 7 Habits

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand
6. Synergize
7. Sharpen the Saw

Student Led Conferences

EXCEED

Data Notebooks
College & Career Readiness
Pawsitive Referrals

COOPERATE

Class Meetings

Cafeteria Paws

Manners Expectations

- Say “please” and “thank you”
- Respect all school members
- Greet others politely and with confidence
- Use proper etiquette and table manners
- Model kindness by following The Golden Rule

SERVE

Class Service Projects
Grade Level Service Projects
School-Wide Service Projects



Level Creek Elementary

Dear Level Creek families,

Welcome to the 2014-2015 school year at Level Creek Elementary! We look forward to a year of academic excellence and exciting growth.

This agenda is a tool to help Level Creek students meet their goals both long and short term. It can help students to stay organized, complete their work, and use their time wisely. The previous page lists the basic elements of our student leadership program. The North Gwinnett cluster of schools believes that all students can learn at high levels. We value a close working relationship with you as we engage students to lead and achieve throughout the school year. When parents and staff members work together as knowledgeable partners, children benefit. We look forward to working with you to bring the very best to our students.

The first section of this agenda is a parent/student handbook that provides a quick reference for some of the most common school policies and procedures. In addition to this guide, you will also receive a Gwinnett County Public School (GCPS) Student/Parent Handbook. Each week, I will send school information and special events in an eBLAST. Our school email list is created from the parent email addresses used to access the GCPS Parent Portal, another great student information resource. If you do not have access to the eBLAST or parent portal, please call the front office. Also, please call the front office and let us know if your email address changes.

Together, we can achieve success.

Proud to be your principal,
Daniel Skelton

General School Information

Level Creek Elementary School

www.LevelCreek.org

4488 Tench Road

Suwanee, GA 30024

770-904-7950 (P)

770-904-7952 (F)

| | |
|--|---|
| Principal: | Mr. Daniel Skelton |
| Assistant Principal Grades K-2: | Ms. Cindy Newman |
| Assistant Principal Grades 3-5: | Mrs. Helen Morris |
| Counselors: | Mrs. Krisinda Dean & Mrs. Terese Danner |

School Mascot: Leo and Lea, Leopards

School Mission: The mission of the Level Creek Elementary Community is to ensure a learning environment that fosters leadership and high academic expectations in order to inspire all individuals to reach their full potential as lifelong learners and compassionate contributing citizens.

School Vision: The vision of Level Creek Elementary School is to become a world class school where students learn in an environment that enables them to **Be A Leader** in the community and to perform at the highest academic levels in the county, state, nation, and world.

⇒ **Cluster Schools**

| | |
|-----------------------------|------------------------------|
| North Gwinnett High School | North Gwinnett Middle School |
| Riverside Elementary School | Roberts Elementary School |
| Suwanee Elementary School | |

⇒ **Communication Philosophy**

At Level Creek Elementary, we believe that clear, consistent, and cooperative communication is essential to the success of your child and their education. We are committed to keeping you well informed throughout the school year. You can expect frequent communication from us via: weekly teacher newsletters, Friday folders, student agendas, eBLASTs, PTA Press newsletters, parent/teacher conferences, and our school website.

⇒ **Contact**

Your child's teacher is your first contact for questions.

There are several ways to contact your teacher:

- By phone – Leave a message for your teacher at the LCE front office: 770-904-7950.
- By email -Teacher email addresses can be found at the LCE website, www.levelcreek.org.
- By written note - You may ask your child to hand carry a note to their teacher.
- By agenda book – You may write a note to your child's teacher in the agenda book.

You should expect a response from the teacher within one school day. A successful school relies on a strong partnership between parents and teachers. We thank you for your commitment to the success of your child.

⇒ Student Attendance

Attendance is the cornerstone for learning. Good attendance leads to stronger grades. The responsibility of school attendance is that of parents, students, and the school.

The following definitions are outlined in the GCPS attendance policies and procedures:

- **Truant** - Any child subject to compulsory attendance who during the school calendar year has more than five days of **unexcused** absences.
- **Compulsory Attendance** - Official Code of Georgia (O.C.G.A.) 20-2-690.1(a): Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program.
- **Excused Absences** - State Board of Education Rule 160-5-1-.10 defines the following as excused absences:
 - Personal illness or attendance in school which endangers a student's health or the health of others. Local boards of education may require students to present appropriate medical documentation upon the return to school for the purpose of validating that the absence is an excused absence.
 - A serious illness or death in the student's immediate family necessitating absence from school. In the event of a serious illness in a student's immediate family, local boards of education may require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.
 - A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.
 - Observing religious holidays, necessitating absence from school.
 - Conditions rendering attendance impossible or hazardous to student health or safety. (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may *only* be made by the Superintendent for the purposes of excused absences.)
 - Local boards of education *may* allow a period not to exceed one day for registering to vote or voting in a public election.

Parents or guardians are encouraged to call the school on the day of the student absence to indicate the reason for the absence. **Parents or guardians also should send a signed, written note when the student returns to school explaining the reason for the absence, the date(s) of the absence(s), and a daytime phone number.** If a student is absent due to one of the above excused reasons, the absence will be changed from unexcused to excused.

If a student does not bring a note, the absence will be regarded as unexcused until the parent provides a written explanation for the absence. If a student has 5 unexcused absences, the school will notify the parent of their child's unexcused absences and the possible consequences. Parents are urged to make dental, medical and other appointments for their children after hours, on Saturdays, on teacher workdays, or on holidays if at all possible. Please refrain from planning family vacations which overlap school days.

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excused reasons.
2. Make-up work for all absences is completed satisfactorily.

If a child has been absent two days or less, work will be completed when the child returns to school. If students are absent for more than two days, parents may contact the teacher to pick up work. Parents are asked to allow the teacher 24 hours to gather the work to be picked up. Students are expected to complete all work that is missed. **Students must attend school for at least the equivalent of half the school day in order to be counted for the whole day.** This does not have to be continuous time. Students must be in school 3 hours and 16 minutes per day in order to be counted present for the day. Students are marked absent from school if they check in after 12:05 PM or if they leave before 12:05 PM.

⇒ **Tardiness**

Students are considered tardy if they are not in their classrooms by 8:50 AM. A letter will be sent by the school to notify parents if a student is tardy five or more times. For the safety of students, **parents must park and accompany their child to the Welcome Desk or Front Office to sign them in at or after 8:50.** A pass to class will be completed and signed before the student goes to the classroom.

⇒ **Dress Code**

Students and school visitors are expected to dress in a manner appropriate for school.

- Shoes are to be worn at all times.
- Shoes with wheels are not permitted.
- Bare midriffs, halter tops, tube tops, fishnet football jerseys, torn clothing, spaghetti straps less than two inches wide, shorts shorter than mid-thigh, or excessively baggy clothing or oversized clothing are not permitted. The length of shorts and skirts should be below the fingertips, with arms extended by the sides.
- Clothing with inappropriate language and/or pictures are not permitted.
- Hair color or haircuts that distract from the learning of other students are not permitted.
- Hats, bandanas, sunglasses, visors, etc. are not to be worn unless a specific day is set aside for this purpose.

Students who do not meet dress code will change into clothing kept in the clinic. For repeated dress code violations, the student will be asked to call home so that parents may bring appropriate clothing to school.

⇒ **Parties & Birthdays**

Level Creek Elementary students will have two parties per year. One will be a Winter party and the other will be a Spring party. Parties should remain in the classroom and should not include outside vendors.

For birthdays, parents may deliver a simple, pre-cut treats, such as cookies or cupcakes (no drinks, please) to the school office on their child's birthday. To protect students with allergies, parents should consult with the classroom teacher about appropriate food to deliver. For the same reason, the classroom teacher must pass out the treats. Please communicate with your child's teacher in advance if you intend on bringing a treat. Our kids' safety comes first! Birthday parties are not allowed at school, and invitations cannot be given out at school. Balloons, flowers, etc. cannot be delivered to children at school or taken home on the bus.

⇒ **Personal Property**

Students are asked to bring all found items and books to the office. Library books should be returned to the media center. Lost and Found clothing is located in the hallway near the playground. Please write your child's name inside clothing items. **At the end of each grading period, all unclaimed clothing items will be donated to local charities.** Large sums of money, expensive jewelry, and toys should not be brought to school.

⇒ **School Hours**

The first bell rings at 8:20 and students may enter the building. Teachers and other staff members are involved in planning and meetings and are not available to supervise children before 8:20 AM. Club activities and teacher help days are exceptions to students arriving early. Morning announcements begin each day at 8:40 AM. The Level Creek academic day begins at 8:50 AM. Level Creek dismissal begins at 3:20 PM.

⇒ **School Closing Information**

As a rule, the decision to cancel school is made before 6 a.m. The school system immediately notifies all major radio and television stations in metro Atlanta. In addition, the information is announced on GPCS TV and posted on the school system's website.

⇒ **Spirit Days**

Level Creek Spirit Day is held Friday of every week. On these days students and staff members are encouraged to wear their Level Creek Spirit Wear (school t-shirts). Our school mascots are Leo and Lea Leopards and our school colors are black and gold.

⇒ **Student Records**

Please notify the front office with changes in the following: address and the cell/home/business phone number for parents and guardians, and emergency contacts (individuals that my pick students up).

⇒ **Volunteers/Visitors**

We love volunteers and visitors! The LCES community is essential in helping to meet the needs of students and staff. They offer positive influences to promote character and well-being. They assist our school in many ways, such as reading to students, working with students in classroom activities, coordinating school-wide student activities, and assisting with media center materials. We encourage you to be an active participant at Level Creek.

For the protection of all children, **visitors must check in through the Front Office or Welcome Desk and wear a visitor's badge throughout their visit. Please note: For safety & security reasons all outside doors, except the front doors and main backdoors, will remain locked during the school day.** During your visit to the school or your child's classroom, instruction must continue. If you would like a conference with your child's teacher, please make an appointment. As a courtesy to the teacher, please make sure they are aware when you will visit, help, etc. Additionally, we request the younger siblings are not taken to the classrooms when volunteering.

School Safety & Security

⇒ School Safety Plan

The Georgia Emergency Management Agency requires that each public school have an Emergency Safety Plan. These plans detail each staff member's responsibilities as well as specific evacuation routes, safe rooms in the event of dangerous weather, and how to hold safety drills each month. These plans are developed with the safety of all children in mind. The plans are created with input from the school faculty and LCES community. All faculty and staff members are required to review the plans to ensure that each person is aware of their duties during an emergency. As a part of our school safety plan, fire, tornado, and lockdown drills are held at intervals throughout the school year. Parents in the building during these drills or actual emergencies are requested to follow school procedures.

Transportation Guidelines

⇒ Bus Lanes

We have parking on both sides of the school. **The bus parking lot is designated for the loading and unloading of buses only during the times of 8:10-8:45 AM and 3:10-3:45 PM each day.** For the safety of our students, please do not enter this area during these time frames. If you are parked in the bus lot during bus dismissal time, you will not be allowed to move your vehicle from the front parking lot until the buses have cleared the loading lanes.

⇒ Bus Riders

We are pleased to be able to transport students to school each day. The safety of students on the bus is our first priority. As a result, improper conduct on the bus will result in a disciplinary action which may include time off of the bus. Students riding a bus will be expected to ride their designated bus. Each bus driver has complete charge of students riding the bus.

Gwinnett County Public Schools provide bus transportation for all students living within the Level Creek district. We strongly encourage all families to use bus transportation to and from school each school day. You will complete a transportation information card for your child's transportation to and from school during registration. Any changes in this plan must be submitted in writing to your child's teacher when your child arrives for the day. **Bus changes are for a one-day period of time. FOR YOUR CHILD'S SAFETY, NO CHANGES WILL BE ACCEPTED VIA PHONE.**

School Bus Rules – Posted on all GCPS school buses and printed in all school handbooks.

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.

9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note, signed by a parent/guardian and a school official who will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a bus pass will be issued by a school official only.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

⇒ Car Riders

If you choose to transport your child please adhere to the following guidelines. All procedures are in place to ensure the safety of all children and school personnel;

- Car rider tags will be assigned at Open House. If you choose to transport your child after that, please obtain a number from the front office.
- **No students will be released to cars without car rider tags displayed on the rear view mirror of the vehicle. Parents without car rider tags will be required to park and to check out their child from the main office. Proper picture ID is always required.**
- Cars may not enter/exit the front (bus) driveway while the buses are loading/unloading (8:10-8:45 AM and 3:10-3:45 PM)
- Parents are asked to drop off or pick up their children only in the car rider lane. We will have staff members stationed there to help with your child's safety.
- **Car Rider drop off will begin each morning at 8:20 AM.** Students will not be permitted to enter the building until this time. Children who are dropped off early are unsupervised. Car rider assistance will end at 8:45 AM each morning. At that time, parents will need to park and walk their child in to sign him or her in as tardy to class. Students will be issued a tardy slip at the Welcome Desk or front office to enter class.
- **For safety reasons:**
 - **Please remember to not pass other vehicles in the car rider line**
 - **Please refrain from using cell phones while students are loading/unloading**
 - **Students should exit the vehicle from the passenger side**
- **Car rider time will end at 3:45 PM each day.** After this time, students not picked up will be taken to the front office where a staff member will call their parent to make arrangements for pick up.

⇒ **Changes in Student Transportation**

Should you need to change transportation arrangements, a written note from the child's parent or guardian indicating the change in his/her transportation home is required. This note should be brought to the front office by the child. **Changes cannot be made after 2:00 PM.**

⇒ **Check Out Procedure**

Students may be dismissed before 2:50 PM when an authorized person comes to the front office requesting the student's early dismissal and provides the proper identification. **There is no student checkout after 2:50 PM.** In order to prevent disturbance in the classroom, we ask that you do not go directly to your child's classroom. Office personnel will call for the student once he/she is officially signed out. Only adults whose authorization is on file are allowed to check students out. School personnel will require verification of identification or custody from anyone requesting to check a student out of school.

⇒ **Walkers**

All walkers must have written permission on file in the office.

School Nutrition Program

The goal of the school nutrition program is to provide high quality, nutritious meals to all students. Eligible students receive meals free or at a reduced price and program applications will be available during open house in the cafeteria. The prices for school meals are as follows:

Breakfast - Students \$1.50 (Reduced Price \$.30)
Adults \$1.75
Extra Milk \$.40

Breakfast will be served beginning the first day of school during the times of 8:20 am-8:40 am. Students may enter the cafeteria during this time but are expected to be in their classrooms prior to the first bell.

Lunch - Students \$2.25 (Reduced Price \$.40)
Adults \$3.00
Extra Milk \$.40, Soy Milk \$.60
Additional entrée \$2.00
Additional sides \$.40

Students may purchase meals through the use of a cash register debit system. Funds placed in individual accounts may be used for breakfast, lunch, and a la carte items. Students can accumulate two lunch charges (a deficiency of \$4.00). After the \$4.00 deficiency, students will be provided milk and a sandwich for lunch that day. Charges will be deducted from the new payment received and the balance made available for future meals. Charge letters will be sent home as reminders for students who need to have additional funds added to their accounts. If you are interested in receiving an electronic notification when your child's account has a negative balance you may sign up at <www.gcsnp.org>. Our nutrition staff will be available during Open House to help you with your meal accounts. **You may also open a meal pay account and make payments to your child's account quickly and securely online at www.mypaymentsplus.com.** Daily choice menus are posted on the Level Creek School website each month.

⇒ **Lunch Guests**

We would love for you to dine with us! We request that you plan to visit your children for lunch after the first two weeks of school. This is so we can use the first two weeks as a time to work with students on our cafeteria guidelines. Please make yourself at home at the Visitor's Tables to enjoy lunch with your student. If the weather permits you may enjoy lunch with your child in the picnic area of the playground. We do ask that your child's friends remain with their class. We look forward to seeing you in the Level Creek Café.

⇒ **Food Allergies**

We take allergies seriously at Level Creek. If your child has any known allergies, please contact Nancy Hartz, the LCES nurse as well as your child's teacher.

School Allergy Responsibilities:

- Be knowledgeable about and follow applicable federal laws
- Review health records submitted by parents and physicians
- Identify a core team, including school nurse, teacher, principal, school food manager and staff
- Train SNP Staff as needed in each local school. Training can be requested from Nutrition Ed Coordinator
- Assure that all staff who interacts with the student understands what a food allergy is, how to recognize it, and what to do in an emergency

Family Allergy Responsibilities:

- Notify the school nurse and classroom teacher of the child's allergies
- Work with the school team to develop a plan of action
- Provide written medical documentation, instructions and medications
- Provide a recent photo of child on written form
- Educate the child in the self-management of the food allergy

Student Allergy Responsibilities:

- Not trade food with others, or eat anything with unknown ingredients
- Notify an adult immediately if they are exposed to food believed to be the cause of an allergic reaction

Clinic Information

⇒ **Clinic Procedures**

Nancy Hartz, our LCES nurse, is here to take care of your children if they feel ill at school. Parents will be called in the event that children can no longer remain in school. Before or at the Open House events, each parent should go to the school website and complete the online registration information to list emergency contact numbers. We can only release students to individuals on the Emergency Contact List. Should an emergency situation arise in which your child needs immediate medical attention and we are unable to contact anyone, the school will contact 911 and your child will be transported to the nearest emergency room. If students have a fever, they may return to school after being fever-free for 24 hours. Should you have any questions, please contact the clinic.

⇒ **Signs of Illness**

1. **Fever over 100.4 F – Student cannot return to school until fever free for 24 hours.**
2. Nausea, reoccurring vomiting, diarrhea or severe abdominal pain
3. Sore throat with increased redness, streaking, or white patches or blistered areas
4. Persistent cough
5. Red inflamed eyes (Pinkeye)
6. Open sores
7. Undiagnosed rash
8. Suspected impetigo (infected sores), lice, or scabies that has not been treated
9. Painful earache
10. Any other unusual signs or symptoms that prevent the student from participating in a majority of classroom activities

If a student experiences an extended illness, surgery, or hospital admission, a report with a doctor's note is expected. There is a Physician's Report for Post-op and/or Medical Admission that may be requested from the clinic or faxed to the parent/doctor.

⇒ **Medications**

Medication administration in school is generally discouraged. However, should your child need to take medication during the school day, a medical authorization form will need to be signed by the parent and/or physician. No medications will be given unless the following conditions are met:

1. Medications must be in a correctly labeled bottle as received at a pharmacy.
2. Over the counter medications will be given only when the student needs the medication in order to attend school. Over the counter medications must be in the original packaging.
3. A Release From Liability – Injection Permit Form is needed for any injection medication.
4. An adult should deliver medications to the school.

Student Citizenship

The faculty and staff at Level Creek are committed to providing your students with a safe, secure, and enjoyable school. We purposefully teach how leaders behave and grow to be contributing citizens. Each student at Level Creek has the right to feel safe in school. Our local school discipline plan is based on the Gwinnett County Public Schools Student Conduct Behavior Code. For more information, please see the GCPS Student/Parent Handbook.

Our method of discipline shows the student three things:

1. What they have done that is inappropriate
2. How to develop strategies to solve their problems
3. How to assume responsibility for their own actions. The best discipline is self-discipline

This approach to discipline takes into consideration these positive self-esteem factors and leaves the student's dignity intact.

1. I like myself
2. I can think for myself and make good choices
3. There is not a problem so great it cannot be solved
4. I will let others think for themselves

⇒ Student Expectations

Level Creek Elementary has four school wide expectations that will be consistently implemented and followed throughout the school community.

1. Use time wisely.
2. Be prepared.
3. Do assignments.
4. Respect others.

Teachers may elaborate on these expectations to teach the students to be leaders and help their classroom run smoothly. Minor offenses of these four expectations will be handled by the classroom teacher or any staff member present. If a student becomes continuously disruptive or commits a major offense, he or she will be referred to an administrator. All of the teachers at Level Creek will be consistent, fair and firm in their expectations.

Step 1: Using classroom consequences

Verbal warning

Step 2: Using classroom consequences

Time-out in classroom

Parent is contacted

Offense documented on weekly behavior report

Step 3: Using classroom consequences

Time-out in Buddy Classroom

Parent is contacted

Offense documented on weekly behavior report

Step 4: Using classroom consequences

Improvement Plan completed

Parent is contacted

Offense documented on weekly behavior report

Step 5: Establish behavior interventions with school counselor

Step 6: SST (Student Support Team)

Note: An administrator will meet with students who receive two or more Improvement Plans throughout the school year and additional consequences may be implemented. A GCPS Discipline Referral may be completed and filed in the permanent record for students who have earned more than three Improvement Plans or for extremely serious offenses. Administrators may skip to a higher step in the discipline plan when addressing offenses. Offenses are listed in the GCPS Student/Parent Discipline and Intervention Handbook.

⇒ Cafeteria Expectations

We want students to be able to socialize in the cafeteria. It is important for students to talk, share, and laugh. Noise in the cafeteria can grow to a level where the environment is no longer enjoyable. To help with this, we will play a short burst of music every 7-10 minutes. During this time students should pause their conversations. This allows the noise level to reset and, after the short burst of music, students resume talking but at a decreased level.

Students' Responsibilities

- Follow directions
- Remain silent during music
- Use proper eating habits
- Stay seated properly
- Respect other students' personal space

Parents' Responsibilities

- Support our school cafeteria

Monitors' Responsibilities

- Be consistent with expectations
- Assist students as needed
- Dismiss on time
- Assist with clean up

Teacher's Responsibilities

- Teach students the cafeteria expectations
- Support monitors
- Arrive on time
- Pick up on time

Lunchroom monitors are responsible for student safety and well-being during lunch periods. If a class meets behavior expectations, it will earn a PAW for PAW-rific behavior. Level Creek has an incentive program called "Leopard PAWS" that daily rewards good class behavior in the café. A celebration with LCE administrators is held in the classrooms for each class that earns 50, 100 and 150 PAWS.

If a student does not follow the rules at lunch a note will be written to the classroom teacher in the daily PAWS class notebook by the paraprofessional monitoring the table. The child's daily conduct grade may be lowered that day, depending on the offense. Lunchtime should be an enjoyable and pleasant time for all. Please assist us by talking with your child and the teacher to determine and resolve areas of concern.

School-Wide Expectations for Students

Hallway

1. Walk quietly
2. Go directly to and from destinations
3. Pick up trash
4. Keep hands & bodies off of the walls

Restroom

1. Remain calm in voice and action
2. Respect others' privacy and personal space
3. Practice good hygiene (Flush the toilet and wash hands after each use)
4. Take care of restroom facilities

Media Center

1. Remain calm in voice and action
2. Have a specific purpose for visiting the media center

Cafeteria

1. Follow Monitor directions
2. Remain silent during music
3. Stay seated and facing your table
4. Respect other students' space

Playground

1. Use equipment properly
2. Respect others' space
3. Play in designated area
4. Use appropriate language
5. Have fun!



2011
School of Excellence
in
Student Achievement