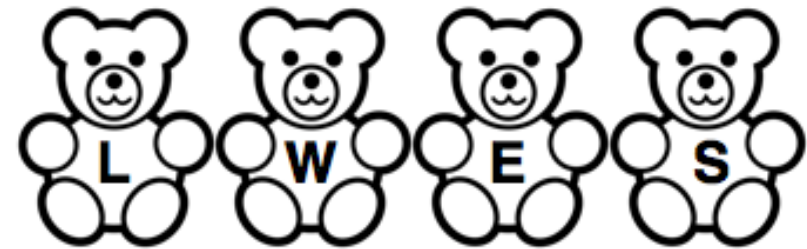


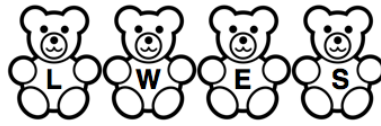
# LEW WALLACE FAMILY HANDBOOK 2023-2024



Lew Wallace Elementary School  
513 6<sup>th</sup> St NW  
Albuquerque, NM 87102

(505) 848-9409

# LEW WALLACE FAMILY HANDBOOK - 2022-2023



Welcome families! Lew Wallace is a beautiful, sweet little school, with amazing teachers, staff, students and families. We work hard together, play together, celebrate success together, and come together to take care of all the members of our community. We have built a school culture that we are incredibly proud of, and we're so glad to be in partnership to make it a great learning experience for all of our children.

## Lew Wallace Mission Statement:

Lew Wallace staff, students, and families work together to create a positive environment of caring and appreciation that is responsive to individuals' needs. In this nurturing school community, students are supported to become independent life-long learners and challenged with high expectations. Teachers & staff differentiate instruction to meet students' needs and help them achieve grade-level standards in all areas.

## LEW WALLACE AT-A-GLANCE

CONTACT INFORMATION			
Office:	505-848-9409	Website:	<a href="http://lewwallace.aps.edu">http://lewwallace.aps.edu</a>
Fax:	505-848-9411	Cafeteria:	505-253-9373
Attendance:	505-848-9411, ext. 2	Bus info:	505-880-3989
Address:	513 6 <sup>th</sup> St NW, Albuquerque, NM 87107		
Principal:	Mary Lynn Salazar, massegee@aps.edu		
SCHOOL HOURS			
Student day:	8:05-3:35 M-F	Office:	7:30-3:30
DAILY SCHEDULE			
Adult supervision begins on the playground at 7:45 each day. Students eating breakfast may begin in the cafeteria at 7:45. <i>Plan for your student to arrive at school no earlier than 7:45</i>			
Schedule:			
7:50 Breakfast			
7:50 Students may arrive to playground			
8:05 Start of School (Line-up bell)			
8:10 Tardy bell			
3:35 Dismissal bell			

*Students may arrive for breakfast in the cafeteria beginning at 7:45. Students may not be dropped off at the playground until 7:45 a.m. when our duty teachers are out there.*

## After-School Pick-Up Information For Cars: (3:35 M-F)

*(This does not pertain to students in Parks & Rec, Wells Park, or RGEC after-school programs, or if they walk.)*

**Kindergarten & 1st (Roma):** Pull up & the duty teachers will put your child in your car.

**2nd/ 3rd grades:** Pull up on the school side of the street only, and a duty teacher will put your child in your car.

**4<sup>th</sup>/5<sup>th</sup> grades:** Pull up on the school side of the street only, and a duty teacher will supervise your child getting in your car.

*If you have children in multiple grades, they may be picked up at the appropriate location for the oldest child.*

## Rules for pick-up:

- Do not park or get out of your car during pick-up times.** When cars are parked, there aren't enough spaces for pick-ups, and then children start darting between cars, which is extremely dangerous.
- Never encourage your child to run between cars to get to you in the middle of the street, nor to cross the street to get to you. **Duty teachers will only excuse children to cars on the school-side of the street.**
- Only drive clockwise around the school for pick-up.
- Never use 6<sup>th</sup> Street for pick-up or drop-off.**

## TOYS FROM HOME

Toys from home should not come to school. This includes sporting equipment (footballs, soccer balls, basketballs etc. ). School staff cannot be responsible for student toys or anything that happens to them. They can be easily lost, broken, stolen, or traded, and cause problems at school.

## VOLUNTEERS AND VISITORS

All visitors to our campus must first check in at the front office and must wear a Lew Wallace visitor badge. We welcome and encourage volunteers and visitors while providing a safe and secure campus for our students and staff. All volunteers must have a current APS background check in order to work in classrooms, and chaperone or accompany the class on field trips. To apply to volunteer and complete your background check, go to <http://www.aps.edu/community/volunteer-with-aps>. If you need help completing the forms let us know in the office.

- Upon arrival, visitors sign in, state the purpose of the visit, and present a valid photo ID.
- If a parent needs to leave something for their student, they may leave this at the front office.
- Visitors need to be adult-aged... Other children may not visit during the school day. High-school-aged children who wish to volunteer need to be cleared and make arrangements with the school in advance.
- Field trip chaperones must leave for the field trip with the class, stay with the class the entire time, and return to school with the class. Siblings may not join. Parents may not check their child out early and leave directly from the field trip. Chaperones are there for the whole class the whole time.

## **TRAFFIC PROCEDURES: PICK-UP AND DROP-OFF**

Our absolute number one priority is always always always keeping kids safe. Parking and pick-up is a huge challenge at Lew Wallace since we have no parent parking lot. Pick-up time is a stressful time of the day, and your help following the rules will create a safer, less chaotic pick-up time.

**Before-School Drop-Off Information For Cars:** *(This does not pertain to students in Parks & Rec, Wells Park, or RGEC after-school programs, or if they walk.)* You may drop your student off at any school-side curb (except 6th street). Please watch them until they get through a gate into the school. If you must drop your child on the opposite side of the street, please get out with them and cross them safely. Do not pull into the teeny tiny parking lot, or into the cafeteria delivery area, because backing out while students are walking into the school can be very dangerous. Students may be dropped off to the playground after 8:15. **Never stop or park on 6<sup>th</sup> Street for drop-off.** If your student arrives after 9:00, please walk around to the 6th street front door.

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## **AFTER-SCHOOL PROGRAMS**

### **Communities for Learning (CFL)**

Who? Any child that attends Lew Wallace Elementary K-5 th grade. Please register on our website [www.nmchl.org](http://www.nmchl.org) then click on before and after school programs, scroll down and click on Lew Wallace, it will direct you to Procure which we use for registration. CONTACT Manny @ (505)413-5647 OR TAMARAH (505)414-1385 with any questions.

When? Registration is now open. PROGRAM BEGINS THE FIRST DAY OF SCHOOL. MONDAY-FRIDAY, Dismissal-6PM.

IF THE DAY SCHOOL IS CLOSED, SO IS THE AFTER SCHOOL PROGRAM.

Where? After school will be on Lew Wallace Elementary School's campus in the cafeteria. WHY? CFL is an academic based program that has an emphasis on social emotional health. We provide help with homework, S.T.E.A.M activities, structured play, free play, and a full meal.

Pricing? Registration is \$25 per child. Weekly fee's are \$45 for the first child and any after that is \$40. Drop in is \$15 per day, per child up, to 3 days -after 3 days it's considered a week and will be a weekly fee. If you need help in receiving child care assistance please visit <https://www.nmcecd.org/child-care-assistance/> the state can help cover child care costs.

### **Wells Park (City of Albuquerque)**

Wells Park is an off-site, fee-based childcare program that meets at the Wells Park Community Center at Mountain and 5<sup>th</sup> Street. A passenger van drops off and picks up students at Lew Wallace and brings them to the Wells P 3 Community Center. Students may participate in homework tutoring, structured games and activities, field trips, time in the computer lab, art,

and use the game room. The program is offered before school starting at 7:30 a.m. and after school until 6:00 p.m. For more information, or to register, call Wells Park at 848-1390.

## **ATTENDANCE**

If a student is absent, parents must call the school office (848-9409). Absences are recorded daily. On-time, daily attendance helps students do far better in school. When a child is absent, they miss out on important instructional time.

- The Albuquerque Public School District defines habitual truants as students who accumulate the equivalent of ten or more unexcused absences within a school year.
- Absences may be excused for the following reasons with appropriate documentation: Medical/dental appointments, illness, death in the family or family emergency, religious commitments, diagnostic testing, or middle-school visits.
- If we don't receive a call with a reason by a parent, the absence is unexcused.
- An unexcused absence is any absence that does not fit into the prescribed district guidelines. Family vacations are considered unexcused absences.
- If excessive absences accumulate (excused or unexcused), school personnel may require appropriate documentation for additional absences. Excessive absences may result in further inquiry from the counselor, attendance team, or the principal to request additional documentation. If absences continue, district policy requires that a plan be created with the Health and Wellness Team. The counselor will set this meeting up with parents.
- If a student misses over 50% of the school day, the absence will be recorded as a full day absence.
- After 10 days of unexcused absences, a letter is sent home for the parent/guardian to meet with school personnel. This may warrant a referral to Children Youth and Family Division and/or the District Attendance Office as per New Mexico School Attendance Law.

**Tardies and Early Pick-Up:** If a student comes to school after the tardy bell rings, they must be escorted to the office by an adult to check in. They will receive a pass to go to class. If a student arrives after the teacher has taken attendance, it is possible that parents may still receive a phone call from our ParentLink automated attendance system. **Students cannot be called out of class after 3:00.** Please do not telephone ahead for your child to be called to the office if they are leaving early. A parent must be in the office before we can take them out of class. Leave extra time in case your student is in a pull-out class or Genius hour. **Any person checking a student out from school must show a photo ID. We only release students to adults that are listed in the students parent vue account .**

## **BICYCLES, SCOOTERS, AND SKATEBOARDS**

Students may ride bikes and scooters to school if permitted by parents. They will walk bikes and scooters while on campus and when crossing the street. Bikes, scooters, skateboards, roller blades, skates, and hee-lies cannot be ridden or used on school property. Students must wear helmets. The school cannot be responsible for stolen property, but we provide bike racks on the playground.

## **PARENT TEACHER ASSOCIATION (PTA)**

The PTA is an organization of parents and teachers who actively support a variety of programs that enhance your child's education. Our PTA is a vibrant and important part of our school. By joining the PTA, you can be a powerful voice for children and a strong advocate for public education. We need and welcome your support! Families are strongly encouraged to become involved in our PTA.

## **REDISTRIBUTION OF CLASSES**

After the start of the new school year, we may find the need to create a new classroom due to an overage in class size. Even when we suspect we may have an overage, we are not allocated the funds to hire a new teacher until a couple weeks into school. Since we cannot be out of state compliance for class sizes, when we need to redistribute students, we use the following procedure: First, we ask for volunteers - parents and children are given the opportunity to volunteer to move to the new classroom. After volunteers are placed, the rest of the class is formed according to registration date.

If on the 20th day we don't have enough students at a particular grade level, we may have to consolidate classrooms. In that very unlikely case, the students in that classroom would be distributed among other classrooms with that grade level.

## **SCHOOL SUPPLIES**

Classrooms will have lists of supplies that are helpful for families to contribute to the classroom. These supplies are not a requirement, but are to help ensure that all students have access to the tools and equipment they need. Most classroom supplies will be shared within the classrooms, and even between classrooms. If purchasing school supplies creates a financial hardship for your family, or if your student needs support with personal supplies, please let the teacher or the office know so we can be sure that they get what they need.

## **STUDENT AND TEACHER MESSAGES**

Please communicate arranged schedules, where to meet, etc., with your student prior to the start of each school day. We can not disrupt a classroom during instructional time. Only emergency messages will be delivered to students. Teachers will return messages within 24 hours. If there is an immediate need to contact the teacher please call the office.

## **SERVICE CENTER**

If you have issues or concerns that you feel are not being adequately addressed at the school level, you may contact the APS Student, School, and Community Service Center at 855-9040.

## **NURSE'S OFFICE**

If your child is injured or becomes ill at school, you will be contacted by the nurse or health assistant. In the event the office cannot reach you, the emergency contacts you have listed in parent vue will be called. *Please keep phone numbers up to date in parent vue.* APS nurses screen all kindergartners, third graders, fifth graders and all students new to APS on height/weight, vision, and hearing to detect any problems that might interfere with learning.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences offer great opportunities for schools and families to deepen their partnership through a dynamic and interactive process that supports student achievement and shared responsibility. We value your participation at Parent-Teacher conferences and strive for a 100% attendance rating. Parent-teacher conferences are scheduled twice a year. Teachers will notify families in writing as to the scheduled time. Students do not attend school on conference days but are always encouraged to participate in the conference with their families and teacher. Families may also schedule additional conferences throughout the school year as the need arises. If at any time, families have concerns about their child's progress in school, you should contact the child's teacher to make arrangements for a discussion of these concerns.

## **PE (PHYSICAL EDUCATION)**

All students participate in two PE classes per week. They will need to wear gym shoes for PE (sneakers, tennies, etc.) If a student has a medical condition that keeps them from participating, they will need a note or call from home or from the doctor, and will need a medical release before rejoining the class.

## **PROGRESS REPORTS (REPORT CARDS)**

Standard Based Progress Reports (SBPR) are issued four times a year at the end of each trimester. The final SBPR will be sent home with your child on the last day of school.

## **PARENT CONTACT IN CASE OF SCHOOL-WIDE EMERGENCY**

If there is ever an emergency at the school, our first priority is student safety and getting the school secured. Our second priority is to work with appropriate emergency personnel to get the help we need in order to keep kids safe. Our third priority is communication with families. If you hear of something going on near the school, please do not call – we have had several instances of parents jamming our phone lines because they heard something on the news, and that impeded our focus on our first two priorities. We have strong systems and procedures in place for responding to emergencies, and we get information out as soon as it is safe to do so. We use School Messenger to send out robo-calls for both routine and emergency information – please listen to the message before contacting the school. It is imperative that you always have current phone numbers and emails in parent vue so that you can be reached.

## **BIRTHDAY CELEBRATIONS**

Birthdays can be a fun time to celebrate a student. If you bring something, please consider bringing healthy snacks. Let the teacher know in advance and find out if there are allergies or restrictions. Please provide any required paper/plastic goods and utensils. Teachers will try to limit disruption to the classroom as much as possible, and may have set times for celebrations (such as right before the bell rings, or right after a recess). Balloons, flowers, and gifts can be disruptive to the class and will not be delivered to the classroom. Please don't have your student pass out party invitations at school.

## **BULLYING**

Bullying is a way of using power aggressively in which a person is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted student feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation.

To qualify as bullying, an incident must involve an imbalance of power between the aggressor and target. Bullying usually involves multiple incidents, the aggressor and the target have drastically different reactions to the incident, and the target feels powerless to self-advocate.

If an incidence of bullying is reported, reported incidents are investigated and documented. The student who is alleged to be the aggressor and the alleged target will be interviewed separately. The parents of all students involved are notified. If disciplinary steps are warranted, the school will follow the APS Procedural Directives.

### Knowing the Difference Between Normal Peer Conflict and Bullying

#### **NORMAL PEER CONFLICT**

Equal power - or are friends  
Happens occasionally or rarely  
May be accidental  
May not be serious; no threat of harm  
Equal emotional reaction from both peers  
Not seeking power or attention/not trying to gain something  
General remorse - takes responsibility  
Effort to solve the problem from both sides

#### **BULLYING/HARASSMENT**

Imbalance of power - not friends  
Repeated negative actions  
Purposeful  
Serious threat of physical or emotional harm  
Strong emotional reaction on part of the target  
Seeking power or control/trying to gain material things  
No remorse - blames target  
No effort to solve the problem

*Adapted from Bully-Proofing Your School, 2004*

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones must be turned off during the school day and placed securely in the student's backpack. Students cannot receive texts or calls or make texts or calls during any part of the day (including lunch and recesses). If a student disregards this policy with any personal electronic device, it will be taken and held for parent pick up. If needed, students may use the office phone or classroom phone during school hours. **Students may not take photos or videos on campus at any time.**

### **INCLEMENT WEATHER/ABBREVIATED DAY (“SNOW DAYS”)**

Severe weather may result in schools being closed early or for the entire day. As per State Department of Education guidelines, schools must make up full days on a designated snow make-up day.

An "abbreviated day" schedule will be used by the school district if there are any mornings when street conditions would endanger the safety of students and employees on their way to school. The decision to designate the day as an "abbreviated day" will be announced by 5:30 AM through the APS Website (<http://www.aps.edu>), School Messenger, social media, and news media. The bus schedule will be adjusted. No breakfast will be served; however, lunch will be served. Any scheduled morning meetings with teachers will be canceled. On an abbreviated day, everything is on a 2-hour delay. Classes will begin at 10:05 and will be dismissed at 3:35.

### **LOST AND FOUND**

Our lost and found is often a crazy pile of jackets, sweaters, hats, and other items. Please label your student's jackets, coats, gloves, hats, sweaters, etc. The lost and found is located in the foyer of the gym/cafeteria. Please feel free to check for lost items as the need arises. Periodically, we will set up tables in the main hall with all of the items, and try to get them reunited with students. Unclaimed items will periodically be donated to the APS Clothing Bank at the end of each month. Teachers and staff can not be responsible for students' missing items.

### **MEDICATION**

Any student receiving prescription medication at school must have an *APS Authorization to Administer Medication* form filled out and signed by their physician. No prescription medication will be administered without the authorization form signed by a physician. APS policy stipulates that any prescription medication given during school hours must be in the original container (the pharmacy label must match doctor order). Over-the-counter medication may be given if the parent fills out an APS form. Please see our school nurse for further information regarding the complete APS Medication Policy.

### **NEWSLETTER**

**The Lew Wallace Newsletter is sent home the last Friday of each month. The newsletter informs families of school activities and events. The newsletter will also be posted on Class DOJO and sent through synergy email (the email you used during registration).**

### **DRESS CODE**

The Board of Education expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere within the school. Student dress may not present a health or safety hazard, violate municipal or state law or present a potential for disruption to the instructional program. Attire or accessories, which advertise, display or promote any drug, including alcohol or tobacco, sexual activity, violence, disrespect and/or bigotry towards any group are not acceptable.

In the interest of safety at school and on the playground, and so that students may participate fully in physical school activities, students should not wear flip-flops, sandals, open-toed shoes, open-back shoes, "heelies," or shoes with more than a one-inch heel or platform.

### **EMERGENCY CONTACT INFORMATION**

Notify the office right away of any changes in contact information such as telephone number(s), emails, or change of address. If any changes occur during the school year, update this information in parent vue.

### **FIELD TRIPS AND PERMISSION SLIPS**

APS district policy requires that students must obtain a parent signature and return a fully completed field trip form (front and back) to the teacher prior to the field trip departure. Only the school's permission form will be accepted. If a student does not attend a field trip, the student is still expected to attend school and arrangements for academic activities will be made in an alternate classroom. Only parents with an APS Background Check clearance can chaperone or accompany the class on field trips. For parents who accompany the class on the field trip, please note that younger or older siblings may not attend classroom field trips. Parents and students must participate in the entire field trip all-together, leaving from the school together with the class, staying for the duration of the field trip, and accompanying the class back to the school. Students may not be checked-out early from field trips, and parents who are chaperoning need to stay with the class for the duration of the field trip.

### **DISCIPLINE**

Lew Wallace is committed to providing and maintaining a safe, fair, affirmative, and challenging learning environment that promotes excellence in education and positive personal growth. This venture involves commitment from both home and school. This partnership is aimed at jointly strengthening and guiding the welfare of the students in a common direction ensuring our community functions smoothly where everyone assumes accountability for being safe, respectful, and responsible. Lew Wallace's Student Discipline Policies reflect APS' student discipline and anti-bullying procedures. You can learn more in the APS Student Handbook.

- Staff, students, and parents are all responsible for the creation, promotion and maintenance of our desired campus environment.
- All school employees are responsible for monitoring the behavior and safety of all students at school.

- Students must accept correctional guidance from all adults working in a supervisory capacity including teachers, educational assistants, adult volunteers, office staff, and custodians. Classroom teachers have primary responsibility in instructing students on expectations of respect for all.
- Students who do not follow the rules may receive a Paws Report. Any staff member may issue a discipline referral to a student at any time on the school grounds or at school-sponsored events for inappropriate behavior.
- Staff members are encouraged to recognize and reinforce positive behaviors exhibited by individual students throughout the school. Staff members are also encouraged to involve the principal, parents/guardians, and/or other staff members in assisting a student with self-management skills as the need arises.
- Classroom teachers will discuss rules, rights, and responsibilities on a regular basis.
- Every classroom teacher will establish a process for recognizing, rewarding, and reinforcing good self-management behaviors.
- Students are reminded that they have control over their behaviors and they are empowered to choose among alternatives that carry either positive or negative consequences. Students will be guided to self-regulate and manage their behavior.
- Parents/guardians will be asked to join in a partnership with the staff to assist our children in the development of strong, positive self-management behaviors.

Each family will receive a copy of the APS Student Handbook at the beginning of the school year. Please review the APS Student Handbook together to become familiar with expectations and consequences. The APS Student Handbook is online at [aps.edu](http://aps.edu).

## EXPECTATIONS AND RULES

These are the guidelines and expectations we use at school for positive, safe behavior.

<b>Respect</b>	<b>Responsibility</b>
<b>Playground</b>	
<ul style="list-style-type: none"> <li>● Be kind to everyone on the playground</li> <li>● Listen to and speak respectfully to all adults</li> <li>● Include everyone</li> <li>● Solve problems</li> <li>● Take turns</li> <li>● Use your words to solve problems, not your body</li> </ul>	<ul style="list-style-type: none"> <li>● Keep wood chips in their place</li> <li>● Hands and feet to yourself</li> <li>● Ask for a pass to use the bathroom or see the nurse</li> <li>● Ask a duty teacher for help if you have a problem</li> <li>● Stay within the play boundaries</li> <li>● Leave the planters alone</li> <li>● Never pretend to hurt anyone or play pretend weapons</li> <li>● Stay out of the area by the gym, stay out of the trees by kindergarten, and don't play on the stairs</li> <li>● Follow all directions</li> </ul>
<b>Halls (walking with your class or alone)</b>	
<ul style="list-style-type: none"> <li>● Be very quiet so you don't interrupt learning</li> <li>● Don't touch stuff on the walls</li> <li>● Watch and listen to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Hands and feet to yourself</li> <li>● Stay in a straight line when you're with your class</li> <li>● Follow teachers' directions</li> <li>● Carry a pass when you're on your own</li> <li>● Take the shortest route when you're running an errand, and only go where you're supposed to go</li> </ul>
<b>Bathroom</b>	
<ul style="list-style-type: none"> <li>● Let everyone have privacy, and don't look over or under the stalls</li> <li>● Keep the bathroom tidy for others, and clean up after yourself</li> <li>● Practice good aim</li> <li>● Use toilet paper and paper towels only the way you're supposed to</li> </ul>	<ul style="list-style-type: none"> <li>● Focus only on your bathroom business</li> <li>● Don't get involved in long conversations or silliness</li> <li>● Bring a bathroom pass</li> <li>● Flush after each use</li> <li>● Tell an adult if there's a problem in the bathroom</li> <li>● Never mark on the walls with anything</li> <li>● Use the bathroom before and after school, and during recesses when you can</li> </ul>
<b>Cafeteria</b>	
<ul style="list-style-type: none"> <li>● Be polite – say please and thank you</li> <li>● Use good table manners while eating</li> <li>● Speak respectfully to all adults and classmates</li> <li>● Speak in a 12" voice to the people who are near you, and don't yell</li> <li>● One you have your food, stay in your seat</li> <li>● Raise your hand and wait for an adult if you need something</li> <li>● Wait for directions before you get up from the table</li> </ul>	<ul style="list-style-type: none"> <li>● Face the table while you're eating</li> <li>● Stay with your class at your tables</li> <li>● Keep your food on your tray, and don't play with it</li> <li>● When your table is excused, be sure to pick up all the trash in your area, even if it's not yours, on the table, bench, and floor</li> <li>● Dump your liquids in the bucket and your trash in the can</li> <li>● Eat what you want before you go outside, and don't take any food out to the playground</li> </ul>

<b>Safety</b>
<b>Playground</b>
<ul style="list-style-type: none"> <li>● Stay in the boundary area where the duty teachers can see you</li> <li>● Football games must be touch only, and games may not involve pile-ups</li> <li>● Play structures: Don't push or shove, climb down safely without jumping, don't stand on top, don't tie or use clothing to hang from equipment</li> <li>● Swings: slow the swing and step off (no jumping), only swing forward and backward (no twisting or side-to-side), sit on your bottom, other people should not play in front of or behind a swing, or run under the swing</li> <li>● Slides: Feet first, on bottoms only, one at a time, only go down the slide (not up)</li> <li>● Balls: Balls are allowed at all recesses, but not before school, use basketballs in the courts, use footballs in the wood chips, watch for other people before you throw a ball</li> <li>● Don't climb on the amphitheater, or go on the backside of the rail, or slide down the banister</li> </ul>
<b>Halls (walking with your class or alone)</b>
<ul style="list-style-type: none"> <li>● Body in control</li> <li>● Walk safely</li> <li>● Walk on the right side of the hall and the stairway</li> <li>● Use the handrail coming downstairs</li> <li>● Don't skip or jump on the steps</li> <li>● Never throw anything in the hall or bounce balls in the hall</li> </ul>
<b>Bathroom</b>
<ul style="list-style-type: none"> <li>● Keep the water in the sink so the floor doesn't get slippery</li> <li>● Wash your hands with soap and water, dry them with a paper towel, and throw the paper towel in the trash</li> <li>● Use stall doors and toilets appropriately</li> <li>● Keep your feet on the floor – don't climb or hang on anything</li> </ul>
<b>Cafeteria</b>
<ul style="list-style-type: none"> <li>● Come in carefully, stay in line, walk</li> <li>● Keep hands, feet, and food to yourself</li> <li>● Pick up any spilled food right away</li> <li>● When excused, line up at the door until a duty teacher escorts you outside</li> <li>● Walk until you get past the amphitheater</li> </ul>