



Family Handbook

2024-2025

School Hours

Monday

Kindergarten through 5th Grade: 9:55 AM – 3:25 PM

Tuesday through Friday

Kindergarten through 5th Grade: 8:25 AM – 3:25 PM

Office Hours: 7:30 AM – 4:30 PM

Office Phone: 579-2170

Address: 2311 Monterey Rd.

Colorado Springs, CO 80910

School Web Site: <https://mes.hsd2.org/>

*Educate*Inspire*Impact*



Dear Parents and Guardians,

Welcome to Monterey Elementary School, home of the Mighty Mustangs! Our school community celebrates diversity, ignites a passion for learning and fosters a sense of responsibility in our students. We are looking forward to starting the 2024-2025 school year. We are pleased to offer your child the best education possible as we prepare them to be college and career ready.

This Family Handbook is an important resource for you. It contains valuable information about our school procedures and Harrison District Two policies that coincide with the D2 Code of Conduct posted on our district website. If you have questions regarding information contained in this handbook, call any staff member for assistance.

Our commitment to your child's academic success goes beyond the classroom doors. We depend on a positive partnership between parents, students, staff, and our community. Throughout the year, we will participate in multiple opportunities to commit to our students' success and look forward to building that positive relationship with you.

We anticipate a school year full of excitement, adventure, team building, and an immeasurable amount of learning for students and staff members alike. We are thrilled to have you as a member of our team, committed to Monterey like we are.

Erika Tunson
Principal

Renee Dahl
Assistant Principal

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General School Information



School Hours:

Monday	
Start Time:	Dismissal:
9:55 A.M.	3:25 P.M.
Tuesday - Friday	
Start Time:	Dismissal:
8:25 A.M.	3:25 P.M.

**Students may not be dropped off before 9:40 AM on Mondays and 8:05 AM Tuesday-Friday.*

There is no adult supervision before those times.

Parent/Guardian Sign-in

Parents will not be allowed to walk their student(s) to their classrooms in the mornings but are allowed to walk students to their outside door. Students will be entering through assigned outside doors and eating breakfast in the classroom. Parents can set up an appointment to meet with the teacher and the administration team. Parents must check-in at the office whenever entering the building

Early Check-out and Late Pick-up

- If a student must leave school during school hours, a parent or guardian must check the child out through the office. Students returning to school during the day must also check in with the office. *The person signing a child out must be a parent/guardian or emergency contact in Infinite Campus and must present a valid form of identification.*
- Taking your student out of school prior to the scheduled dismissal time before weekends and holidays is highly discouraged and will be an unexcused absence. Teachers are teaching until the last possible minute. *Do not request that your child be dismissed before 3:25 pm unless it is an emergency.*
- We **do not** release students after 3:00 pm. Parents will have to wait until students are dismissed at 3:25 pm.
- If you are coming to pick your child up early for an appointment and call the office ahead of time, your child will not be called to the office until you arrive and sign them out in the office. If you have an appointment, plan accordingly.

- **Late Pick-up:** Students are dismissed at 3:25. *Any students that have not been picked up by 3:40 will be brought to the office. Parents will be required to come into the office and sign their student out after 3:40.* If there is an emergency and you are unable to pick up your student by 3:40, you must call and inform the office prior to 3:40 at **(719)579-2170**. Excessive late pick-up with or without a phone call will result in a conference with the Principal/Assistant Principal in which a request for the parent/guardian to obtain after-school daycare will be discussed.



Students **MUST** be in uniform every day unless it is a special dress day as designated by the school. Please read the Uniform Policy and Guidelines.

We are a uniform school

Uniform Policy

BOTTOMS (Solid Color: tan, navy or black): Slacks, Shorts, Skirts, Scooter, Skort, Jumper Skirt or plain navy blue or black sweatpants (no stripes, no logos, no pictures or patterns).

- Students will wear dress bottoms that are tan, navy or black only
- Shorts must be fingertip length
- Skirts, scooter skort, or jumper skirt must be fingertip length or longer
- Belts are not required, but may be worn
- Belts must be brown or black only and worn through belt loops

SHIRTS (Solid Color: red, white, navy, light blue, burgundy, or black): Polo (two or three button style), Collared Blouse, Turtleneck, or Monterey T-Shirt

- Shirts can be long or short sleeve
- Shirts are not required to be tucked in, but may not be below inseam of pants in length

SECOND LAYER TOPS (Solid Color: red, white, navy or black):

- Cardigan Sweater (zipper or button style), Sweater Vest, Sweatshirt, Hooded Sweatshirt or Zippered Sweat Jacket
- Tights
- Socks
- Leggings (can be worn under a skirt, but cannot be worn in place of pants)

DRESS NOT ALLOWED:

- logos on any clothing (other than the Monterey logo)

- jeans, on any day other than Fridays and then they **MUST** be worn with a Monterey spirit shirt or other designated spirit days
- corduroy or jersey pants
- athletic style shorts/clothing
- oversized tops or pants
- clothing that is too tight fitting or undersized
- hats are not to be worn in the building, except on “hat days”
- multi-colored/striped/patterned socks, tights, or leggings

Students **MUST wear appropriate shoes for P.E. (i.e., tennis shoes).** Examples of inappropriate shoes are flip-flops, cowboy boots, heels, etc.

Out of Uniform Actions:

Students must follow the uniform requirements daily with the exception of special school dress up days which will be determined by the school. Parents will receive communication about components of the uniform:



Family Uniform Guide



Undershirts, worn under polos and dresses, must be plain white, navy, black or red. No striped shirts, socks, tights, or leggings





Shirts: Solid Colored Red, Burgundy, Navy, Light blue Black or White Polos Shirts (two or three button style), Collared
Camisas: Color sólido Rojo, Burdeos, Azul Marino, Azul claro Polos Blanco o Negro (estilo de dos o tres botones), Cuello

Stores that sale uniforms:

Walmart | Old Navy | Kohls
 Target | Amazon | JCPenney
 See online retailers for most sizing, and budget-friendly options



Bottoms: Must be solid Colored khaki, navy blue or black. Bottoms can be slacks, skirts, skorts/scooters, plain, solid blue or black sweatpants without any logos, writing or stripes, jumper dress or shorts in khaki, navy blue or black. No cargo pants and no denim (except on Fridays with a Monterey spirit shirt), NO LEGGINGS WORN AS PANTS, NO JEGGINGS.

PARTES DE ABAJO: DEBEN SER DE COLOR SÓLIDO CAQUI, AZUL MARINO O NEGRO. LA PARTE INFERIOR PUEDE SER PANTALONES, FALDAS, FALDAS PANTALÓN/SCOOTERS, PANTALONES DEPORTIVOS LISOS, AZULES O NEGROS SIN NINGÚN LOGOTIPO, ESCRITURA O RAYAS, VESTIDO ESTILO JERSEY O PANTALONES CORTOS EN COLOR CAQUI, AZUL MARINO O NEGRO. NO SE PERMITEN PANTALONES CARGO NI MEZCLILLA (EXCEPTO LOS VIERNES CON UNA CAMISA DE ESPÍRITU MONTEREY), NO SE PUEDEN USAR LEGGINGS COMO PANTALONES, NO SE PUEDEN JEGGINGS.

*STUDENTS MAY ONLY WEAR SOLID COLOR, SWEATSHIRTS, SWEATERS, OR CARDIGANS OVER POLOS IN COLD WEATHER OR A MONTEREY LOGO SWEATSHIRT. JEANS CAN BE WORN ON FRIDAYS ONLY IF YOU WEAR A MONTEREY SPIRIT SHIRT! SPIRIT SHIRTS CAN BE PURCHASED IN THE OFFICE OR AT MONTEREY ELEMENTARY SCHOOL (MERCHLINK.COM)

LOS ESTUDIANTES SOLO PUEDEN USAR COLORES SÓLIDOS, SUDADERAS, SUÉTERES O CARDIGANS SOBRE POLOS EN CLIMA FRÍO O UNA SUDADERA CON EL LOGOTIPO DE MONTEREY. (LOS PANTALONES VAQUEROS SE PUEDEN USAR LOS VIERNES CON UNA CAMISA MONTEREY SPIRIT! LAS CAMISAS DE SPIRIT SE PUEDEN COMPRAR EN LA OFICINA O EN LA ESCUELA PRIMARIA MONTEREY (MERCHLINK.COM)

- **Uniform infraction 1:** student will receive an “out of uniform: message from classroom teacher.

- **Uniform infraction 2:** Student will receive an “out of uniform” sticker and the teacher will contact the parent.
- **Uniform infraction 3:** Student will receive an “out of uniform” sticker, the teacher will contact the parent/guardian and refer the matter to the Principal/Assistant Principal.
- Excessive uniform infractions will be handled by the Principal/Assistant Principal.



Breakfast and Lunch Program



Breakfast and lunch are served to all students, regardless of free/reduced eligibility status. However, **ALL** families must complete the application form that contributes to our school qualifying for federal nutrition programs. **Breakfast is served on Mondays at 9:40-9:55 AM and 8:05- 8:20 AM Tuesday-Friday.** Lunch times vary according to grade level. Please contact your child’s teacher or the office for lunch times at 579-2170.



Attendance



It is important that your student attend school on time every day. If your student will be absent for the day, call (719) 579-2170 before 9:00 A.M. The office needs your child’s first and last name, grade, teacher’s name, and reason for absence. You **MUST** inform the office, not just the classroom teacher of the absence for excused absences. Absences that are only reported to the classroom teacher will be **marked unexcused.** Review the Attendance Policies and Procedures so you are fully aware of the attendance expectations

Attendance PolicyOne criterion of a student’s success in school is **regular and punctual attendance.**

According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training. Compulsory attendance is a state law and Harrison District Two has adopted attendance guidelines based on the state law.

Monterey’s attendance policies are state and district mandated policies. **Several absences and excessive tardiness may affect your student’s ability to attend the middle school of your choice. REGULAR**

ATTENDANCE MATTERS!Attendance Policy

One criterion of a student’s success in school is **regular and punctual attendance.** According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training. Compulsory attendance is a state law and Harrison District Two has adopted attendance guidelines based on the state law. Monterey’s attendance policies are state and district mandated policies. **Several absences and excessive tardiness**

may affect your student's ability to attend the middle school of your choice. **REGULAR ATTENDANCE MATTERS!**

Student Attendance Regulations

Students are expected to attend school regularly with no unexcused absences or tardies. **If your child is absent for any reason, you MUST call the office within 24 hours to excuse them at 579- 2170.** Parents may access this number before, during and/or after school hours. We need to know the child's first and last name, the grade, teachers name and the reason for the absence.

- **Excused Absences** (According to state law) include:
 - Temporary personal illness, injury, appointment with a medical doctor (this applies to the student only not other family members)
 - Death in the immediate family (up to 3 days excused)
 - Family emergencies can only be excused by the principal or assistant principal. If you have a family emergency, you need to speak to the principal or assistant principal immediately. Then the absence may be excused.
 - Required court appearance for the student
 - An absence pre-approved by the principal/assistant principal
 - Students are allowed up to **7 parent excused absences for the school year.** Special medical circumstances that require more than 7 parent excused absences will be handled on an individual basis by the principal/assistant principal
- Unexcused Absences are any absences that are not excused by a parent with a call, note or doctor's note or do not fall under the list of excused absences listed above.

Attendance Procedures and Truancy Process

- Step 1: The registrar will contact the parent/guardian when a student has reached **3 unexcused absences by any date in a marking period.** A referral will be generated for the attendance team.
- Step 2: The Student Attendance Team will contact the parent/guardian when a student has reached **5 unexcused absences by date in any marking period.** A Parent/Guardian meeting with the attendance team will take place. **At this time an attendance contract will be**

completed. The purpose for the meeting is to provide resources if needed and address any concerns that are barriers to regular attendance.

- Step 3: After the attendance contract meeting, if regular attendance does not improve and/or the family in regular communication with the attendance team, the team will perform a **home visit** to assess the need for further assistance or resources.
- Step 4: A District Attendance letter will be mailed to the parent/guardian after **7 unexcused absences** informing them that further corrective action may be taken if attendance doesn't improve.
- Step 5: **10 unexcused absences by date in any marking period** will result in a meeting with the School Attendance Team and the parent/guardian to implement an attendance plan. The purpose of the Attendance Plan is to come together to create an action plan to improve attendance. The team and parents/guardians will determine the main reason regular attendance is difficult and work together to create a plan and find resources to support the family.
- Step 6: **Failure to comply with the attendance plan will result in Monterey Elementary School contacting the district attendance team. The district family liaison will work with the family and involve outside agencies if necessary.**

Weather

If school is not delayed or canceled by the district, weather cannot be used as an excuse for an absence. Follow Harrison on Facebook or download the Harrison APP for the most up to date closure information.

Tardiness

- Upon late arrival, **your child will need to be escorted into the office by an adult and signed in.**
- After 5 tardies you will receive a letter and a meeting will be set up with an administrator if tardies continue to interfere with student learning

Make-up Work

- Most work is teacher directed in class and the work cannot be made up. That is why it is important that your student be in class.
- When requesting take-home work for an extended illness or pre- approved extended absences, teachers will need **48 hours (about 2 days)** notice



The bus driver has the responsibility for the safety and conduct of students riding the bus to and from school. Students are always to obey the driver. Parents or guardians must be present at bus stops on time to pick up their student(s). Failure of students or parents to abide by bus rules

could result in a bus referral, suspension or revocation of bus riding privileges. Check with the Front Office for the bus route. Information is also posted on our website. For any questions, please call transportation at (719) 579-4900.

Student Drop-Off and Pick-Up

- **Students may be dropped off no earlier than 9:40 AM on Monday and 8:05 AM Tuesday-Friday.** All classrooms are assigned an outside door where their teacher will greet them at 9:40 AM on Mondays and 8:05 AM on Tuesday-Friday. The doors will be locked at 9:50 AM on Mondays and 8:20 AM Tuesday-Friday. There will be no supervision for students until those times. Parents/Guardians will use the parking lot and lanes on the east side of the building to drop students off. This is a kiss and go lane, so please do not stop longer than it takes to drop your student off and wish them a great day! If you need to go to the office, you will have to park in a space. The lane and parking spaces on the north side (front) of the building are coned off for bus usage. No students should be dropped off in that parking lot.
- **Pick-up begins at 3:25 PM. There are designated areas for parent pick up for car riders, walkers, and bus riders. If you are driving to pick up your student, they will be on the east side of the building.** Parents/Guardians will pick up students from the east side of the building. All grade levels are lined up for parent pick-up on the blacktop. The lanes should be continuously moving following basic traffic rules for letting cars into the lanes from parking spaces and stopping for pedestrians. There is a lot of traffic but with everyone's cooperation, we can keep it moving quickly and safely. The traffic can be avoided by parking on a side street and walking to pick up your student(s). If you are walking to pick up your student, you will wait for your student in the parent waiting area. Your student will be waiting for you in front of the building near the stairs. Parents should not wait for students on the lawn in order to efficiently and safely release students. **Due to the increase in office traffic at the end of the school day, we will not release students after 3:00 PM.** Being patient and cooperative will make traffic run quickly and safely.
***Please make sure you notify the office by 2:45 PM if a student's regular pick-up routine will be altered (examples may include not riding a daycare bus or school bus that particular day or walking instead of being picked up) so that the office can let the teacher and student know about the change in a timely manner.**



Cell Phones



Students may bring cell phones to school, but they must be turned off during the school day and kept in the students' backpack or stored by the classroom teacher. The school is NOT responsible for lost or stolen personal belongings; nor will time be given to the investigation of lost or stolen items.



Toys and Personal Items



Toys, trading cards, or other personal items should not be brought to school by students. Playground equipment including balls are provided for students during recess so balls should not be brought to school. All items brought to school that are distracting students from their educational program will be taken away and held by the Teacher or Principal until picked up by a parent. The school is not responsible for lost or stolen personal belongings; nor will time be given to the investigation of lost or stolen items

Lost and Found

A lost and found box is maintained in the school. We encourage children and parents to reclaim the items. Valuable and small items are kept in the office. Check in with the office for items not found in the lost and found box. Items not claimed will be given to a charitable organization at the end of October, December, March, and May. To cut down on the number of items not claimed, label personal belongings, including coats and jackets, with your child's name.



Keeping Kids Our Safe

Health

Monterey Elementary School has a health technician in the clinic five days a week. She has received training in basic first aid, CPR, and medication administration. All medications must be kept in a locked cabinet in the clinic. **Our policy applies to ALL medications, including over-the counter medicines (Tylenol, cough syrup), decongestants, etc.) and inhalers.** Read more details about health and immunizations in the Health and Wellness section of the handbook on pages 10-11

Pets

For safety reasons, animals are not permitted on school grounds. Dogs and other small animals may be gentle at home but unpredictable at school when confronted by unfamiliar children.

Bikes, Scooters and Skateboards

Students may ride bikes, scooters/skateboards to school but must walk them on school grounds. Bikes should be locked in the bike rack. Scooters and skateboards are kept in the office, but the office staff is not responsible for lost or stolen items, nor will time be given to the investigation of lost or stolen items.

Gum No Chewing Gum at School!



Keeping our Kids Safe



Address, Phone, & Other Emergency Information

It is vital that every child has on file current emergency phone numbers where parents can be reached. Designate an individual for the school to call in an emergency if a parent cannot be reached. Contact the school office if your address, phone, or the name and phone of the person you want contacted in an emergency changes during the school year. A change of student information form is available for your convenience in the office should you need to update information.

Child Custody

In most cases, when families are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, bring a copy to the office. **Unless your court order is on file with us, we must provide equal rights to both parents. Keep your court documents updated and give the office copies of the most recent court order.**

Emergency Drills (Fire/Lock Down)

Fire drills and lock down drills will be conducted throughout the school year. Remind your student that these drills are to ensure the safety of all students, staff, and visitors, and appropriate behavior is expected.



Health Assistants

Monterey Elementary School has a health assistant in the clinic five days a week. She has received training in basic first aid, CPR, and medication administration.

Registered Nurses

RNs will only be in the buildings to provide health services mandated by the State of Colorado such as immunizations, special education assessments, and IEP meetings. They will help coordinate the vision and hearing screenings and be available to teachers, parents, and students when there are specific health concerns that require assistance.

If a child comes to the office sick, he/she may stay in the room for 10-15 minutes while a decision is made as to whether the student should be sent home. In case of serious injury or illness of a student at school, the home or work numbers are called first. If a parent/guardian cannot be reached, the person listed on the emergency contact list will be contacted. If there is an extreme emergency, 911 will be called. ***It is extremely important that emergency information be kept updated, as current information is vital when a child needs parental attention.***

Here are a few guidelines to help you determine whether or not to send your child to school:

- ◆ Do not send your child to school if his/her temperature is 100 degrees Fahrenheit or above, or if they have experienced vomiting or diarrhea in the previous 12 hours.
- ◆ Do not send your child to school with cold symptoms, such as constant runny nose, congestion, coughing, or sneezing (other than allergy-related).
- ◆ Do not send your child to school who has a suspected or confirmed communicable disease, such as:
 - a sore throat lasting longer than 3 days (a child diagnosed with strep throat must stay home for 24 hours after antibiotic treatment has been started).
 - red, inflamed, swollen, or discharging eyes (not related to allergies).
 - weeping cold sores or other lesions (such as impetigo) until under treatment.
 - rashes that are not yet diagnosed.

Be aware that Colorado state law mandates our medication policy. If your child must take medication during school hours, you must provide the following before we can administer it:

1. A written doctor's order (including drug name, dose, time, duration of treatment, and doctor's signature). The order may be faxed to the school by the physician (fax # 579-2954). NOTE: The pharmacy label applied to the medication bottle will NOT suffice for a doctor's order.
2. Written permission from a parent or legal guardian. A form that physician and parent may complete is available from the health room.
3. Medication must be in the original pharmacy bottle, complete with label. Medication cannot be given if it comes in a baggie, envelope, plain bottle, etc.

All medications must be kept in a locked cabinet in the health room. **Our medication policy applies to ALL medications, including over-the-counter medicines (Tylenol, cough syrups, decongestants, etc.) and inhalers.** The only exception to this is cough drops, which require only written permission from a parent. Students are not allowed to carry any type of medication on their person or in their backpack at any time.

If you have any questions regarding these policies or immunization requirements for Colorado Students, please phone us at 579-2170 between 8:00 AM and 4:00 PM.



Parent Communication and Involvement



Communication

Communication between home and school means a better education for your child. Some guidelines for successful communication are:

- If you have a concern about your child and/or school, let us know. If we are unaware of a problem, we will not be able to help remedy it. Often miscommunication is clarified through the teacher and parent talking first.
- **Deal with the person most directly involved first.** If your child is having a learning problem, talk to his/her teacher first. This is the person most familiar with your child.
- Make an appointment to see the person involved whenever possible. When making the appointment, state the nature of your concerns. This will allow the person to have any necessary materials on hand and save you unnecessary delays.
- See the principal or assistant principal when you have a general school concern.

School information is updated regularly. Our web address: www.monterey.harrison.k12.co.us

Class Dojo

All classroom teachers will be using ClassDojo to communicate with parents. For the most up to date information you need about your child and what is happening in the classroom, Dojo will be the best way to communicate with your child's teacher. The Principal and Assistant Principal also do a weekly message every Friday to keep families up to date on important information and upcoming events.

Newsletters

A school newsletter is sent home on the first Thursday of each month. Make sure to read it for helpful tips on how to help your students at home and keep up with grade level and school happenings.

Thursday Folders

Your child's teacher will send a Parent Communication folder home each Thursday to inform you of your child's progress and important events and information. As much as possible, information will be communicated electronically and posted on our website. However, there will still be occasions to send home paper notices in these folders

Website and Facebook

Monterey Elementary maintains a Facebook account for more to-the-minute updates. On the website, parents will find general classroom and school information and a calendar. Please read carefully and respond or ask questions, as necessary. Cafeteria menus will be posted as well as the annual calendar and each month's newsletter.

Parent Involvement

M.O.S.T. (Monterey Operational Support Team)

All parents are encouraged to volunteer during the school year. The volunteer program is designed to enable parents to participate in our school's educational process. Parents can volunteer in several areas such as in school, at home, special events and field trips. Most of the projects include cutting out laminating, making posters, making copies, and other handwork. There are many other events in which volunteers are needed such as family nights, book fairs and field trips.

School Accountability Committee

Monterey Elementary has a parent advisory organization made up of a broad representation of the school community including parents, teachers, and community members. The School Accountability Committee

- Represents the community point of view
- Presents recommendations and/or advice to the school administration
- Serves to facilitate communication to the community and the District Accountability Committee, including the school's Unified Improvement Plan and achievement of the school's goals
- Makes recommendations to the school principal regarding priorities for school budget

Reporting Student Progress

Mid-quarter progress reports are sent home during the fourth week of each quarter and report cards are issued at the end of each quarter. Parent-teacher conferences are held in October and February. Parents are encouraged to schedule additional conferences whenever necessary.

Assigning “grades” to student work is one form of communication to parents, and the student, about how the child is **performing** in school. Grades do not reflect a child’s I.Q. or ability to learn. Grades are assigned as follows:

- We are focused on whether the student has mastered the needed skills on **GRADE LEVEL MATERIAL**, not how hard a student is working or their ability to mastery skills on their level
- The report card will not communicate improvement and growth-those are conversations teachers will have with parents

Name	Exceeds the standard	Meets all of the Standard	Meets part of the standard	Does not meet the standard
Score	4	3	2	1

Student Conduct and Behavior Expectations

Monterey’s Guiding Principles of the Student Code of Conduct

Monterey’s students contribute to personal success and the success of the school when they:

- Accept responsibility for their education, decisions, and actions
- Act in a way that best represents the school, parents, community, and self to promote a safe, healthy environment
- Are active in the school and community
- Support fellow students and their activities
- Respect cultural diversity, individuality, and the choices and rights of others

Positive Behavior Intervention Support (PBIS)

Monterey participates in a program through the Colorado Department of Education called PBIS (Positive Behavioral Intervention Supports). The primary purpose of the Colorado School-wide PBIS initiative is to “establish and maintain safe and effective school environments that maximize the

academic achievement and behavioral competence of all learners in Colorado.”

The rubric details the expected behavior for students. Expectations are taught and practiced for all settings, and students are rewarded for positive behavior. The rubrics are posted throughout the school.

	Classrooms	Restrooms	Cafeteria	Hallway	Playground	Assembly	Library and Computer Labs
Responsible	<ul style="list-style-type: none"> Be an active listener Actively participate in a positive way Give your best effort Complete all assignments 	<ul style="list-style-type: none"> Keep voices quiet Keep walls clean Report any problems immediately Do your business and leave 	<ul style="list-style-type: none"> Quiet Voices Pick up after self and make sure the table is clean for the next group. Practice good table manners (say "please" and "thank you", chew with your mouth closed) Close your milk, dump tray neatly Line up single file Get everything you need 	<ul style="list-style-type: none"> Single file, second tile Quiet voices and feet Keep your hands to your sides 	<ul style="list-style-type: none"> Line up when the whistle blows NO TAG or games like tag! Follow directions the first time they are given Take care of self and equipment 	<ul style="list-style-type: none"> Enter and exit quietly 	<ul style="list-style-type: none"> Follow Library and computer lab rules Use equipment correctly Access only appropriate websites
Organized	<ul style="list-style-type: none"> Be on time and ready to learn Be properly dressed in your school uniform Use your planner/folder Keep your workspace neat and organized 	<ul style="list-style-type: none"> FLUSH! Wash hands Keep area clean 		<ul style="list-style-type: none"> Follow hallway and line up routines Hang up coats and backpacks 	<ul style="list-style-type: none"> Line up quickly and correctly Put equipment away in the proper place 	<ul style="list-style-type: none"> Stay in order Sit in rows 	<ul style="list-style-type: none"> Put books and computer equipment back in the proper place Keep tables and computer stations clean Return materials when they are due
Cooperative	<ul style="list-style-type: none"> Follow directions the first time they are given Listen to adults Work together respectfully Raise your hand to speak and listen to others 	<ul style="list-style-type: none"> Take turns Be as quick as possible 	<ul style="list-style-type: none"> Be patient and quiet in line Listen to adults Ask adults for permission to get up from your seat. 	<ul style="list-style-type: none"> Listen to adults 	<ul style="list-style-type: none"> Take turns on and with equipment Play fair and follow game rules Listen to adults 	<ul style="list-style-type: none"> Sit properly (<u>cross</u>, cross applesauce, hands in your lap) Listen to adults 	<ul style="list-style-type: none"> Listen to adults Follow directions
Kind	<ul style="list-style-type: none"> Speak kindly about others and self Address adults and other students respectfully Congratulate your and <u>others</u> successes Help others 	<ul style="list-style-type: none"> Respect each other's privacy 	<ul style="list-style-type: none"> Have positive conversations with others Address adults and other students respectfully 	<ul style="list-style-type: none"> Be polite and courteous Be considerate of others learning in classrooms Hang up any backpacks and coats you see on the floor 	<ul style="list-style-type: none"> Be a good sport Include others Use kind words and help others Speak respectfully to adults and students Treat others the way you want to be treated. 	<ul style="list-style-type: none"> Use appropriate applause Congratulate your and <u>others</u> successes Sit quietly 	<ul style="list-style-type: none"> Address adults and other students respectfully Help others
Safe	<ul style="list-style-type: none"> Keep hands, feet and objects to self Use supplies safely Sit in your seat properly (4 on the floor) Walk, don't run Ask permission to leave the classroom 	<ul style="list-style-type: none"> Keep hands, feet and objects to self FLUSH! Report any unsafe situations to an adult immediately 	<ul style="list-style-type: none"> Keep hands, feet and objects to self Watch where you are going Let adults know about spills immediately 	<ul style="list-style-type: none"> Face forward Keep hands and feet to self Always walk 	<ul style="list-style-type: none"> Follow safety rules Walk on the black top Stay in playground area Report <u>any unsafe</u> situations to the adult at recess immediately. 	<ul style="list-style-type: none"> Keep hands, feet and objects to self 	<ul style="list-style-type: none"> Enter and exit in a quiet and orderly line Keep hands, feet and objects to self Report any unsafe behavior to an adult immediately

Playground Safety

- Students must use equipment as it was intended to be used
- Basic courtesy and friendly behavior are expected
- "Is it safe?" is the governing rule on the playground.
- Activities **prohibited** because of safety reasons are:
 - Fighting, either "play" or "real"
 - Tag
 - Throwing objects other than balls, including sand, rocks, ice, and snowballs
 - Leaving the designated playground area
 - Unsafe use of playground equipment, such as swinging side to side or on stomach, jumping off swings or spinning, sliding on stomach or sliding backwards
 - Rough play: such as pushing, shoving, tackling, pulling on clothing
 - Sliding on ice or snow
 - Letting go of bars to hang upside down (two hands on bars for safety)

Corrective measures may include, but are not limited to, the following:

- Teacher-student conference
- Time-out in the classroom or office
- Communication with parent via note, telephone, or conference
- Referral to the counselor
- Office referral to the principal
- Remedial Behavior Plan
- Suspension
- Expulsion

Serious Offenses (Students may be suspended or recommended for expulsion):

Behaviors listed below require immediate action:

- Fighting or deliberately trying to harm others
- Throwing any object which may cause harm to others
- Persistent defiance of authority - not complying with reasonable requests after several attempts at redirection.
- Using disrespectful and/or abusive language and/or gestures
- Bullying behaviors
- Sexual, racial, and/or verbal harassment
- Cheating/stealing
- Possession of a weapon or an instrument used as a weapon
- Possession of a harmful substance (drugs, alcohol)
- Willful destruction or defacing of school property
- Smoking on school grounds

***See District Code of Conduct for further details at www.hsd2.org**