



2026-2027

**Check Elementary School
Student/Family Handbook**



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Table of Contents

Floyd County Public Schools Administration.....	2
Floyd County School Board.....	2
Check Elementary School Faculty and Staff.....	3-4
Principal's Message.....	5
School Information.....	6
Statement of Shared Mission and Beliefs.....	7
General Information.....	8-11
Cafeteria Services.....	11-12
Health Services.....	12-13
Instruction.....	13-14
Student Expectations.....	15-17
Student Services.....	17
Transportation.....	18
 Parent Information	
School Wide Expectation Matrix	
School Wide Behavior Matrix	



Floyd County Public Schools Administration



Dr. Jessica Cromer	Superintendent
Amanda Melvin	Director of Secondary Education
Carrie Chaffin	Director of Special Education and Student Services
Tammy Hubbard	Director of Elementary Instruction
Brandon Williams	Director of Technology
Jennifer Bishop	Director of Personnel Services
Paul Robertson	Director of Transportation
Timmy Cox	Maintenance Supervisor

Floyd County School Board

Kirsten M. Vest - District A (Locust Grove)

222 Elder Farm Road NE
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Home Telephone: (540) 651-4669
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James Ingram - District B (Little River)--Chairman

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PO Box 326
Floyd, VA 24091
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Laura H. Leroy - District D (Burks Fork) –Vice Chairman

4571 Floyd Hwy. S.
Willis, VA 24380
Home Phone: (540) 789-2298
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C. Gene Bishop- District E (Indian Valley)

194 Indian Creek Road NW
Willis, VA 24380
Home Phone: (540) 789-4282
Cell Phone: (540) 629-0769
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Check Elementary School Faculty and Staff

Position	Name	Email
Principal	Jennifer Overstreet	overstreetj@floyd.k12.va.us
Administrative Assistant	Angie Slater	slatera@floyd.k12.va.us
Office Assistant	Kay Gallimore	gallimorek@floyd.k12.va.us
School Nurse	Mary Conner	connerm@floyd.k12.va.us
Guidance Counselor	Russell Williams	williamsr@floyd.k12.va.us
Reading Specialist	Sandra Nolen	nolens@floyd.k12.va.us
Reading Specialist	Rebecca Jones	jonesre@floyd.k12.va.us
Preschool	Carol Trejo	trejoc@floyd.k12.va.us
Kindergarten	Stacie Yaunsem	yaunsems@floyd.k12.va.us
	Julia Bazin	bazinj@floyd.k12.va.us
First Grade	April Jones	jonesa@floyd.k12.va.us
	Jackie Stritzl	stritzlj@floyd.k12.va.us
Second Grade	Patti Ann Conner	connerp@floyd.k12.va.us
	Taylor Weddle	weddlet@floyd.k12.va.us
Third Grade	Lynnsey Harris	harrisl@floyd.k12.va.us
	Shelby Dougherty	doughertys@floyd.k12.va.us
Fourth Grade	Samantha Esposito	espositos@floyd.k12.va.us
	Rachel Sandoval	sandovalr@floyd.k12.va.us
Fifth Grade	Sarah Surratt	surratts@floyd.k12.va.us
	Kimberly Nichols	nicholsk@floyd.k12.va.us
Sixth Grade	Katie Biesterveld	biesterveldk@floyd.k12.va.us
	Molly Penny	pennym@floyd.k12.va.us
Seventh Grade	Angela Huff	huffang@floyd.k12.va.us
	Katie Thomas	thomask@floyd.k12.va.us

Check Elementary School Faculty and Staff

Position	Name	Email
Special Education	Ashley Wall	walla@floyd.k12.va.us
Special Education	Sarah Spurgeon	spurgeons@floyd.k12.va.us
Special Education	Randall "Tim" Reach	reachr@floyd.k12.va.us
Speech Pathologist	Natalie Simmons	simmons@floyd.k12.va.us
Library Media Specialist	Caroline Tesauro	Tesauroc@floyd.k12.va.us
Art	Amanda Janney	janneya@floyd.k12.va.us
Physical Education	Kyle Curran	currank@floyd.k12.va.us
Music/Band	Julie Posey-Chaffin	poseyj@floyd.k12.va.us
Learning Lab Leader	Karen Cochran	cochrank@floyd.k12.va.us
Amanda Turman	IA/Registered Behavior Tech	turmana@floyd.k12.va.us
Elem. Instructional Specialist	Kim Keith	keithk@floyd.k12.va.us
Secondary Instructional Specialist	Jodi Ally	allyj@floyd.k12.va.us
Division Math Specialist (K-12)	Tara McGrady	mcgradyt@floyd.k12.va.us
Division Enrichment Teacher	Christina Dunfee	dunfeec@floyd.k12.va.us
Intervention Specialist	Nicole "Niki" Burgard	burgardn@floyd.k12.va.us

Support Staff

Instructional Assistants		Cafeteria Workers	Custodians
Chris Landon	Cayman Bolt	Tanya Hicks, Manager	Bucky Alderman 1230pm-9pm
Tiffanie Lester	Joshua Blumhagen	Elizabeth Bratcher	Edsel Conner Jr 230pm-11pm
Alison Prudner	Shawna Morris	Sherry Seco	Ronnie Duncan 5am-130pm
Kayla Weeks		Dawn Pryor, monitor	
Tammy Whitlock			

Outside Agencies

Deputy Chase Vaughn, Resource Officer Leanne Hancock-Scott, NRVCS Alex Radzikowski, National Counseling	cvaughn@floydcova.org hancock-scott@nrvc.org alexandra.radzikowski@ncgcommunity.com
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Principal's Message

Dear Students, Parents, and Guardians,

Welcome to a new school year! We are excited to partner with you as we work together to provide every child with a safe, supportive, and engaging learning environment.

We are proud of the strong relationships that exist among our students, families, staff, and community. These relationships create a sense of belonging that helps our students grow academically, socially, and emotionally.

Our first priority is ensuring the safety and well-being of every student. We are committed to maintaining a school environment where children feel secure, respected, and valued each day they walk through our doors.

We are also focused on increasing academic rigor and providing meaningful learning opportunities that challenge students to think critically, solve problems, and reach their full potential. We believe all students can achieve high levels of success when provided with strong instruction, high expectations, and the support they need to thrive.

Most importantly, we recognize that educating children is a shared responsibility. When families and school staff work together, students benefit. Open communication, mutual respect, and a common focus on what is best for children help create the conditions for student success. We encourage parents and guardians to stay actively involved in their child's education and to partner with us throughout the year.

Thank you for entrusting us with your child's education. We look forward to a year filled with learning, growth, and achievement as we work together to help every student succeed.

Sincerely,

Jennifer Overstreet

Principal

School Information

Check Elementary School
6810 Floyd Hwy N
Copper Hill, VA 24079
Phone: 540-745-9410
Fax: 540-745-9491

School Day: 7:45 AM to 2:35 PM
Office Hours: 7:30 AM to 3:00 PM

Website: <https://www.floyd.k12.va.us/Domain/8>
Facebook: <http://www.facebook.com/checkelementaryschool>

School Motto: “Take care of yourself. Take care of each other. Take care of this place.”

School Colors: Royal Blue and White

Mascot: Cavalier



Statement of Shared Mission and Beliefs

The mission of Check Elementary School is to provide a stimulating and challenging academic program that enriches the whole child.

WE BELIEVE that students are motivated by stimulating and challenging academic programs.

WE BELIEVE educators will set high standards and have high expectations for all students.

WE BELIEVE that instruction will provide for individual differences and learning to develop a student's full potential.

WE BELIEVE in site-based decision making by empowering our teachers, students and parents.

WE BELIEVE that parents and community members are an important part of the learning experience.

WE BELIEVE that all students will have the opportunity to learn in a safe environment, that students will demonstrate responsible behavior and show respect to everyone.

WE BELIEVE that all students will use technology as a learning tool to prepare them for the future.



General Information

FCPS Policies and Regulations

Floyd County Public Schools have established policies and regulations to ensure the safety of students and staff. The FCPS Policy Manual is available on our division website: <http://www.floyd.k12.va.us>

Attendance

We believe attendance is an essential component of student achievement and therefore we strongly encourage good attendance. When a student is not able to attend school, the parent/guardian is asked to contact the school during the morning hours between 8:00 to 9:00 AM to report the reason for the absence. When the child returns to school, he/she must provide documentation from the parent/guardian (written note or email) stating the reason for the absence.

According to school board policy, missing assignments resulting from absences must be made up within 3 days of returning to school. Extenuating circumstances may be considered by the principal.

Students who have five unexcused absences will be placed on an attendance plan.

Families of students who have ten unexcused absences will be required to attend an attendance conference.

Students who have more than 10 days of unexcused absences are subject to a court referral.

Chronic Absenteeism is defined as 18 or more days missed in the entire school year. Students are missing out on learning opportunities with excessive absences and are subject to retention if they miss more than 18 days even if they are excused.

Family Trips/Vacations

In accordance with Floyd County Schools policy, JED-R, parents/guardians are required to obtain approval from school administration prior to family trips taking place during the school year. Pending confirmation for excused absences, students are required to make up any assignments within three days of returning. Failure to comply with attendance protocol will result in an individual attendance plan, grade level retentions, and/or court action. Parents/legal guardians can submit in writing their request and send it to Mrs Overstreet at overstreetj@floyd.k12.va.us for prior approval.

Arrival and Dismissal

Car rider drop off times: 7:30-7:45 AM.

Car rider pick up times: 2:32-2:45 PM.

The Car Rider Door will open at 7:30 AM. Please do not drop off your student(s) until after the doors open. Bus riders will unload at 7:30 AM. The tardy bell rings at 7:45 AM.

Students are dismissed at 2:32 PM on regular school days and 11:30 AM on scheduled early release days. In order to protect the safety of our students, please abide by the following expectations:

- Car rider drop off and pick up is in front of the gym.
- Arrive no earlier than 15 minutes prior to car rider dismissal (2:15 full day or 11:15 half day)
- **No students are to be dropped off at the front or rear of the school.**
- Parents/Guardians are expected to pick students up in a timely fashion. A student may not remain at school after dismissal time.
- No one other than the parent/legal guardian or authorized person may pick up a student unless the school receives communication from the parent/guardian.
- Please observe safe and effective car rider procedures.
- Circle around the school, behind the cinderblock building, and wait in line.
- Unload 4 cars at a time when directed by a school employee.



Procedure for Late Arrival:

Students arriving at school after 7:45 AM must obtain a tardy slip from the office before being admitted to class. **If your child arrives late, please accompany them to the office for a tardy slip.**

Procedure for Early Pickup:

Please park in our parking lot and come inside to the office in order to pick your child up.

Check-in System

Floyd County Schools uses a check-in computer system for student safety. All visitors must present a valid driver's license in the office before being admitted to any other part of the school. Visitors will check out in the office upon departure.

Visitors & Volunteers

Visitors and volunteers are welcome in our school. Please speak to your child's teacher if you would like to volunteer.

Family members are welcome to eat lunch with their child or children during their child's lunch period. **Please do not share food with other students due to allergies.**

Blackboard Mass Notification System

Floyd County Public Schools uses the Blackboard System for notification and communication to deliver messages to families for school closing announcements due to inclement weather or other emergencies as well as other general notices related to school activities, etc. The Blackboard system can deliver messages to telephone, cell phone, e-mail, pager or PDA in any combination. Please make sure that your contact information is up to date.

Mobile App

Floyd County Public schools has an app available for download with up-to-date school information. The app can be found on your device's app store by searching "Floyd County Public Schools."

Emergency Drills

Check Elementary will periodically practice a variety of emergency drills. Drills include fire drills, lockdown drills, earthquake and tornado drills. Emergency procedures have been established and outlined in our school crisis plan located in each classroom. Drills can occur anytime during the school day. The Code of Virginia requires us to notify families at least 24 hours prior to a lockdown drill. Preschool and Kindergarten students will be exempt from lockdown drills for the first 60 days of school. Virginia Law requires two lockdown drills during the first 20 days of school. We will hold at least one lockdown drill after the first 60 days of school being in session.

Field Trips

Teachers are responsible for planning any field trips. In each instance, they will provide details to parents beforehand. Parents will be required to submit written permission forms for their child to participate. Please turn in a permission slip so that the student will be able to participate. Fees may be charged to cover transportation costs and the activity.

Posting Materials in Public Areas

Check Elementary School is not an open forum for the public. Any material posted in public areas must conform to specific guidelines. Copies of these guidelines are available from the district.

PTO

We encourage you to get involved in our PTO. Exact dates and times will be communicated with families. Our PTO sponsors several events for our students and our families throughout the year. They also help secure volunteers for school events and provide funds for supplemental instructional materials.

Lockers

Lockers are provided for students in grades 5-7 to store books, jackets, water, packed lunches, and other personal effects. Students are to use **ONLY** the locker assigned to them and ensure that the locker is kept in a neat condition. It is the responsibility of the student to keep his/her locker locked at all times.

Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. (FCPS Policy JFG)

Cafeteria Services

During this school year, all students are eligible to receive one breakfast and one lunch each day free of charge.

A complete breakfast meal consists of an entrée, fruit or 100% fruit juice or vegetable, and milk.

A complete lunch consists of an entrée, vegetable, fruit, and milk. A student must choose 3 of the components that make up the meal to qualify as a free meal, and one must be a fruit or vegetable.

Second meals are available for purchase as well as individual items.

Student	Adult
Second Breakfast Meal price for students \$2	Adult Breakfast \$3
Second Lunch Meal price for students \$3	Adult Lunch \$5

You can add money for extra food to your child's account through My School Bucks, www.myschoolbucks.com. Please note that any money sent into the cafeteria will be used for additional food purchases including ice cream.

Visit our Food Service Program and menu on our website under the Department tab then select Food Services.

Students may also pack a lunch from home. **Only water, milk, and juice are allowed for beverages. Sugary beverages, coffee, and energy drinks are not allowed for snack or at lunch time.**

Snacks

Students are allowed to bring a snack and water from home in a water bottle. Please no glass water bottles or lunch containers.

Please remind your child that we do not share food at school because there are many students at school with food allergies and medical conditions.

Health Services

General Information

- Check Elementary employs a full time nurse.
- Students must be fever free without medication for 24 hours before returning to school.

Prescription Medication

If it is necessary for the school to administer prescription medication to your child, please complete the Authorization for Medication Administration Form. Forms are available in the CES Main Office. In order to administer the proper medication the form needs to be filled out AND signed by the primary care physician. All medications must be delivered to the school by a parent/guardian. **Please do not send medication with students.** Students are not allowed to carry medication on their person unless they have obtained prior consent from physician and school.

Illnesses and Injuries

Students who are not feeling well will be assessed by the nurse. Families will be called to pick up a sick child. If an injury or accident occurs, the nurse or office will notify families. An accident report will be completed and a copy will be sent home.

Please make sure that the school has your most current home, work, and/or cell phone numbers, and up to date emergency contact information. If information changes, please inform the office.

Additional Immunization Requirements for Students Entering Seventh Grade

All 7th grade students are required to have a TDAP, Hepatitis A and Meningococcal Conjugate immunizations prior to entering school in the fall. Immunizations may be obtained from your doctor, military clinics, or the health department. Documentation should be on file with the school. Call your doctor or local health department if you have questions.

Instruction

Overview

Check Elementary strives to provide a rich learning environment for our students. We focus on building strong relationships with our students and focus on developing the whole child. We believe that providing students a strong foundation in literacy and math is fundamental to our students' future success. Further, it is our goal that students be engaged in their own learning. Students will participate in project based learning which will focus on the 5C's in order to prepare them to meet the profile of a Virginia graduate.

The 5 C's are:

Critical thinking

Creative thinking

Communication

Collaboration

Citizenship

Standards of Learning

Check Elementary School follows the Standards of Learning set by the Virginia Department of Education. A complete list of the standards for each grade and subject can be found on the VDOE website, <http://www.doe.virginia.gov/>.

Students in grades 3-7 will participate in SOL testing. SOL reports will be sent home at the end of the school year.

Reading Homework

We encourage all of our families to spend at least 20 minutes each night reading. Parents are encouraged to read aloud to their child (ren) each night.

"The importance of reading aloud to children on a daily basis can't be overestimated. Children who are read to are usually the very best readers in the classroom, and they acquire large vocabularies, write well, and do better in other subject areas, as well."
(The Power of Reading Aloud, 2012)

Reporting on School Progress

We will maintain communication with parents to inform them of their child's progress through report cards, progress reports, parent/teacher conferences and Parent Portal.

The grading system is used to evaluate students' performance in meeting instructional goals set forth by state and local standards. (FCPS Policy IKAB)

Teachers may include a variety of assessments such as tests, quizzes, class work, homework, projects, etc. to determine students' progress. Grades will not be a measure of a students' disruptive behavior or disciplinary problems. Students will be evaluated using the following scales.

Grades K - 12th Grade

A – Excellent 90 -100

B – Above Average 80 - 89

C – Average 70 - 79

D – Below Average 60 - 69

F – Failing 0 - 59

Elementary schools (grades K-7) will evaluate citizenship/work habits using the following criteria:

S - Satisfactory

N - Needs Improvement

No skill based or achievement grades will be given for elementary art, music or physical education. Elementary band students will receive achievement grades.

Kindergarten-Second Grade

Report cards will be sent home each nine-week grading period. If desired, parent conferences may be set up any time by the family and are on our school calendar for the fall and spring.

Third-Seventh Grade

Report cards will go home at the end of each nine week grading period. Midterm reports are available on the portal throughout the year and will be sent home half-way through each nine week grading period. If desired, parent conferences may be set up any time by the parent and are on our school calendar for the fall and spring.

Textbooks

Textbooks are provided for the students at no charge. However, the student is responsible for the care of the books. The school reserves that right to levy fines for damaged or lost books.

Chromebooks

Students in grades 2-7 use chromebooks. Insurance is available each year for families to purchase. The insurance costs \$10 per student for elementary and \$15 for high school, per year. There is a \$15 deductible for most incidents.

Families are responsible for the full cost of repairs or replacement if they decline the insurance. **Forms are still required to be turned in if declining insurance coverage.**

Newly enrolled students will have 2 weeks after their start date to sign up for insurance.

Lost or damaged power cords are not covered by insurance. The cost to replace a power cord is \$20.

Student Expectations

Code of Conduct

Both the state of Virginia and Floyd County Schools have adopted the model code of conduct. Families should refer to the code of conduct found on the district website for specific information. The code of conduct is a tiered support system designed to offer support to students while teaching appropriate behaviors.

Systems of Supports

Check Elementary uses a data-informed decision making framework for establishing the academic, behavioral and social-emotional supports needed for a school to be an effective learning environment for all students. Students are expected to be respectful, responsible and safe. The school-wide expectations are:

- Take care of yourself.
- Take care of each other.
- Take care of this place.

More specific information involving the matrix can be found in the appendix.

Character Education

Students will hear a character-based message each week through our Project Wisdom curriculum.

Students will also participate in our social emotional curriculum entitled Caring Schools Community.

Cavalier Student of the Week

Homeroom teachers will select one student each week to be the Cavalier student of the week. These students will celebrate their success with Mrs Overstreet or designee on Fridays prior to dismissal. A Cavalier student of the week shows good character through his/her compassion, honesty, trustworthiness, responsibility, optimism, kindness and helping attitude. Teachers may also recognize a struggling student who has made improvement or did something exceptionally well.

Dress Code

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates health or safety problems. (FCPS Policy JFC-R)

Students in violation of this policy will be required to immediately change into proper and more appropriate clothing.

Students must remove hats and hoodies when entering the building. Hats may be worn on special designated occasions.

Acceptable Computer Use

Students are expected to be good digital citizens. Using technology is a privilege that can be lost if a student uses his device in an inappropriate manner.

Electronic Devices (includes: cell phones, smart phones, tablets, smart watches, earbuds, and other personal electronic communication devices) Policy JFC-RD-Accordance to Virginia's Executive Order 33

We know that many of our students have their own phones. Students are allowed to use phones on the bus but are not allowed during the school day. This includes recess, lunch, and free time. Here are the procedures we will follow for violations of this policy.

First Offense:

Device is confiscated and securely stored in office

Parent/guardian contacted

Student may pick up at the end of the school day

Second Offense:

Device is confiscated and securely stored in office

Parent/guardian contacted

Parent/guardian must pick up

Third Offense:

Device is confiscated and securely stored in office

Parent/guardian contacted

Parent/guardian must pick up and meet with administration to develop a plan for compliance

Student assigned one day of In School Suspension (ISS)

Fourth Offense:

Device is confiscated and securely stored in office

Parent/guardian contacted

Parent/guardian must pick up

Student assigned two days of In School Suspension (ISS)

Student loses the privilege of bringing a device to school for the remainder of the school year

Refusal to turn over electronic device:

Parent/guardian contacted

Student assigned one day of Out of School Suspension (OSS)

Subsequent refusals will result in additional days of out-of school suspension and loss of privilege to bring device to school for the remainder of the school year

Toys

Students should not bring toys or entertainment devices to school. This rule has been established because such devices may cause disruption in the classroom and interfere with the learning process. Students may bring a toy for show and tell or on a special day that is predetermined by their teacher.

Cavalier Pledge

**My behavior is a choice that I make. I am responsible
for all of my actions.**

Student Services

Guidance

Guidance services are available to every student in the school. Classroom guidance classes will occur every other week.

Advanced Tiers Team

Students who are struggling with learning or challenging behaviors are offered additional supports and interventions to help them be successful. Classroom teachers or parents may refer a student to the advanced tiers team.

Behavior Specialist

Our district behavior specialist is a resource to help with children who are having behavior issues.

New River Valley Counseling Services Clinician (NRVCS)

A NRVCS School Based Clinician is available to provide students more intensive counseling sessions if needed.

National Counseling

Therapeutic Day Treatment is available for qualifying students who are exhibiting challenging behaviors/emotional concerns. These students need more intensive support than is provided by NRVCS.

504 Plans

A 504 Plan is a plan developed to ensure that a child who has a disability identified under the law receives accommodations that will ensure access to the learning environment.

Special Education

We provide specially designed instruction to meet the unique needs of a child who presents with a disability. To qualify for special education services a student must meet eligibility requirements.

Transportation

Bus Behavior

Students are expected to follow these standards on the bus:

- **Take care of self**
- **Take care of others**
- **Take care of this place**

Specific details can be found on the school wide expectation matrix.

- All elementary students will sit in the front area of the bus and all high school students will sit in the back area of the bus.
- There will be seats left open to divide the two areas when possible.
- All students must remain seated while on the bus.
- Bus drivers will be reviewing these reminders along with safety protocols with students.

The principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who have disciplinary problems on the bus. Parents/guardians of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child faces the loss of school bus riding privileges and/or other disciplinary actions. (FCPS Policy JFCC-R)

Transportation Change

Students will follow the transportation plan given to the school at the beginning of the year. If a student's plan changes, it is the responsibility of the parent to let the office know either in writing or via phone. If calling, the office please call as early in the day as possible. ***Please do not call the school after 1:45 p.m. to make changes in transportation plans, this may not be granted unless it is an emergency.*** We need sufficient time to make your child aware of the new transportation arrangements. **For safety reasons, we can not take the words of students regarding transportation changes.**

Students Going Home with Another Student

If a student plans to go home with another student, a permission note from **both the parent/guardian of the child who is visiting and the parent/guardian of the child who is being visited must be presented.**

On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law.

Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments.

If you would like to receive information about this topic, please contact Tammy Hubbard, Director of Elementary Education, either by phone at 540-745-9400, or in writing at hubbardt@floyd.k12.va.us.

CES Expectation Matrix

	Classroom	Bathroom	Hallway	Cafeteria	Recess	Digital Citizenship	Bus	All Locations
Take Care of Self	Follow directions Stay on task	Wash your hands	Go where you need to go and return to class quickly	Keep your food and drink on your tray and to yourself	Follow game rules Practice good sportsmanship	Only go to allowed sites Keep passwords private	Stay on the sidewalk Remain seated, facing forward Keep body parts inside window	Accept consequences for your actions Always do your best
Take Care of Others	Actively listen when others are speaking Patiently wait your turn	Clean up after yourself Flush the toilet	Use Spy talk Walk Use the right side of the hallway	Use Low Flow Talk	Use appropriate language Keep hands and feet to self	Report red flag situations to an adult Avoid digital drama	Use low flow talk Keep hands and feet to self Use appropriate language	Use kind words and actions Honor others boundaries and personal choices
Take Care of This Place	Put things where they belong	Report problems to an adult	Help keep the hallway clean	Put trash in the trash can Report problems to an adult	Use the equipment appropriately	Carry devices safely Keep devices clean and charged	Follow the directions of the bus driver Clean up after yourself	Clean up after yourself

