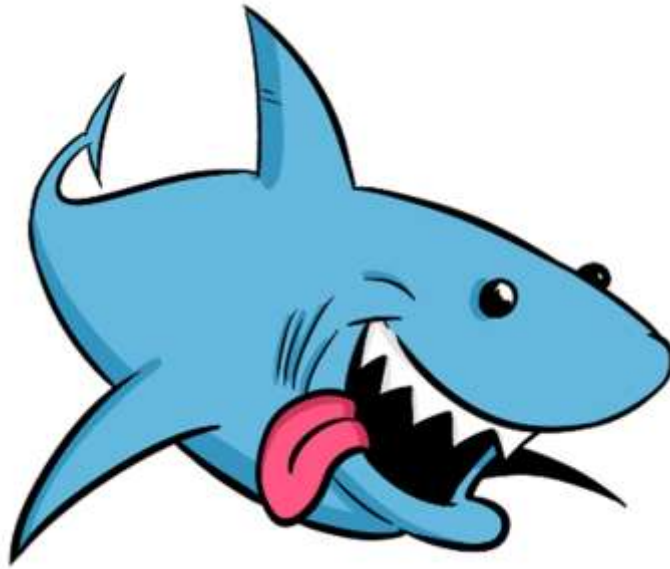


Adlai Stevenson

Parent Handbook

2021-2022



**Please be sure to refer to the CMSD Website for all related information
critical to learning.**

<https://www.clevelandmetroschools.org/BacktoSchool>

(216) 838-5300

**(All parent/guardians are expected to review this entire handbook with their
students at the beginning of the school year.)**

Things To Do As An Adlai Stevenson Parent:

- *Completely fill out the Emergency Forms.*
- *Notify the school regarding absence, tardiness, or changes in telephone number or address. You may call 216.838.5300.*
- *Participate in school activities*
- *Help with homework and provide a place for your scholar(s) to study*
- *Check papers that are brought home*
- *Send the scholar(s) with the proper supplies*
- *See that all letters sent home are signed, dated and returned*
- *Send the scholar(s) to school on time each day*
- *Do not send gum, candy, games, toys, headsets, and handheld games*
- *Attend Virtual Parent-Teacher Conferences and other school events*
- *Discuss any concerns you have about your child's behavior and academic performance with the teacher or the Principal*
- *Maintain professional and safe behavior at all times. This includes the language and behavior of all individuals on campus whenever on campus.*
- *Notify the office of any change in address, phone number or email address as soon as possible.*

Our Vision

Adlai Stevenson, where every student is prepared to reach their dreams.

Our Mission

Adlai Stevenson is a family committed to developing and empowering lifelong learners who will be proficient or better in all state standards so that they can realize the dream they have for themselves and be successful in a global marketplace.



Every Student, Every Day

Schedule

*****subject to change in order to meet in person COVID-19 related guidelines*****

9:35-4:05 Instructional Day

- 9:05** *Scholars may enter the building for breakfast. No student should arrive at school prior to this time. PreK enters through the door on Jo Ann Dr.*
- 9:35** *Late Bell and Instruction start. At this time a parent/guardian must sign any scholars in at the front office.*
- 11:15-11:55** *First lunch for K, 1st, 2nd*
- 12:05-12:45** *Second lunch period for Pre-K, 1st, 2nd and 3rd grades*
- 12:55-1:35** *Third lunch period for 4th and 5th grades*
- 1:45-2:25** *Fourth lunch period for 6th, 7th & 8th grades*
- 3:35** *Check-outs end and classroom closures take place*
- 3:50** *Bus and daycare dismissal*
- 3:55** *Walker and Car rider dismissal.*
Pre-K and Kindergarten students MUST be signed out from the class using the door on Jo Ann Dr.
All car riders and walkers will be dismissed/picked up from Woda Ave.

Dress Code Policy

Student do NOT need to be in dress code for the 2021-2022 school year but MUST dress appropriately for school.

This includes, but is not limited to:

- Shirts/tops must cover the entire shoulder area and lay below the waistline.
- Shorts/skirts must come to the knee when standing.
- Pants must sit at the waistline.
- Shoes/boots must be worn at all times. No open toed shoes or sandals.
- No hats, do rags, or head coverings may be worn unless for religious purposes.
- Students must be able to participate in all school related activities.
- It is not recommended that students wear any expensive jewelry and the school is not liable for any loss or theft.
- All clothing, jewelry, etc. must be non-distracting to the learning environment.
- No inappropriate language or images will be permitted.

Student who are dressed in attire that does not meet the guidelines as determined by school administration will be asked to change and may be placed in an alternative work environment until alternative clothing is available to them.

Cleveland Metropolitan School District Educationally Appropriate Dress and Appearance/Dress Expectations

The responsibility for the dress and appearance of a student rests primarily with the student and their parents or guardians. In the interest of maintaining a safe and healthy learning environment, the district believes in the following basic principles:

- All students are encouraged to dress in a manner that is appropriate, comfortable and conducive to an active academic school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image.
- The district standard dress and appearance policy is gender neutral and applies to all students equally regardless of gender on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff.

Examples of inappropriate clothing include:

- clothing where the buttocks or torso is exposed, i.e., tube tops, half shirts, halters
- clothing that is see-through. (clothing must be opaque)
- clothing or accessories that show profanity, obscene words or pictures, sexually suggestive statements, violence, or incitement to violence
- clothing representing gang-related activities
- clothing where the entire thigh is exposed, such as micro minis or short shorts.
- bathing suits or cut-offs
- the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol
- clothing where undergarments are exposed
- clothing that has text or visual images that is libelous, bullying, constitutes harassment or discrimination
- footwear must be worn at school and all functions
- no backless or open toe footwear

General Information

AT HOME HEALTH CHECKS:

Parents are required to check each morning for signs of illness before bringing or allowing their student to go to school. A student **MUST** stay home if he/she exhibits:

- Temperature of 100.4 degrees or higher
- Any cold or flu-like symptoms, including:
 - Cough
 - Diarrhea
 - Headache
 - Vomiting
 - Body aches
 - Runny nose

Any student who is exhibiting these symptoms will be sent home for school and must remain home for 24 hours after all symptoms pass.

HEALTHY LEARNING ENVIRONMENT:

All students, staff and visitors are required to enter through the main doors on Woda Ave. An active temperature check will be conducted and a mask must be worn at all times. Any individual who refused to wear a school appropriate mask will not be allowed into the building.

Adult visitors will be required to answer the following prompts before being allowed to enter:

- In the past 48 hours, have you experienced any cold or flu-like symptoms?
- I the past 14 days, have you been in close contact with any how had COVID-19 or is suspected to have COVID-19?
- Are you isolating or quarantining do to possible exposure to COVID-19?
- Are you awaiting the results of a COVID-19 test?

If you answer yes to any of these questions we will ask you to leave campus and encourage you to contact your primary care physician.

All COVID-19 guidelines must be followed at all times. These include, but are not limited to mask wearing, active temperature checks, maintaining a social distance of at least 3 feet; although no student should be prohibited from returning to school because of the 3 feet social distancing recommendation, frequent hand sanitation and hand washing for at least 20 seconds, etc.

The following health and safety guidelines will be in place for all scholars while on campus:

- A face mask must be worn at all times, unless eating or drinking.
- Drinking fountains will not be used. Students may bring a sealed, leak-proof bottle of water to school. This bottle will not be able to be refilled and must be used appropriately at all times.
- Student must maintain 3 feet of distance between each other whenever possible. No hugging, high-fives, etc.
- Student use of restrooms will be limited to scheduled breaks only unless it is deemed an emergency.

LEARNING TECHNOLOGY

All students, except those in PreK and Kindergarten, **must bring their device with them to school each day** and are encouraged to bring personal headphones. Please be sure that the device is fully charged. You should continue to call the HelpDesk at 216-838-0440 for support with technology but should also notify the teacher.

A few helpful tips to avoid technology issues:

1. Set up a dedicated work space for your scholar where all at home work and classes are completed. If at all possible, this should be out of the bedroom. A quiet corner of the home is all that is needed.
2. Take the computer after all schoolwork is completed and plug it in for the next day. This will ensure that the computer is charged, fully operational, and not being used at night for non-school related things.
3. Set up ground rules for computer usage. These should include:
 - Use the device for school related work only.
 - Keep the computer on a stable surface, such as a desk and not a bed.
 - Do not walk around with the computer.
 - Keep food and drink away from the computer.
 - Keep the computer clean.

ARRIVAL TIME:

Doors for these students will open at 9:05 and students. No car rider or walker should arrive prior to 9:05 for safety reasons. All students who arrive must wait in line to enter the school. Social distancing must be maintained at all times and students must wear a mask.

Bus riders will arrive at school at the time designated by the transportation department.

Building Visitors will NOT be allowed in the building during arrival and dismissal.

TARDIES:

The **tardy bell rings at 9:35 a.m.** You must sign your child in if you arrive at or after the tardy bell. It is very important that students arrive on time daily to set a pattern of responsible behavior for the future. **If a child is tardy, a parent or legal guardian must come into the office, sign your child in and obtain a pass** to class for your child. Students should report directly to his/her class upon receiving his/her late slip. The adult accompanying these students must sign the late log. Your child is considered tardy if he/she arrives at or after the 9:35 a.m tardy bell. We stress the importance of being on time and ready to begin the day. Work habits for later years are being established, so let us work together to eliminate tardies. Students picked up late, tardies and early checkouts cannot exceed three in a nine-week grading period to qualify for perfect attendance recognition. Special incentives are provided for students that maintain superior attendance.

ATTENDANCE:

Students are required to attend school 180 days per year. Regular attendance is vital for student success. Parents are requested to call the school (838-5300) in the morning if their child will be absent. Upon return of the child to school, a note must be sent explaining the reason for absence. **STATE LAW REQUIRES A NOTE. The note must have the student's name, excused absence date(s), reason for absence and the signature of the parent or guardian.** Excused absences are for:

- Illness
- Religious Holiday
- Death in the Family
- Unusual Circumstances (must be explained in writing and approved by the Principal or Assistant Principal)

For Hybrid Attendance students will be marked absent if they do not attend in person learning per their schedule and will be marked tardy if they arrive after 9:35 a.m. on in person days. For remote learning days, students will be considered present if they attend live, remote instruction or complete any work related to the instruction for that day.

EARLY CHECK-OUTS:

Please keep in mind that students must attend school for the entire instructional day. We are asking that parents only sign children out in cases of an extreme emergency. Please try your best to schedule all appointments before or after school hours. Parents and guardians are the only people allowed to sign children out unless you have included names of other individuals on the emergency checkout form. If your child needs to leave school prior to 4:05, please ring the entry doorbell and be prepared to state your name, what your needed support is, and then answer the

related COVID-19 screening questions. At that point, you will follow the office visitor guideline laid out in the handbook. Once in the office the student will be called for check-out. Adults will not be allowed to go to the classroom. While you wait in the office, please sign out your child in the Student Sign-Out Book. Students will never be permitted to leave without an authorized adult during the school day. In order to prevent confusion and limit interruptions during end of the day classroom procedures, STUDENT CHECK-OUTS WILL END AT 3:35.

DISMISSAL:

All classrooms will follow a staggered dismissal plan.

- Daycare riders will be dismissed at 3:45.
- Car riders and walkers will be dismissed at 3:55
- **If you are picking up children at dismissal time, please come down 183rd St. and turn left onto Kares Ave, right onto Wendy Drive and then right onto Woda Avenue to line up. Do not double-park. Also, make sure you leave the designated space for the school buses in front of the building from the flagpole to the corner of Jo Ann Dr. Once you pick up your scholar(s) you MUST turn left down 183rd as you will not be permitted to continue on Woda Ave past the buses. Cleveland PD or CMSD PD may ticket you if you violate parking procedures. Do not use driveways as turn arounds.**
- Due to limited space, parents are not permitted to wait for children in the front lobby. Students must exit the building.
- Visitors will NOT be allowed in the building during dismissal.
- Please encourage your children to come straight home upon dismissal and walk in groups.
- **If you are picking up children, please be prompt!** After 4:05 all students who have not been picked up will be waiting in the office. An adult will be required to sign them out. Continued late pick-ups will result in a referral to Social Services as required by law.
- **All parent/guardian(s) are expected to inform their student's teacher on how the student will go home each day. If there ever a change in afternoon transportation method you must provide notice to the teacher in writing. Phone calls or students' word of mouth will not be accepted for safety reasons.**

DAYCARE:

Parents must provide the classroom teacher with information as to:

1. Name of Daycare
2. Telephone Number
3. Address
4. Identify who will pick up the student(s)

Anytime there is a change in daycare transportation the parent or guardian must notify the teacher or school in writing (please include a working phone number in the note).

LATE PICK-UP:

If you pick up your child from the office after dismissal has ended, it will be necessary for you to sign him/her out in the LATE SIGN-OUT book. Repeated late pick-up will result in notification to Children and Family Services.

BREAKFAST AND LUNCH PROGRAM:

All students qualify for free breakfast and lunch. If you wish to send a lunch make sure it does not need to be refrigerated or heated up. Please do not send candy and sugary treats to school.

Celebrations for birthdays or other such important dates will not be allowed in the cafeteria or during instructional time. This is done for several reasons:

- **To protect instructional time**
- **For the health and safety of our students**, precautions must be used in regards to what we allow students to eat. There are specific requirements by the Health Department regarding the preparation and serving of food to children. (We are regulated and monitored by the Health Department.)
- Many students are made to feel left out.
- Teachers are permitted 2 celebrations events per school year; birthdays of individual students are not these two celebrations. Teachers will plan for the last school day before Winter Break and the last day of the school year for these two celebrations.

BUS INFORMATION:

Bus assignments are done through the District's transportation department. If you have questions regarding transportation, please contact 216-838-4BUS.

Student who live within 2 miles of the assigned school will NOT qualify for transportation unless special accommodations are approved.

CMSD **Bus Tracker** monitors the location of school buses as they travel their routes across the city. By connecting to Bus Tracker, you can see how close the bus is to the bus stop. **Bus Tracker** is available for all routed students.

To get started go to the [Edulog Website](https://www.clevelandmetroschools.org/BusTracker).

<https://www.clevelandmetroschools.org/BusTracker>

Guidelines:

- Face masks are required.
- Hands must be sanitized upon boarding the bus.
- Students must sit in their assigned seat.
- Students must board at their assigned stop only.
- Students must wear face masks and socially distance when at bus stops as they are extension of the school.
- Students must wear face masks and socially distance when exiting the school bus.
- Students who ride RTA will be provided with daily bus passes.

ELECTRONIC DEVICES:

Students are not permitted to bring toys or electronic devices such as iPods and Game Boys to school. If any of these items are confiscated (after the day begins) they will be held per the procedures outlined in the Student Code of Conduct.

CELL PHONES:

- The school or district is not liable for lost or stolen cell phones.

Per board policy, cell phones may only be used as follows:

- As authorized by the teacher for INSTRUCTIONAL use
- Before or after entering school, unless on a school bus
- To communicate with immediate family members during a district emergency
- To communicate with immediate family as authorized and supervised by a staff member
- Per IEPs, 504s, or Health Plan

Cell Phones may **NOT be used** for the following:

- To violate any other section of the Student Code of Conduct
- To commit a crime
- To violate another person's privacy
- To take photographs, video or audio of other individuals without explicit authorization from all parties involved.

Corrective Action:

- Verbal reminder

- Confiscation and return at end of class period
- Confiscation by building administration and returned at the end of the school day and written notification to parent/guardian.
- Confiscation by building administration, written notification to parent/guardian and safe storage until parent/guardian retrieval.
- Chronic violations constitute a level II-R offense and is subject to disciplinary action according to the Student Code of Conduct.
- Refusal to surrender a phone or electronic device constitutes a level II-I offense and is subject to disciplinary action according to the Student Code of Conduct.

CHANGE OF ADDRESS/TELEPHONE NUMBER:

The school must maintain accurate addresses and telephone numbers in case of emergency. **If your address or phone number changes at any time throughout the year, please contact the school office immediately so we may update our records.**

VISITOR POLICY:

Here at Adlai Stevenson, we always encourage visitors and hope to see you here on a regular basis, but we must also maintain a safe and instructionally based learning environment for our scholars. With this in mind, specifically during hybrid learning, the following protocols will be in place:

1. All adult visitors will be required to pass an active COVID-19 assessment and temperature check before entering the office area.
2. A mask must be worn at all times.
3. Only 2 people are allowed in the office area at a time so we ask that only 1 member of the household come into the building. Please be aware that if the office is at capacity you may be asked to wait outside.
4. There will be no waiting or loitering in the office.
5. Visitors will NOT be allowed past the office unless it is deemed an emergency OR an appointment was made in advance.
6. Visitors will NOT be allowed in the building during arrival and dismissal.
7. If at all possible, please call the school at 216-838-5300 from assistance to avoid possible exposure.

Reminders (pre-COVID):

All classroom visits must be prescheduled with the classroom teacher. This will prevent interruptions to instruction and the loss of the valuable learning time for our scholars. Visitors will be asked to stay off cell phones and refrain from interrupting instruction.

Adults will not be allowed to wander the halls of the building or hold conferences with teachers during instructional times; they are expected to go only to the location they informed the office about.

When dropping a scholar off or picking a scholar up, you will be asked to stay in the office and the scholar will be escorted to class or will meet you in the office.

During arrival, adult guardians will be asked to stay outside and allow the scholar to enter the build unescorted. Adults wishing to volunteer during breakfast must complete volunteer paperwork.

This policy has been developed in order to help maintain a safe and instructional focused environment at school each day and will be effective September 17th, 2018. Any visitor who does not meet these expectations may be asked to leave school grounds.

VISITOR CONDUCT:

All visitors of Adlai Stevenson are expected to maintain professional and safe language and behavior at all times. Any visitors deemed unsafe or whom is demonstrating behavior deemed unfit for a school setting will be asked to leave campus. Repeat offenders and serious incidents will result in the offender being banned from campus.

CELL PHONES (Adults):

While visiting Adlai Stevenson, please turn off your cell phone. The ring of a cell phone or an interesting phone conversation could be the perfect distraction that could take our students' minds off of learning!

CONFERENCES:

Parent-Teacher conferences are an essential component of a successful education. They provide the necessary link between home and school. Conferences are to be scheduled either by calling the school or by sending a note to your child's teacher. Parent-Teacher conferences must be arranged in advance and they must be scheduled for a time outside of instructional periods.

LOST AND FOUND:

Please label your children's belongings with their first and last name. Check with the office or your child's teacher immediately if your child is missing items. Do not send expensive items to school, as lost or stolen items may not be found and the school will not be liable for them.

TELEPHONE USE:

Telephones are for school business only. They are not to be used by students except in an extreme emergency. Students may not use phones to call home for homework, lunch, etc. We do realize that emergencies may arise which require you to call and speak to your child. During the academic day, students will not be called to receive a phone call unless it is for an extreme emergency. We are sure you understand our desire to limit the number of distractions throughout the academic day.

INTERIM PROGRESS REPORTS:

Interim Progress Reports will be sent home once per quarter. These Progress Reports will inform you of your child's academic successes and challenges in the middle of each academic quarter.

REPORT CARDS:

Report cards are sent out quarterly. Please look over your child's report card carefully. If there are any questions or concerns, please feel free to schedule a conference with your child's teacher. Report Card Pick-Up is also a good time for you to discuss your child's academic and behavioral progress. These sessions happen twice a year, once for the first marking period, and once for the second marking period. Please plan on attending in order to show your support and commitment to your child's education. During these sessions, you will also have the opportunity to schedule a more formal conference with your child's teacher.

INCLEMENT WEATHER:

In the rare event of school closing due to inclement weather, such as a snowstorm, extreme temperatures, or an emergency situation, the local media will be informed. Parents should stay tuned to local news and radio broadcasts for details affecting our school.

NURSE:

Adlai Stevenson has a part-time nurse only. If you know that your child is ill, please keep him/her at home, and notify the school by telephone of the illness. Germs spread rapidly in a school setting, and we would like to keep our students as healthy as possible. If a child gets sick during the school day, the nurse, when available, will treat him/her and/or contact you. The nurse may feel that it is necessary for you to pick your child up in some instances. For this reason, parents must keep the school office updated with address and phone number changes. Nothing is worse than having a sick child and having to tell him/or her that we were unable to contact a parent!

MEDICATION:

Medication is prohibited from being transported to and/or from school by students. It is against the law to administer medicine to a student unless a doctor's letter of authorization is on file. Students should not carry any over-the-counter or prescription drugs in their possession. If students are using prescribed medication, the adult parent or guardian of the student must transport it and are required to complete the proper forms provided by the office. This includes a signed doctor's statement authorizing the medication. A log will be kept of the administration of medication at school. School staff members are not permitted, by law, to administer non-prescription medication at school. These over the counter medications must be given at home or by the parent/guardian.

SNACKS:

Students are allowed to bring a snack and drink to school to eat at lunch only. This snack **MUST** be a single serving and unopened. The drink must also be a single serving, water or juice and unopened. All opened or large quantities of food/drink will be confiscated.

Disciplinary Procedures

In order for children to receive a quality education, disruptions and inappropriate behaviors will not be tolerated. We hold very high expectations for our students. **Behavior will be a consideration for participation in all special events, rewards and incentives.**

**The expectations that will guide us to a positive year are:
Be Safe, Be Here, Be Accountable, Be Responsible, and Be Kind!**



All students must follow the rules of the school as outlined in the CMSD Student Code of Conduct. Each teacher will have their own individual classroom management plan and procedures. Repeated violations of the classroom plan may result in a referral to administration.

OFFICE REFERRALS:

School staff members may fill out office referrals for any infractions that disrupt the education of children or interrupt instructional time. Administration will handle all office referrals on an individual basis. Some problems can be settled simply by speaking to the child, allowing for a time out away from the classroom, assigning a writing assignment or an after school detention. Other problems may require a telephone call or a parent conference. Consequences for severe or consistent problems may be handled with an Intervention, Intent to Suspend or Suspension.

AFTER SCHOOL DETENTION:

Students may be assigned an after school detention by the Principal or teacher for various reasons. If your child receives an after school detention, a notice will be sent home to notify you. Your child will be required to return the notice to the office the following day. Siblings are not permitted to wait for students who are serving detention. If your child receives an after school detention, he/she will not be permitted to leave school until 5:00. If you do not feel comfortable with your child coming home alone, it will be necessary for you to make arrangements for someone to pick him or her up promptly at 5:00.

SUSPENSION:

If a student is consistently or flagrantly disruptive, disrespectful, or otherwise commits a Level I, II, III or IV offense a Suspension can be issued. As stated above, Level I, II, III, and IV offenses are defined in the Cleveland Municipal Schools' Student Code of Conduct. When a Suspension is issued, assigned work will be given to the student to complete at home during the designated suspension period. The Principal will determine the number of days. Parents will be notified immediately once a Suspension has been issued. During the Suspension period, it is unlawful for the student to enter the school building or be on the streets during school hours. The Cleveland Municipal School District's Department of Safety and Security will be called to remove the student on the basis of trespassing.

FIGHTING:

Fighting is strictly prohibited and it will not be tolerated. Students should always seek adult help rather than resorting to violence. Fighting is a Level II offense, and it may result in a suspension of up to five school days.

PBIS:

Here at Adlai Stevenson we believe that we must be proactive in helping our students make wise choices. Just as we must teach Reading, Math, Science and Social Studies, we must also teach behavior. Specific expectations and procedures

have been established throughout the school, and include things such as how to walk in the hallways, how to behave in the cafeteria, and what voice levels to use.

With this in mind, we also believe that we must encourage our students to make wise choices and have created systems to do this. Each classroom has a behavior plan that allows students to move up or down based off of student behaviors. This allows students who are making good choices to be recognized and students who have made a mistake the ability to correct it. We also have a school wide caught being good tickets that students can earn by making good choices and are used for weekly drawing for prizes. Finally, we will have periodic celebrations for classrooms and students who go above and beyond what is expected.

These programs and policies are meant to help encourage our boys and girls to be their very best each and every day and will hopefully all us to avoid high rates of disciplinary issues. If you would like to support these efforts in any way please do not hesitate to contact the school.

Rules/Expectations for Common Areas

<u>Area / Rule</u>	<u>Safe</u>	<u>Responsibility & Accountability</u>	<u>Kind</u>
Cafeteria	<ul style="list-style-type: none"> Walk at all times. <u>Stay at your assigned table.</u> Use proper table manners. No horseplay. <u>K-2 MUST have a pass to leave.</u> 3-8 must STAY in the cafeteria. Follow school wide rules. 	<ul style="list-style-type: none"> Wait in line patiently. All food and drink stays in cafeteria. Stay seated until you are excused. Must have pass to leave lunchroom or enter tardy. Follow adult directions. 	<ul style="list-style-type: none"> Use good manners. Clean up your area. Wait patiently to be served. Follow posted voice levels. Be polite to those serving you. Respect all staff members at all times.
Gym	<ul style="list-style-type: none"> Sit properly. Use equipment properly. <u>No food, drink, or gum in gym.</u> No horseplay. Follow locker room procedures. 	<ul style="list-style-type: none"> Show good sportsmanship. Return equipment to designated area. Bring proper PE attire. Follow adult directions. 	<ul style="list-style-type: none"> Be a team player, encourage others. Use positive language. Respect all staff members at all times.
Assemblies/ Special Events	<ul style="list-style-type: none"> <u>Sit quietly during presentation.</u> Wait for dismissal instructions. Keep hands and feet to self. No horseplay. 	<ul style="list-style-type: none"> Focus on presentation. Follow adult directions. 	<ul style="list-style-type: none"> Listen responsibly. Applaud appropriately. Respect all staff members at all times.
Media Center and Computer Lab	<ul style="list-style-type: none"> Keep hands and feet to yourself. Use chairs and tables appropriately. Move safely and silently. Get adult help for accidents. No horseplay. 	<ul style="list-style-type: none"> Return materials to proper places on time. Use internet appropriately, print only what's needed. No food, drink, or gum. Follow adult directions. <u>Limit movement from classroom to emergencies.</u> 	<ul style="list-style-type: none"> Use kind words and actions. Respect property, yours and others'. Respect all staff at all times. Leave your space clean. Honor personal space.
Hallways	<ul style="list-style-type: none"> Walk at all times. Keep hands and feet to yourself. Move to class on time. No horseplay. <u>Always have a pass.</u> <u>2nd floor must use main stairwell.</u> 	<ul style="list-style-type: none"> No food, drink, or gum. Use drinking fountains appropriately. <u>Stand one and a half blocks from the wall/lockers, hands at your side/back, facing forward and at Level 0.</u> 	<ul style="list-style-type: none"> Use kind words and actions. Respect property, yours and others'. Respect all staff at all times.
Office	<ul style="list-style-type: none"> Keep hands and feet to yourself. Use chairs and tables appropriately. No horseplay. 	<ul style="list-style-type: none"> State your purpose politely. Wait silently to be addressed. Obtain permission to use phone. No food, drink, or gum. Must have a pass to enter. 	<ul style="list-style-type: none"> Use kind words and actions. Keep hands and feet to yourself. Respect property.
Bathrooms	<ul style="list-style-type: none"> Keep water in sink. Wash hands. Put towels in garbage. No horseplay. Get adult help for accidents. Move safely. 	<ul style="list-style-type: none"> Flush toilets. Inform adults of vandalism. Use restrooms on your hall. <u>Use restroom schedule.</u> 	<ul style="list-style-type: none"> Give people privacy. Respect property, yours and others'. No writing utensils in restroom. Respect all staff at all times.
Walkers	<ul style="list-style-type: none"> Walk safely. No loitering. Only students picking up kindergarten siblings are permitted in elementary dismissal area. 	<ul style="list-style-type: none"> Pick up litter. Follow adult directions. Notify your teacher when you are leaving. Wait in assigned area. 	<ul style="list-style-type: none"> Use kind words and actions. Respect property, yours and others'. Respect all staff at all times.
Bus Area	<ul style="list-style-type: none"> Wait in assigned area. Do not use water fountain. Keep hands and feet to self. No horseplay. 	<ul style="list-style-type: none"> Wait in line patiently. No food, drink, or gum. Follow adult directions. Level 0 	<ul style="list-style-type: none"> Use kind words and actions. Honor personal space. Keep hands and feet to yourself. Respect all staff at all times.

Summary

We strive to educate students to meet their highest potential. Every child has greatness within their self, and we do our best to bring that greatness to the surface. With the support of a nurturing school family, caring parents and an uplifting community, I look forward to celebrating your child's successes throughout the school year.

I have tried to include the most important information you will need within this handbook. I certainly hope it will be a useful reference throughout the year. Occasionally, I will send home letters to tell you about new programs, policies and special events. Our door is always open, and we welcome visitors and volunteers with open arms. Here's to another successful year!

Sincerely,

Mr. Chris Wyland,
Principal

Angela Christopher,
CIS

Lori Elmore
Dean of Engagement