

# **Eliot Elementary**

## **Eagles**

2017 – 2018

Parent/Student  
Handbook



## **Becoming Leaders**

## **Through the 7 Habits**

Dear Parents,

We are pleased to share the features of Eliot Elementary's Positive Behavior Support program with you. The faculty and students of Eliot have been living the 7 Habits of Highly Effective People and use these beliefs to establish our procedures for the campus. The goals of this process is to have students, staff and families think proactively and work together to reach our goal for each student.

Our staff members, students and parents have developed school-wide behavior expectations and acknowledgement systems designed to be implemented consistently across all settings, and include all staff and students. In addition, special adaptations and extensions of the school-wide system have been developed to address the uniqueness of non-classroom (e.g. cafeteria, hallways, bus, and playground) settings.

This booklet is a guide to help you understand the proactive approach that educators and families can use to teach children the behaviors needed to be successful in any settings. The expectations and procedures are stated clearly to ensure that children know what is expected and give you the information necessary to support your child. Throughout the school year, staff members will focus on teaching and modeling the school-wide expectations and recognizing students who exhibit positive behaviors.

We look forward to a year of celebrating the Leadership of all of our students.

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## Arrival Procedures

The school will open at 7:15 AM every day. No students should be in the building or unsupervised outside the building prior to this time. Pre-K and Kindergarten students should be dropped off at the gated entrance on Corpus Christi Street. All other students should be dropped off at the gated entrance located on Kress street. Although we understand the difficulty of leaving your child at school after a long summer together, we encourage parents to allow their children to enter the building by themselves beginning the first day of school. **We will allow the parents of Pre-K and Kindergarten students to escort their child to their classroom if necessary on the first three days of school only.** On day 4 all parents will be asked to remain outside the building so our teachers can begin working with the students immediately. **Parents of 1<sup>st</sup> through 5<sup>th</sup> grade students will not be permitted to walk their children into the building.**

- Pre-K, Kindergarten and 1<sup>st</sup> grade students will sit outside their classrooms to wait for their teacher
- 2<sup>nd</sup> through 5<sup>th</sup> grade students will report to the cafeteria and sit at their assigned grade level table to wait for their teacher.
- Any parent needing to speak with their child's teacher will need to report to the front office to schedule a conference during the teacher's conference period.
- A map of the pick-up and drop off locations is included in the attached documents.

## Picking Children up on the 1<sup>st</sup> day of School

Each student will receive 2 car name placards and 2 wallet name placards on the 1<sup>st</sup> day of school. These place cards will need to be presented to staff during dismissal in order for an adult to pick up a child after school. **If an adult does not have one of these name placards, they will be required to go to the front office and present a photo ID to pick up a student. If the person is not on the enrollment card or does not have a valid photo ID, they will not be able to pick up the child.**

- Pre-K and Kinder students in a non-bilingual classroom will be picked up at the Corpus Christi gate.
- Pre-K and Kinder students in Bilingual Classrooms will be picked up at the Kress street gate.
- 1<sup>st</sup> grade through 3<sup>rd</sup> grade students will be picked up at the front gate on Laredo street.
- 4<sup>th</sup> grade and 5<sup>th</sup> grade students will be picked up at the Rouse Street gate.
- Students will **not** be permitted to go to another location to pick up or meet their younger siblings.

## **Communication Links**

Houston ISD website -- [www.houstonisd.org](http://www.houstonisd.org)

Eliot Elementary website -- [www.houstonisd.org/EliotES](http://www.houstonisd.org/EliotES)

Eliot Elementary Facebook Page --- [Charles W. Elementary School – Houston](https://www.facebook.com/CharlesWElementarySchool-Houston)

Twitter Page -- [@EliotElementary](https://twitter.com/EliotElementary)

Food Services website -- <http://www.houstonisd.org/portal/site/FoodServices>

## **Phone Numbers**

Eliot Elementary Main Number is (713) 671-3670; Fax Number is (713) 671-3676.

## **News Letters**

Eliot creates a monthly newsletter, The Eagle News that is available on the school website the 1<sup>st</sup> Monday of each month. This is our main form of communication. It contains updates to the monthly calendar of events with articles relating to activities that are occurring at Eliot and also district wide events. A printed copy of the newsletter is also available. All teachers/Grade Levels will send a grade level newsletter home every Tuesday to keep you updated on the work that students are focusing on in the classroom. Please take the time to read these sources of communication.

## ***Frequently Asked Parent Questions***

### **DRESS CODE**

#### **Where can I purchase the Eliot Logo Polo Shirts?**

Approved Eliot Logo Polo Shirts can be purchased through the PTO at a cost of \$15.00. You may purchase the shirts in the main office.

#### **When can my child wear jeans to school?**

All students are required to wear their Eliot Logo Polo shirts, Khaki pants, knee length skirts, knee length shorts or knee length jumpers Monday through Thursday. Students may wear jeans on Friday **ONLY** if they wear an Eliot Spirit shirt, Eliot Logo Polo Shirt or a University Logo shirt.

#### **What kind of shoes can my child wear to school?**

For safety reasons, students are not permitted to wear high heeled shoes, flip-flops, sandals or slippers. We recommend tennis shoes as recess/PE are part of the daily schedule and provide the best support for participants. However other closed toe and closed heeled shoes are permitted.

### **Is my child allowed to wear jewelry to school?**

For safety reasons, girls are not allowed to wear large or dangling earrings, boys are not allowed to wear earring, and no other piercings are permitted.

### **Is my child allowed to color or shave designs into their hair?**

For the purposes of maintaining a structured learning environment, ***students are not permitted to have unnaturally colored hair, designs shaved into their hair, or distracting hair styles (no Mohawks).***

## **PARTIES**

### **Can we bring snacks for birthdays?**

Yes, if parents of elementary school students wish to provide **store bought cupcakes** for their child's homeroom to commemorate the child's birthday. Please place the child's name and teacher's name on the item, deliver the item to the front office. The items will be delivered to the classroom during the day and be distributed to the students at dismissal. Students may also bring the treats but must give them to the teacher upon arrival. Prior to bringing the cupcakes parents should notify the homeroom teacher. ***Birthday parties are not allowed to be held in classrooms or cafeteria.***

### **How many parties will my child have through the school year?**

PreK-5<sup>th</sup> grade have 2 parties for the year – Winter and End of year party.

### **Who can attend classroom parties?**

A maximum of 3 parents who are approved volunteers may be asked to assist the classroom teacher with the Winter and End of year parties. However, due to the number of people attending all of these parties, we are unable to allow siblings and other relatives to attend parties.

## **VOLUNTEERING**

### **Why should I become a volunteer at Eliot?**

Throughout the year there will be opportunities for you to participate in class activities such as field trips, parties and class activities. In order to participate in these activities, you will need to be cleared through the district as a volunteer.

### **How do I register to become a volunteer/Do I need to register again if I was a volunteer last year?**

***All adults wishing to volunteer at Eliot must register every year. Even if you were a registered volunteer in the past, you will need to update your registration.*** Initial registrations and update registrations to be a Volunteer in Public Schools (VIPS) can be done through the following website: <http://amun.houstonisd.org/visits/en-us/login.aspx>. After registering through this site, you will need to bring a valid ID to the school to have a

background check completed. If you need assistance with this process, contact the school office at 713 671-3670.

***As a chaperone or volunteer, can I bring my other children?***

Unfortunately, No. We ask that you refrain from bringing any other children with you during volunteer times. Your volunteer time should be focused on assisting the teachers and staff on the various activities you have chosen to participate in.

**LUNCH**

**When will my child eat lunch?**

<b>Time</b>	<b>Grade Level</b>
10:15-10:45	Pre-K
10:25-10:55	1st
10:50-11:20	4 <sup>th</sup>
10:55-11:25	SLL
11:00-11:30	Kinder
11:25-11:55	2 <sup>nd</sup>
11:35-12:05	3 <sup>rd</sup>
11:50-12:20	5 <sup>th</sup>

***Can I eat lunch with my child at school?***

Yes, we welcome you to come and eat with your child at school. We open our dining area to parent to eat with their children on Fridays throughout the school year. To work with our students on social skills, we do not allow family members to eat with their children on Monday through Thursday. When eating with your child, you will need to check into the front office and get a visitor’s badge. You will be asked to go directly to the cafeteria and notify the cafeteria monitor of your child’s name and classroom teacher and then go directly to the tables on the stage. The cafeteria monitor will notify your child that you are here to eat with them and send them to your table when they arrive. For safety purposes and ease of monitoring, parents will not be permitted to eat at their child’s classroom table. We cannot allow parents or visitors to participate in recess activities either. Immediately after your child leaves the cafeteria, you are asked to return to the office to sign out from your visit. You will not be permitted to return to the classroom with your child. Only parents or those relatives listed on the child’s enrollment card will be permitted to eat with the child.

***How much are the meals?***

Eliot Elementary provides breakfast and lunch to all students at no cost. 100% of the student lunch application **MUST** be completely filled and submitted to your child’s homeroom teacher.

### ***Can My Child Bring Lunch?***

Yes, students are permitted to bring their lunch rather than getting a lunch from the cafeteria. We encourage you to provide nutritional foods and drink. Only drinks in a clear plastic containers and non-tinted bottles will be permitted. Any food or drink opened during lunch will be discarded at the end of lunch. In order to not interrupt instructional learning and to value the work that our other staff are required to do, we ask that parents refrain from bring lunch to their child after school starts. ***In the event a child forgets their lunch, we ask that parents bring the lunch to the office by 9:30am. No lunches will be delivered to students after 9:30am.***

### ***Can My Child Bring Bottled Water?***

Yes, clear plastic containers and non-tinted bottles will be allowed. Keep in mind your child will have ample opportunities to visit the water fountain throughout the day.

### ***What is for breakfast and/or lunch?***

This can be found on the Houston ISD website, [www.houstonisd.org](http://www.houstonisd.org) and click on menu.

The cafeteria serving lines open from 7:20-7:40 for all 2<sup>nd</sup> grade students

All other students will be served breakfast through the classroom

PK & K will be served breakfast in the cafeteria by 7:40 am.

## **LOST AND FOUND**

### ***What do I do if my child lost his/her jacket or other items at school?***

Between 7:30am to 3:30pm students may check the Lost and Found in the cafeteria. After receiving permission from their teacher, students may go to the Lost and Found to check for items. All items unclaimed at the end of each semester will be donated to charity.

### ***What do I do if my child leaves something at school?***

Once children have been dismissed, they are not allowed in the classroom areas to retrieve forgotten items. Office personnel are also unable to retrieve items. Your child may ask his/her teacher for lost item on the following day.

### ***Can my child bring a cell phone or other electronic device to school?***

Students are not permitted to use cell phones or other electronic devices during the instructional day or extended after school activities. Student who have these devices for use after school need to ensure these items are secured and turned off throughout the school day. ***Any student observed using these devices during the instructional day may have the device confiscated and a \$15.00 administrative fee may be assessed and the parent will need to pick the device up from the school.*** The school will not take responsibility for items that are lost or stolen throughout the day.

### **Can my child bring toys to school?**

No, students are not allowed to bring non instructional toys to school. Such items like matchbox cars, hot wheels, ALL trading cards, fidget spinners, etc may not be brought to school. If such toys are found they will be confiscated and returned at a later date.

### **DISMISSAL PLAN**

#### **What do I need to do if my child needs to go home in a manner different than what I reported on the daily transportation plan?**

Parents and students should complete the daily transportation form on the 1<sup>st</sup> day of enrollment. This form will indicate the manner in which your child will be allowed to go home daily. ***We will strictly follow the enrollment form. In the event of an emergency, please come to the main office with proper ID to make any changes.***

#### **What do I need to do if I or the person picking my child up does not have the approved dismissal card?**

For safety purposes, during dismissal, all adults 18 and older picking students up must have the approved dismissal card. In the event that this dismissal card is not available, please ensure that the person picking your child up is on the child's enrollment card and have their valid picture ID to present to the front office staff. ***Students will not be released to an adult unless the adult can be verified through these procedures.***

### **GRADES**

#### **Can I view my child's grades online?**

Yes, grades for students in first through fifth grade can be accessed through eConnect Parent Student Connect. PSC can be accessed from the HISD portal <https://psc.houstonisd.org/ParentStudentConnect/Login.aspx> by clicking on the PSC link. We expect parents/guardians to discuss grades with their children on a regular basis. It is important that your children see that you are interested in their success. For additional information, please call Ms. Chairez.

#### **Will I need any information the first time I access the site?**

Yes, you will need either your child PEIMS number or the last 5 digits of your child's social security number. At that time you create your own user name. A password will be sent to the email address on file.

#### **Can I reset my password for PSC?**

Yes, and it is strongly suggested that it be changed. To change the password select **My Profile** (it is located in the top right of the screen). You will be asked to provide the old password then create a new password.

### **Who do I contact if I am having problems registering for PSC?**

If you are having a difficult time accessing PSC, please contact the front office at 713-671-3670.

### **Who do I contact if I have questions concerning my child's grades?**

We encourage you to speak with your child's teacher regarding any questions or concerns you may have about your child's grades.

### **I see my child is missing several grades. Can they make up the work?**

This question will have to be answered on a case by case basis. Contact your child's teacher with any questions or concerns about missing grades.

## **PARENT CONFERENCES**

### **I need to talk to my child's teacher. When can I do this?**

We encourage you to meet with your child's teacher regarding their progress and or issues they are having in class. Parents can set up a conference with teachers by sending a note with your child to the teacher, emailing the teacher or leaving a message with the front office requesting a conference. The teachers will contact you to schedule a conference time. Teachers will not be able to hold parent conferences during their instructional times or on Tuesdays due to meetings.

### **My child is having problems with other students in class, who do I need to talk to?**

We encourage and teach students appropriate ways to work through conflict. While we work very hard to prevent and manage conflicts between students on a daily basis, there are occasions when problems arise that we are not aware of. In the event that you need information regarding a conflict your child is having, you need to talk with your child's teacher and/or the counselor. The teacher and/or counselor will investigate the conflict and implement conflict resolution and other counseling strategies. If these strategies are unsuccessful, the teacher and/or counselor will report this to administration.

## **ATTENDANCE/ABSENCES/TARDINESS**

### **What do I need to do if my child is going to be absent?**

Your child's participation in all class instruction is vital to their success. ***Instruction begins at 7:40 AM. We expect parents to be responsible for getting your children to school early and every day.*** Please notify the office 713-671-3670 and the teacher by sending an email or note ahead of the absence. The day following the absence, a note from parent/guardian explaining the reason for the child's absence should be submitted to the home room teacher. When your child is absent our staff will call to verify the reason for the absent. If we are not able to communicate with you, we may also conduct home visits.

### **What do I need to do if my child is tardy to school?**

***Your child needs to be in school no later than 7:40 AM.*** In the event that your child is not in school by this time, you are expected to accompany your child to the front office to complete an attendance note to document the reason for their late arrival. Continued tardiness may result in a required conference with administration and/or a truancy notice.

### **Can my child attend a doctor's appointment and still be considered present at school?**

ADA attendance is taken at 9:30 AM. **However, as long as your child begins or ends the day at school and a doctor's note is provided for the time they missed, they are considered to be present for the day.** However, we expect parents to attempt to schedule doctor's appointments outside of the instructional day to ensure that your child has the maximum opportunity to participate in all learning activities.

### **Early Pick-up**

Your child's participation in all class activities is vital to their success. Instruction takes place until the very end of the school day. Therefore we ask that you attempt to schedule appointments for your child which do not interfere with any part of the instructional day. Adults who pick students up during the school day are required to present a valid ID to be verified with the student's enrollment card. Dismissal cards may not be used to pick students up during the school day.

### **What is the latest I can pick-up my child from school?**

***The latest time to pick up your child is 2:30pm.*** If you know you are picking your student up early from school, send a note to the teacher. The note enables the teacher to have the student ready in the classroom for pickup when you arrive. The student will not come to the office until you are in the office signing them out. Please have your driver's license available for proper identification. After 2:30pm, students will not be allowed to be checked out. The parent will need to wait for the child to exit the building at their regular dismissal time.

### **Children Remaining after Dismissal**

Students that have not been picked up by 3:15 PM will be escorted to the office. Parents will then be notified by phone to pick up student. After 3:30pm, parents are required to enter the building to sign the student out documenting the reason for the late pick up. In the unlikely event that you are running late, call to inform office personnel. ***Repeated incidents may results in an administrative conference.*** You will need to present your child's place card or a photo ID to pick up your child during dismissal.

### **PARKING FOR VISITORS**

#### **If a parent comes in for a visit, where may they park?**

All visitors may park in the front of the school in the visitor's spaces.

## **NURSE/MEDICINE**

### **What should I do if my child wakes up with an illness or fever?**

The school nurse is available at 7:30am daily to see children. If you bring your child to school, she can assist in determining if your child needs to return home or if they are well enough to remain in school.

### **Can my child bring medication to school?**

**No, HISD Board Policy and procedures state that it is not the function of public school personnel to administer medical treatment or medication including over the counter drugs.** However, students on long term medication or emergency medication which cannot be administered other than during school hours, may take medications at school with a written physician's statement and a properly completed medication form (No. 40.3740). All medication will be maintained in the nurse's office and administered by the school nurse or other trained personnel.

## **EARLY DISMISSAL DAYS**

Early Dismissal days are scheduled throughout the school year. ***Instruction will still take place on these days and attendance vital for your student.*** Students will be dismissed at 12:30 PM and normal dismissal procedures will be in effect. We may use some of these dates to conduct parent conferences and deliver report cards. The early dismissal dates for the 2017 - 2018 school year are:

September 21, 2017  
October 20, 2017  
November 10, 2017  
January 26, 2018  
February 23, 2018

## **REPORT CARD DATES**

Report cards are generated three times for Pre-K students and four times for students in grades Kindergarten through 5<sup>th</sup> grade. This is an opportunity for you to receive an update on your child's progress in their class. The grade earned on report cards will be used to determine your child's overall grade for the year. Please take time to read and review the report card with your child, sign the report card and return it to your child's teacher. The dates you will receive report cards for your child are as follows.

<u>Pre-K</u>	<u>Kindergarten – 5<sup>th</sup> Grade</u>
November 17, 2017	November 3, 2017
February 23, 2018	January 12, 2018
June 1, 2018	March 23, 2018
	June 1, 2018

# Eliot Elementary

**School-Wide Behavioral Expectations**

**Positive Behavior Support Strategies**

## Becoming A Leader Through the 7 Habits

**School Goal:** Students and staff at Eliot Elementary will maintain a Safe, Organized, Accountable and Respectful environment in which learning opportunities are maximized and behavioral interferences are minimized.

### Eliot Behavioral Expectations:



**S** Safe

**O** Organized

**A** Accountable

**R** Respectful

## **CLASSROOM EXPECTATIONS**

### **SAFE in the classroom:**

- Keep hands, feet & objects to your self
- Keep the floors clean and free of obstruction
- Follow all classroom expectations
- Walk quietly during transition times

### **ORGANIZED in the classroom:**

- Keep your materials organized in your desk/backpack
- Maintain important papers in your Leadership binder
- Return all materials to their appropriate place when finished with them

### **ACCOUNTABLE in the classroom:**

- Do your best work on everything
- Maintain your Leadership portfolio
- Notify an adult of inappropriate behavior in the classroom

### **RESPECTFUL in the classroom:**

- Use kind words
- Use an appropriate volume during conversation
- Use classroom supplies appropriately
- Clean up after yourself

## **CAFETERIA EXPECTATIONS**

### **SAFE in the cafeteria:**

- Hands, feet & objects to self
- Eat your own food
- Raise hand for permission to be excused
- Enter the cafeteria quietly

### **ORGANIZED in the cafeteria:**

- Have card ready or correctly enter your ID number
- Deposit money to account in the morning

### **ACCOUNTABLE in the cafeteria:**

- Focus on eating first
- Follow cafeteria procedures\*(SEE NEXT PAGE FOR PROCEDURES)
- Clean up after yourself
- Use table manners

### **RESPECTFUL in the cafeteria:**

- Use kind words
- Give your attention to the cafeteria personnel while in serving zone
- Keep silent in serving zone
- Wait your turn
- Use a soft voice (6 inch voice)
- Respond to teacher's signal for silence
- Respect other people's personal space

### **Cafeteria Procedures**

- Enter the cafeteria quietly.
- Students bringing lunch – walk to your table.
- Students buying lunch – Quietly line up at the serving line when directed by staff members. Have your lunch card or Student ID ready.
- Keep quiet in the serving zone.
- Give your attention to the cafeteria personnel.
- Walk to your table.
- Remain seated facing forward.
- Use a soft voice (6 inch voice)
- Talk only to those across and next to you.
- For teacher's assistance, raise your hand and wait.
- ***Eat your food only (NO SHARING FOOD)***
- Use good table manners
- When finished, pick up all trash, raise hand, wait for teacher's permission to throw trash away and return lunch tray and go outside.
- Put all uneaten food in trash can. Unopened food should be put into your lunch kit or into the trash can.
- If going back to classroom during lunch/recess, a pass from your teacher must be shown to monitors
- Parents eating with their children are to remain on the stage. Their child will be allowed to come to the stage to eat with the parent. Parents are not permitted to eat from their child's plate.
- Students are not permitted to use the microwave or refrigerators to prepare or store their lunch.

## **RECESS EXPECTATIONS**

### **SAFE at recess:**

- Follow playground procedures
- Remain on school grounds
- Walk on sidewalk when exiting the building to playground area
- Follow game rules
- Inform adult of unsafe behavior or incidents
- Stay away from unfamiliar adults or animals
- Keep hands, feet, and objects to yourself

### **ORGANIZED at recess:**

- Follow game rules
- Put equipment away when finished
- Students who are not properly dressed for recess will not be permitted to engage in the activities. This includes jackets in cold weather and having the appropriate shoes.

### **ACCOUNTABLE at recess:**

- Follow game rules
- Line up quickly when called
- Listen for instructions
- Be responsible for jackets and other belongings
- Notify an adult of unsafe behavior during recess

### **RESPECTFUL at recess:**

- Respect school property
- Share equipment
- Use positive talk
- Take turns
- Use good sportsmanship

## **HALLWAY EXPECTATIONS**

### **SAFE in the hallway:**

- In groups of more than two, walk single file
- Keep hands, feet & objects to yourself
- Walk on the right side of the hallway
- Look straight ahead

**ORGANIZED in the hallway:**

- Keep backpacks closed
- Stay with your class

**ACCOUNTABLE in the hallway:**

- Go directly to your destination
- Respond immediately to all staff directions

**RESPECTFUL in the hallway:**

- Respect others' personal space
- Walk quietly
- Keep hands, feet and objects off of the hallway walls

**RESTROOM EXPECTATIONS**

**SAFE in the restroom:**

- Use restroom facility appropriately
- Keep water in the sink
- Walk in the restroom
- Tell an adult if restroom needs attention
- No wetting your hair

**ORGANIZED in the restroom:**

- Use water, soap and paper towels sparingly
- Enter the restroom only when the facilities are available
- Return directly to class or designated area when finished

**ACCOUNTABLE in the restroom:**

- Clean up after yourself in the restroom
- Notify an adult if the restroom needs attention
- Notify an adult of inappropriate behavior in the restroom

**RESPECTFUL in the restroom:**

- Observe personal space
- Lock stalls when entering and unlock when leaving
- Respect privacy
- Use a soft voice

## **ARRIVAL EXPECTATIONS**

### **SAFE during arrival:**

- Arrive at school no earlier than 7:15 am (no supervision available until 7:15 AM)
- Enter building when doors are opened
- Walk into the building
- Remain in your designated area until your teacher picks you up
- Keep hand, feet & objects to yourself
- Only bring things to school that you will need to learn (No toys)

### **ORGANIZED during arrival:**

- Bring homework and other school related material to school everyday
- Make sure you are following dress code
- Keep all of your materials in your backpack until you get to your classroom

### **ACCOUNTABLE during arrival:**

- Arrive at school on time (between 7:15 A.M. – 7:40 A.M.)
- For activities before 7:35 A.M. have a pass, or wait for staff member to get you
- Arrivals after 7:40 A.M., your parent will need to accompany you to receive a tardy slip from the main office

### **RESPECTFUL during arrival:**

- Keep hands, feet, and objects to self
- Use soft voice
- Respect others' personal space
- Respond appropriately to adult directions

## **DISMISSAL EXPECTATIONS**

### **SAFE during dismissal:**

- Walk with teacher to designated dismissal area
- Remain with teacher until your name is called by the dismissal staff member
- Notify your teacher when you are leaving their line
- Keep hand, feet & objects to yourself

### **ORGANIZED during dismissal**

- Be packed and ready to go
- Keep materials in backpack until arrival at home
- Remain in your classroom line until you have been dismissed by your teacher

### **ACCOUNTABLE during dismissal:**

- Stay with your class, unless you are participating in an after school activity
- Afterschool activity participants go immediately to designated area
- Bus riders go directly to the cafeteria

### **RESPECTFUL during dismissal:**

- Keep hands, feet, and objects to yourself
- Use kind language
- Use soft voice
- Respect others' personal space
- Respond appropriately to adult directions

### **ACKNOWLEDGEMENT AND ACCOUNTABILITY SYSTEM**

The acknowledgement system is a feature of the SOAR/Leader In Me behavioral expectation system. The behavioral expectation system focuses on acknowledging students who demonstrate Eliot behavioral expectations.

#### **Specific verbal feedback**

- ✓ When you observe students being responsible, organized, accountable, and/or respectful, acknowledge them by giving specific positive verbal feedback such as:
  - "That was so helpful the way you held the door open for your classmates".
  - "Thank you for walking with your hands and feet to yourself".

#### **Student of the week:**

- ✓ Acknowledge students who are exhibiting SOAR/Leader In Me behaviors by highlighting them in the teacher/grade level weekly newsletter.

#### **Student of the Month:**

- ✓ Acknowledge 1 student from each grade level who is exhibiting SOAR/Leader In Me behaviors by highlighting them in the monthly school newsletter.
- ✓ Acknowledge 1 student from each grade level who is exhibiting SOAR/Leader In Me behaviors by inviting them to eat lunch with the Principal.

#### **Good Behavior Assemblies**

- ✓ Bi-Weekly Synergy assemblies will be held to reinforce positive behavior. During the assembly, 2 students will be recognized for their exceptional SOARing heights and Leader In Me behavior.

## **ACCOUNTABILITY SYSTEM**

### **Classroom:**

The following is a list of possible actions or consequences may be taken and documented to address behavior which is not Safe, Organized, Accountable, or Respectful in the classroom.

- Verbal/Non-verbal warnings
- Teacher-Student Conference
- Written parent notification
- Teacher-Parent-Student Conference
- Contacting parent
- Change of seating
- Loss of privileges

### **Administrative:**

The following steps will be taken and documentation will be provided to the teacher and parent by administration. In order for administration to take action regarding a student's behavior, the teacher must submit a discipline referral with a detailed explanation of the behavior to be addressed and the steps taken at the classroom level.

- Administrator-Parent-Student conference
- Loss of Privileges
- 1 hour reflection session (after school)
- 3 hour reflection session (Saturday)
- In School reflection
- Out of School Suspension

