

Northwood Hills Elementary School

Your "Recognized" School

Student Handbook

Our Northwood Hills Vision

The Northwood Hills Elementary School community believes that every child has the potential to be a "gifted learner". Students are taught to express their thoughts and ideas through effective communication, creative thinking, and inventive problem solving. This philosophy promotes the development of confidence and esteem in each student, thus, enabling them to become productive citizens and leaders of tomorrow.

The foundation of shared purpose among teachers, parents, and community members encourages collaborative decision-making and innovative instruction for the benefit of all children.

Northwood Hills' curriculum and atmosphere foster a positive and challenging learning environment with an appreciation for cultural diversity. Our mission is to provide effective educational experiences which nurture an intrinsic desire and motivation for lifelong learning.

Our school is an alliance of parents, staff, and community which strives to prepare independent learners who will apply their creative talents and technological skills to the demands of living in the twenty-first century.

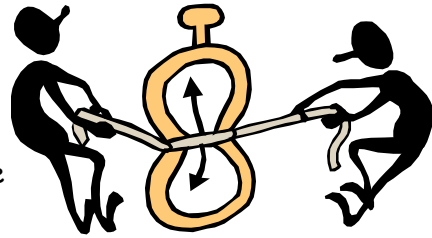


School Day

Arrival/Departure Times

Plan to arrive at school between 7:45 a.m. and 8:00 a.m.

The tardy bell rings at 8:00 a.m. and you need to be sitting in your chair in your classroom ready to learn.



You should not arrive prior to 7:30 a.m. because there is no supervision for you before that time. If you arrive at school at 7:30 a.m., you will need to wait inside the cafeteria and read a book or work on homework. Your school day ends at 3:00 p.m. **If your ride does not pick you up by 3:15 p.m., you will need to wait inside the school office. After 3:15 p.m., parents will need to come in to the office to sign you out.**

Attendance, Absences, Tardies, Homework, and Make-up Work

Consistent school attendance is strongly encouraged. Texas law provides 175 days of classroom instruction for you. Since course work is planned on a basis of continuous learning, tardiness and/or unnecessary absences are discouraged; however, when you are ill, you should not be in school. Ask your parents to call the following number to report any absence: 469 - 593 - 4300

Daily Attendance/Absences

Attendance is taken each day at 9:30 a.m. If you will be counted absent for the entire day. a.m., you will be counted present all day. If



you are absent at 9:30 a.m., If you are present at 9:30 you were at a medical

doctor's office at that time, a note from the physician with the date and time of the appointment should be given to our office when you return. The absence will then be excused. A note from your parent(s) will not remove the absence. You must be in school at least 50% of the days in a six weeks reporting period to receive grades.

If you have not been in school at least 90% of the school year, NHE may deny credit for course work. Your parents will be notified in writing when you have excessive absences.

Tardies

The school day begins at 8:00 a.m. student entering their classroom after get a tardy slip from the office before 9:30 a.m. must be signed in at the office by their parents.



Students should arrive on time. Any 8:00 a.m. is considered tardy and must going to class. Students arriving after

According to RISD guidelines, 3 tardies are equal to 1 unexcused absence.

Excused absences

Excused absences include personal sickness, sickness or death in your family, quarantine, weather/road conditions that make traveling dangerous, or any other reason deemed acceptable by the superintendent or the principal. The reason for the excused absence must be stated in writing and signed by your parent or guardian.

Unexcused Absences

You may not be given credit for any class if you have missed more than 10% of the days in a semester. This means that you may have to repeat the grade you are in if you miss more than 18 days of school during the year.

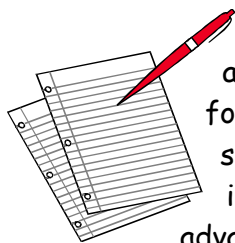
Religious Holy Days

The RISD will excuse you from attending school for the purpose of observing religious holy days. **If it is a tenet of your faith that you are to be absent from school and if, BEFORE the absence, your parent or guardian submits a written request from the church, synagogue, mosque or other religious institution, the district will excuse the absence.** This will include the day(s) the religious holy day(s) are observed and the day(s) needed to travel to and from the site of the observance. Days for travel will be limited to no more than one day each, to and from this site.

Students Leaving School During the Day

At no time are you allowed to leave Northwood Hills without your parent being contacted and granting permission. Your parents must come into the office and sign you out if you need to leave during the school day. We will call you to the office to meet your parents. They will not come directly to your classroom. This is strictly enforced for your protection.

Study Skills for Students



Taking time each day to review class notes, complete homework assignments, and prepare for the next day, will help you be better prepared for assignments and exams. Large assignments such as a research paper or studying for an exam may take long term planning. Breaking these projects into small, more manageable parts and working on the assignments well in advance, are good ways to be successful. Waiting until the last minute to study or begin a project is not in your best interest. Thinking and planning ahead are good ways to avoid stress.

Where to Study:

Finding a quiet place to study will help you focus on homework. Most students study best in a quiet place without music, radio, or television sounds. Concentrating on homework will leave more time to enjoy other things later. It is easy to get sleepy while sitting in a soft, comfortable chair or lying on the bed. In a well-lit area, sitting up in a straight chair will also make it easier to read and keep alert.

When Studying:

- ☞ Start with good organization by having all materials and supplies on hand.
- ☞ Plan a block of time each evening at home to complete assignments.
- ☞ Arrange time in manageable blocks.
- ☞ Take short breaks as needed to clear and refresh your mind.
- ☞ Allow yourself more time for subjects that need improvement.
- ☞ During study time, avoid the temptation to call friends, watch television, or do anything other than studying.

Listening and Note-taking Skills:

- ☞ Try using abbreviations and symbols to speed up time spent taking notes.
- ☞ Keep your system simple so you can quickly understand the notes.
- ☞ Be alert and write down only important information you must know.
- ☞ Listen for teacher clues and ask for clarifications as needed.
- ☞ Listen carefully and think about the topic.
- ☞ Keep your thoughts on the teacher and the subject being taught.
- ☞ Don't take notes until you have a clear idea of what you are writing about.
- ☞ Use a pen or pencil that will not smear or smudge.
- ☞ Take notes on a full sheet of paper marked with a page number, subject, & date.
- ☞ Keep notes together for each subject.
- ☞ Highlight important parts of the notes so they will stand out in your mind.

Strategies for Parents and Guardians

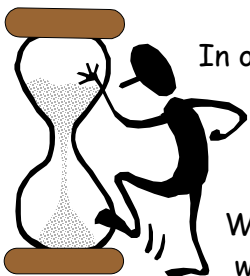
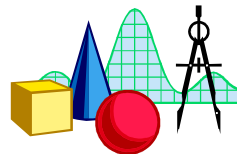
- Set a time and place for study-make this a priority time which supersedes everything else. Include time for reading for pleasure.
- Provide the necessary tools (paper, pencils, and reference materials) for your child to complete homework assignments.
- Make school associations positive; recognize your child for their efforts and always make study very positive.
- Help students plan the completion of their assignments and how to use their time well.
- Learn with your children and show interest in their learning; discuss the development of ideas and review completed homework assignments with your child.
- Assess your child's progress along with him/her. This is an excellent way to build self-assessment strategies.
- Develop an attitude of positive acceptance by relating school success to effort, being consistent and being supportive.
- Set a purpose for homework; discuss this with your children (Why are you doing this? What can you learn from it?).
- See your school counselor for the annually printed Study Skills Handbook (elementary level).

Homework/Make-up Work

Homework is part of your total learning experience. Students must, at times, finish study and follow-up work at home. Homework is defined as instructionally based, out-of-class tasks assigned to students as an extension or elaboration of classroom work to reinforce academic skills.

Student's Responsibilities:

- § Complete assigned work on time and to the best of your ability.
- § Assume responsibility for making up work when absent.
- § Talk with the teacher when unusual circumstances prevent completion of assigned work.
- § Select school activities/schedules outside school to allow for successful completion of homework.



In order to be successful in school, you are expected to turn in your work on time. If you are absent, we will help you make up your work. You can help by following certain guidelines.

When you return to school, it is **your responsibility** to ask your teachers what assignments you missed. Your teacher will let you know when these assignments are due. Teachers give make-up work when you return, but if you are **absent for three days or more**, ask your **parent(s)** to call the office **before 9:30 a.m. on the**

fourth day you are out to request make-up work. Your parents may pick up this work at the office between 3:00 and 3:45 p.m.

Office

Eligibility, Registration, and Withdrawal

Classes at Northwood Hills Elementary School include kindergarten through sixth grade.

Eligible students are:

- 👤 Resident students at least six years of age on or before September 1.
- 👤 Resident students at least five years of age on or before September 1 are eligible for kindergarten.

Registration and Withdrawal

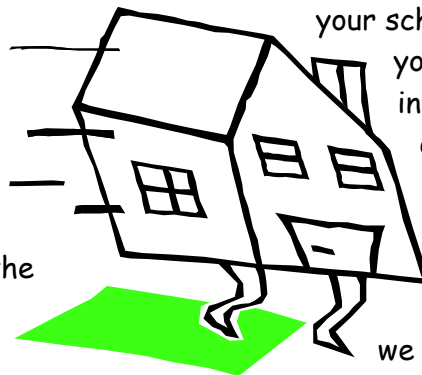
New student registration is handled in the office. When moving from the Northwood Hills Elementary School area during the school year, your parents should notify the office and your teacher at least one week in advance. Federal law requires your parents sign a release form to have your records sent to another district. On your last day at NHE, your parent(s) should come to the school office in order to sign and receive a copy of your withdrawal form. Your new school will require form for enrollment. Your parent(s) should request your new school to write for your official transcripts from Northwood Hills Elementary.



this

Change of Address

It is so very important that up-to-date. Please have **ANY** new or additional reach them in case of an missing information slows decisions for you. If your they **MUST** give the office the trusted person who can get cannot reach your parent, emergency personnel for help (police, for any charges incurred.

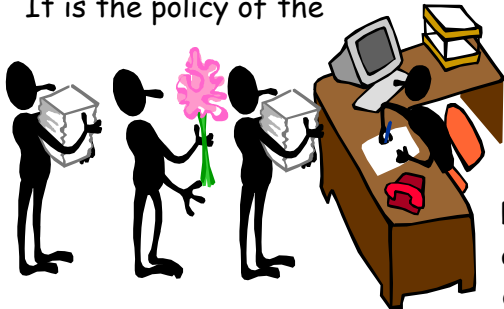


your school "Emergency Card" be kept your parents notify the office of information that would help us emergency. Incorrect or us down in making the right parents do not have a phone, name and phone number of a in contact with them. If we we will call the appropriate ambulance). Parents will be responsible

Students who are not picked up after school are allowed to call parents. After a reasonable length of time, the Dallas Police will be called to take custody of the student.

Visiting the School or Picking up Children

It is the policy of the



RISD that anyone entering the school must sign in at the office and receives a "Visitor" badge. Teachers have been instructed to report a stranger's presence in the building. This procedure has been put in place for your safety. If your parents come to school to bring lunches, books, etc., or to pick you up for an appointment, please remind them to go to the school office. PARENTS SHOULD NEVER GO DIRECTLY TO

YOUR CLASSROOM DURING CLASSROOM INSTRUCTION. Your parents must sign you in or out at the office. Anyone entering the building to visit or volunteer is also asked to register in the office and may be asked to show some form of personal identification. Each day at 8:00 a.m., building entrances are locked with the exception of the main front doors. This policy ensures the safety of our students and our staff.

Parents Leaving Town

When your parents go out of town, they should notify the office of the person(s) who will be responsible for you during their absence. Your parents should also give the office written permission for the person(s) who will be picking you up.

Lost and Found

You are expected to respect the property of others. Items such as clothing, lunch boxes, or notebooks should be brought to the cafeteria to be placed in the "Lost and Found". You and your parents should regularly check the Lost and Found for items belonging to you.

Telephone Usage

The school telephone is to be used for business and emergencies. Students **will not** be allowed to use the office telephones for forgotten homework, musical instruments, books, etc. Learning to remember to bring these items is a lesson in responsibility. You **will not** be allowed to use the office telephones for personal arrangements after school. Arrangements for after-school activities and routine transportation should be made with your parents before coming to school.



Cell Phones

The RISD prohibits students from using electronic communication devices without permission at school during the instructional day, including during lunch.

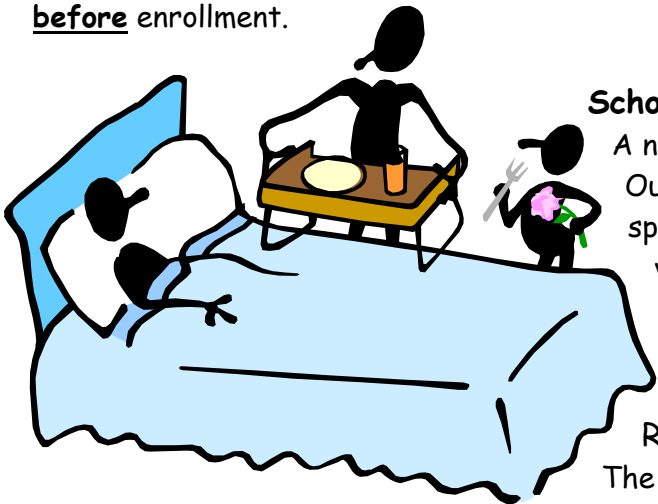
A student violates this policy if the electronic communication device is either visible and/or turned on without the express permission of a school official. A violation of this policy will result in the confiscation of the device. The device will only be returned to the student's parent.

The Richardson Independent School District expects that parents will promptly retrieve electronic communication devices confiscated under this policy. RISD is not responsible for theft, damage, or loss of such confiscated devices. Any devices not retrieved by noon on the last school day of the semester in which the device is confiscated will not be returned and will be forwarded to Student Services for disposal.

Health and Immunization

Immunization Requirements

The RISD, in compliance with Texas State Immunization Law, Senate Bill 986, requires that your parent or legal guardian submit to the school, documented dates of immunization before enrollment.



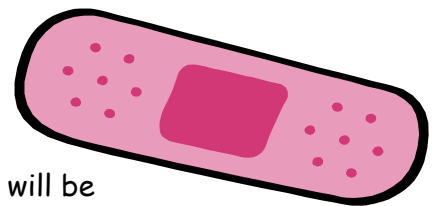
School Nurse

A nurse is on-call at all times for emergencies. Our nurse is responsible for hearing, vision, spinal and acanthosis nigricans screenings at various grade levels. She checks all immunization records and is responsible for all health records being kept current.

Routine Care

The school nurse, school secretary and the principal are responsible for the services of the school clinic. When you come to the clinic, you will be asked to explain your problem and your temperature may be taken. If your temperature is above 100°, your parent(s) will be called. We will make you as comfortable as possible until your parent(s) arrive to take you home. An emergency card is kept on file in the office. This includes telephone numbers of your family doctor, two other persons (family or friends), and the home and business numbers of your mother and father. **These names and numbers should be kept current at all times.**

In case of minor accidents, first aid will be given. If a serious accident occurs, your parent(s) will be called as soon as possible and any necessary care will be given. Any time you receive a blow to the head, no matter how minor, your parent(s) will be notified.



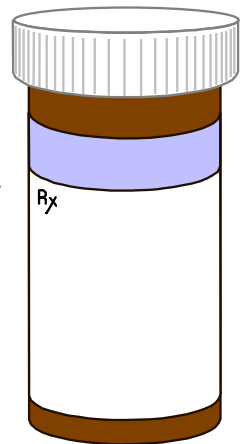


Medication

Any medication brought to school for you must be administered by a school employee. If you need to take medication during school hours, you may do so only under the following guidelines:

- ♥ Only medication that cannot be scheduled before or after school hours may be given. This must be kept in the school clinic.
- ♥ All prescription medication must have a prescription label with your name, the name of the drug, and instructions for dosage.
- ♥ Over-the-counter medication must be in its original container with your name written on it. Over the counter medication may be given for ten days only. Any time longer than ten days requires a note from your doctor.
- ♥ Your parent(s) are required to fill out a "Request to Administer Medication" form for ANY type of medication. These forms are available in the school office.
- ♥ After two weeks, if there is any remaining medication, the school will notify your parent(s) so he/she may pick up the medication. Otherwise, it will be discarded.

We want to be of service to you and we ask for your full cooperation as well as your parents in following these guidelines. It is extremely helpful if medication is sent only in **SMALL CONTAINERS** since we have very limited space available for storage.



Special Services

Science Camp/ Sky Ranch

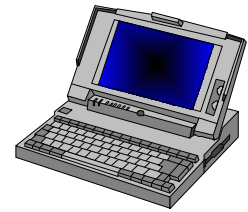
The Sky Ranch Camp Outdoor Education Center (Science Camp) brings the classroom into the out-of-doors and at the same time, reinforces the students' curriculum in math, science, social studies, language arts, and in art. Fifth grade students get hands-on experience with science curriculum. In addition to reinforcing the students' curriculum, this program stresses the importance of living together in a community, and respecting the values and differences of other individuals. At Science Camp, students learn life lessons as well as science and math lessons.

Advancement Via Individual Determination (AVID)

Northwood Hills Elementary is proud to announce that we are one of seven RISD elementary schools participating in the AVID Elementary program. AVID strategies will be taught and implemented in grades 4 through 6 and will focus on student success skills such as organization, note taking, time management and study skills. The AVID Elementary program is part of a district-wide effort to develop college-ready students.

Computer Instruction

Computer skills are an integral part of the curriculum at Northwood Hills Elementary. Keyboarding instruction begins in the third grade and continues through the sixth grade. Each classroom is equipped with network-accessible multimedia presentation stations. Each building has a network accessible multimedia lab located near their respective libraries. Computer skills such as word processing, creating multimedia presentations, and accessing the Internet are taught in these labs.



Counseling Services

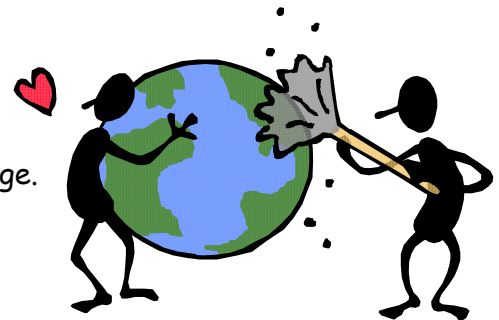
The counseling program at NHE involves many different areas such as parent consultation, teacher consultation, individual counseling, group counseling, classroom guidance, and parenting groups. The counselor serves as a member of the Admission, Review, and Dismissal (ARD) committee for special education placement.

A referral for counseling can come from a teacher, parent, counselor, or you. Individual or group counseling on a regular basis is only done with written parental permission. Students in individual or group counseling discuss self-motivation, peer relationships, self-concept, decision making, and goal setting.

Classroom guidance activities are taught in Grades K-6 and are developmental in nature. These lessons teach mutual respect, citizenship, study skills, use of individual abilities, drug education, and an introduction to the world of work.

English as a Second Language (ESL) Program

This program is designed to assist students who are learning English to become familiar with the English language. Students are tested if they speak a language other than English at home. Eligible students meet daily with an ESL teacher.

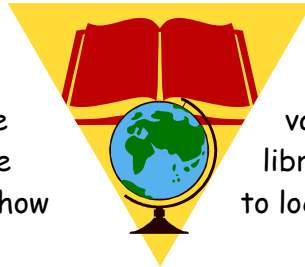


Environmental Education

RISD's Environmental Center provides an exciting supplement to the life science educational program. Students visit the center once per year.

Library Media Center

The purpose of the Library Media Center is to support and enrich the educational and instructional needs of our students and staff by providing a wide variety of resources and services. Students in all grades utilize reading, research needs, and to learn how



Center is to support and instructional needs of our variety of resources and library resources for pleasure to locate and access information.

Our media centers operate on a flexible schedule and are open to students and staff at all times during the school day. Our librarian collaborates with teachers to integrate information literacy throughout the curriculum and to instill a lifelong love of reading and learning. The library has a wide variety of both print and electronic resources. Students and staff have access to a fully automated Public Access Catalog, online databases, and Internet resources. All library materials are circulated by computer. The barcode on each item is used for check-out and check-in purposes.

Northwood Hills Elementary is fortunate to have numerous parent volunteers dedicated to helping maintain the libraries and to assist students and staff.

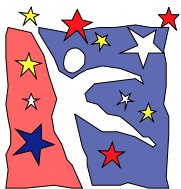
If books are lost or badly damaged, a replacement fee will be charged. This money is not refundable. Every effort should be made to locate a book before paying for it..

Acceptable Use Plan

Students must sign an Acceptable Use Plan (AUP) which will be on file to gain network access to the Internet and online resources. The AUP designation is noted on the student registration in the library circulation computer and is filed in each student's permanent record folder. Each student with a signed form allowing them full access is given an AUP card which is kept in the Multimedia Productivity Classroom.



REACH



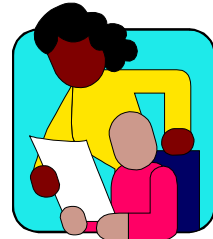
REACH is a program developed for the gifted and talented student. Primary gifted students participate in a pull-out program at Heights one day a week for two hours.

Intermediate grade students who are selected for this program attend classes one day per week at Bowie Elementary School. A bus leaves NHE at 7:50 a.m. and returns at 2:30 p.m. Students return to their homerooms until 3:00 p.m., when school is

dismissed. REACH students are held responsible for concepts taught in their regular classroom while attending REACH classes. They are not required to do written work assigned during missed classes.

Special Education

Special Education provides a free, appropriate education to students identified as educationally challenged. Students are afforded full educational opportunities through a wide range of instructional settings and programs designed to provide services as close to the regular classroom as is practical. For many students, services are provided within the home school. More severely challenged students may require placement in one of the specialized settings located in the district.



Instruction is based, where appropriate, upon the TEKS and emphasizes development of those skills and concepts necessary for independent functioning. A full range of related services, including speech therapy, is available to students needing these services.

Speech/Language Therapy



Students identified as being eligible for speech/language therapy are admitted for individualized programs following the special education guidelines set forth by the State of Texas. The ARD (Admission, Review, and Dismissal) committee consists of the classroom teacher, counselor, principal, resource teacher, speech therapist, and parent(s) to determine the best possible placement for the student.

Speech/Language disorders may be defined as mis-articulations, stuttering, voice problems, delayed language, sound discrimination, receptive or expressive disabilities, etc.

Tutorial Program

The tutorial program at Northwood Hills serves students who are falling below 70% mastery in any subject area or students who are in danger of falling below 70% on their report card grade. Tutoring is scheduled 2 days each week from 3:00-3:45 p.m. Individual teachers may tutor their own students. If tutoring is recommended, advance notice will be given to you and your parents. Notification, which will include pick-up times, will be sent home.

Cafeteria



RISD serves nutritious meals each school day. Students can buy a plate lunch for \$2.00.* Your parents can deposit money (check or cash) into a lunch account in the cafeteria. This will allow you to buy lunch each day for whatever period of time your parent(s) choose. Each student has an individual code that he/she uses when purchasing any food item from the cafeteria.

Students from households meeting Federal Income Guidelines are eligible for free or reduced-price meals. To apply for free or reduced-price meals, parents must complete and sign an application and return it to the school office for processing.

*Proposed price at time of publication

IOU's

If you forget your lunch or lunch money and your parent(s) cannot be reached, you will be issued an IOU for a plate lunch. You are expected to pay this IOU back the next school day. The next time you will be given a "cheese or peanut butter sandwich" by the cafeteria staff. The cost of this sandwich does not have to be repaid. Purchasing lunches online will prevent the need for IOUs.

Breakfast is served in the cafeteria each morning from 7:30 a.m. - 7:45 a.m. Any student may come in the cafeteria and eat breakfast at school. You may buy breakfast for \$1.25.

Parents are welcome to come and eat lunch with their children during their lunchtime anytime except on days when students are taking TAKS (Texas Assessment of Knowledge and Skills).

Communications

Newsletters/Tuesday Envelopes

Teachers send home a "Tuesday Envelope"  once a week on



Tuesdays. This envelope will contain all weekly communications to you and your parents, including the "NHE Scoop" newsletter from your principal. Ask your parents to help you find a special place to put papers from school. Make Tuesday a special time to look at your school work and share important notes. Your parents are very interested in you and your work. It is extremely important for you to get home with all school papers.



On severe weather days, ask your parents to listen to the radio or TV or look on the RISD web page (www.risd.org) to see if the Richardson Independent School District has cancelled or postponed classes. They can also call the RISD Weather Hotline at 469-593-SNOW.

Report Cards/Progress Notices



Report cards are issued once every six weeks for students in grades one through six. Kindergarten students receive a report card at the end of each semester. Explanations of grading symbols are located on the face of these report cards. Your parents should sign the report card envelope and return it to your classroom teacher. If you lose your report card envelope, another one will cost 25 cents.

Progress notices are sent home when you are performing unsatisfactorily or when your performance might fall below 70. Progress notices are normally sent at the mid-point of the six-week grading period but they may also be given out during conferences. Your parent(s) should sign the progress notice and return it to your teacher.

Parent/Teacher Conferences

Communication between parent(s) and teacher(s) your individualized instructional program. Your during conference times. Teachers are planning periods throughout the school year to progress with your parents. A convenient time your parents call your teacher on their class-link phone or by sending a note to him/her.



is an important part of progress is discussed available during their discuss all phases of your can be arranged by having

Citizenship and Conduct

Student Dress

You are encouraged to take pride in your personal appearance. Cleanliness, neatness, modesty, safety, and their effect on the learning environment are the standards that should guide your choice of dress/grooming. Students are not appropriately dressed if they are a disturbing influence in class or school due to their manner of dress.



- Shorts may be worn by students in all grades if they fit appropriately and do not distract from learning. Short-shorts are not permitted. Biking shorts or other tight fitting shorts are not allowed. Your shorts must be no higher than the end of your fingertips when your arms are resting at your sides.
- Cut-offs and Spandex™ type clothing may not be worn.
- Shirrtails longer than 3 or 4 inches below the waist must be tucked in.
- Halter tops, bare midriffs, bikini tops, "fishnet" shirts, see-through tops, tube tops, baggy clothing, etc. are not appropriate. Your shirt should be long enough not to show your stomach. Sleeveless tops must have straps at least 2 inches wide. Undergarments should not be visible through clothes.
- Overalls must have both straps fastened.
- Pants will be worn at the natural waist, NOT pulled down below the waist.
- T-shirts with alcohol or tobacco advertisements or symbols of heavy metal rock groups that use satanic symbols are not permitted.
- Hats are not to be worn at school, except on Spirit Days.
- Students are not allowed to wear heavy coats in the classrooms.
- Shoes must be worn at all times. Cleats, thongs/flip flops, high heels, or bare feet are not permitted.
- Outrageous hair styles, make-up, or jewelry that might interfere with learning are discouraged. Large hoop earrings are strongly discouraged for safety reasons. Earrings for boys must not be distracting as determined by school personnel.
- Body piercing is not allowed except for ear piercing.
- Students are not allowed to wear or carry bandanas to school.
- Wallet chains are not permitted (dog choke type chains that attach to wallets or belt loops).

If a teacher considers your clothing inappropriate, you may be sent to the principal's office for a ruling. If the principal considers your clothing inappropriate, you will be asked to call your parent(s) to bring you a change of clothing.

Once school begins and you become familiar of your daily schedule, you will want to take these things into consideration:

- You will need to wear tennis shoes on the days you have PE classes.
- You will also want to dress in appropriate clothing that is not restrictive and will allow you to participate actively in your PE class.
- Art classes need special consideration too. Sometimes you will be asked to work with paint, markers, and other materials that can damage clothing. It is wise to wear protective clothing (an old shirt will do).

Student Behavior

The *RISD Student Code of Conduct* booklet is given to you and your parents. Please have your parents read through the booklet with you. The teaching-learning climate in school depends, to a great extent, upon your behavior. We will expect you to conduct yourself in an orderly manner. **RESPECT** is a key word -- respect others, and property. One important lesson you learn in school is **self-discipline**. Self-discipline is the key to good conduct and proper consideration for other people.



for self,

COURTEOUS BEHAVIOR

Be silent while others are speaking.
Focus on the speaker.

Treat others kindly.
Use "please" and "thank you".

BEFORE AND AFTER SCHOOL

- Use helmets when riding bicycles, scooters, or skateboards.
- Bicycles, scooters and skateboards must be walked on school property.
- Prior to 8:00 a.m., students will report to the cafeteria. There is supervision at 7:30 a.m. There is no supervision for students before 7:30 a.m.
- Sports activities are not allowed in front of the building before or after school.
- Students must promptly leave campus at 3:00 p.m., unless staying for pre-arranged tutoring. There is no supervision past this time. If your ride is late, you must wait in the school office for your safety.
- After 3:15 p.m., students will wait in the school office and a parent/guardian will sign them out on the late pick-up sheet in the office.



Cafeteria

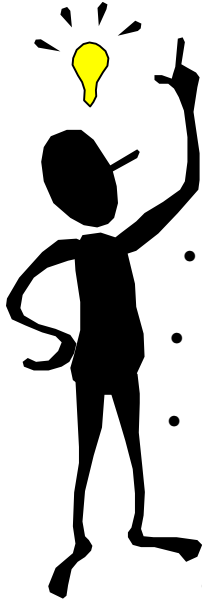
- Use conversational voices with no talking between tables.
- There will be no throwing of food.
- Leave your seat with permission only.
- Clean tables before leaving.



To provide tools for successful citizenship,
Northwood Hills Elementary School
emphasizes the following
Lifelong Guidelines:

- **Trustworthiness** To act in a manner that makes one worthy of confidence.
- **Truthfulness** To tell the truth is a personal responsibility. It is important to know people are truthful with us.
- **Active Listening** To be able not only to understand, but ask thoughtful questions.
- **No Put-downs** To respect the feelings of others by not saying hurtful things to or about others.
- ***Integrity:*** To act according to a sense of what's right and wrong.
- ***Initiative:*** To do something because it needs to be done.
- ***Flexibility:*** To be willing to alter plans when necessary.
- ***Perseverance:*** Keep at it.
- ***Organization:*** To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.
- ***Sense of Humor:*** To laugh and be playful without harming others.
- ***Effort:*** To do your best.
- ***Common Sense:*** To use good judgment.
- ***Problem-solving:*** To create solutions in difficult situations and everyday problems.
- ***Responsibility:*** To respond when appropriate. To be accountable for your Actions.
- ***Patience:*** To wait calmly for someone or something.
- ***Friendship:*** To make and keep a friend through mutual trust and caring.
- ***Curiosity:*** A desire to investigate and seek understanding of one's world.
- ***Cooperation:*** To work together toward a common goal or purpose.
- ***Caring:*** To feel and show concern for others.
- ***Respect:*** To consider worthy of high regard.
- ***Resourcefulness:*** To respond to challenges and opportunities in innovative and Creative ways.
- ***Courage:*** To act according to one's beliefs.
- ***Pride:*** To feel satisfaction from doing you're personal best.

For those of you who have not yet mastered self-discipline, these alternatives are available:



- *Counseling* - a conference with your teacher, counselor, and/or principal.
- *Withdrawal of privileges* - time apart from classmates for a portion of the day or more. This may include lunchtime or recess.
- *Parent conference* - meeting with you, your parents, teacher, counselor, and/or principal.
- *Detention* - period of time you will be assigned after school. Parents are notified in advance.
- *In School Suspension (ISS)* - a period of time away from the classroom when behavior is disruptive in the classroom or endangers fellow students, teachers, or other school personnel. Parents will be notified.
- *Out of School Suspension (OSS)* - a serious disciplinary measure.
- *Alternative Educational Placement* - placement in the District Alternative School (Christa McAuliffe Learning Center).
- *Judicial proceeding* - a legal measure which may be taken if necessary.

Miscellaneous

Parties

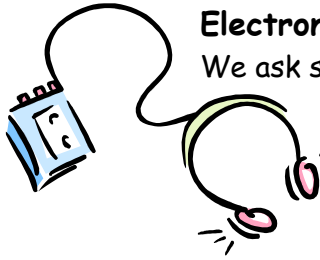
- The school sponsors two major parties (December and Valentine's Day) for grades k - 6.
- These class parties will begin no earlier than thirty minutes before the end of the school day.
- The principal may choose to have one additional party-type activity.
- The same general safety precautions that apply to regular instructional situations also apply to any school-sponsored party.
- Teachers are NOT ALLOWED to send home notes by students soliciting money. Only parents in charge of organizing these parties may send home notes.



Individual birthday parties are not allowed at school. Invitations for birthday parties outside of the school should not be passed out during school hours or on school grounds. Parents should contact the teacher if you wish to share treats with your classmates. These treats may not be distributed before 2:30 p.m.



"Surprise parties" for teachers must be approved by the principal. If you wish to do something nice for a special teacher, a card or drawing is always appropriate.



Electronic Games, Pokeman Cards, etc.

We ask students **NOT** to bring electronic games, Pokeman or other cards, toys, etc. to school. Recess is best used for opportunities to socialize, exercise, play sports, etc. Games or toys can easily be stolen or broken. They should be left at home so they will not distract from the educational process.

Notes: