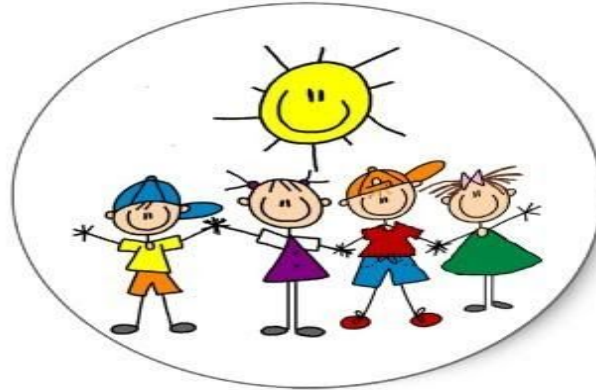


# Northeast Elementary



Student/Parent Handbook  
2020-2021

## Vision

We aim to be a school recognized for and characterized by our **positive** and **collaborative** culture, **safe** and **caring** environment, and **outstanding results**

...

## Mission

To *ensure* that all students reach their greatest potential

## **ABSENCES AND ATTENDANCE**

The school day begins at 8:10 am. Students may enter the building after 7:30 am if they would like to walk in the gym. Any student arriving after 8:10 am. is tardy. Students will be dismissed for the day at 3:10 pm on regular days and 1:10 on early dismissal days. Any student leaving before that time will also be marked as tardy for record keeping purposes. A student shall be considered absent for one half day if they arrive after 9:30 am or if they leave before 1:30 pm. Perfect attendance will be awarded to students who have not been late, left early or missed any period of school for any reason.

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

If you know your child will be absent, please notify the office prior to the absence. If advance notification is not possible, parents must notify the elementary office at 577-2249 or 522-2008 on the day of the absence prior to 9:00 am. If notification is not received, the office will attempt to contact the parents at their emergency number. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who need to leave school during the school day or arrive after the school day has begun must have a note signed by the student's parents, or have their parents telephone the office. Students arriving after the school day has begun need to check in at the office. Students who need to leave school before the end of the day will need to wait in the office for a parent to pick them up. If we do not have parent verification, we will send the child home on the bus as usual. Parents who choose to pick their child up from school need to be here by 3:05 on regular school days and 1:05 on early dismissal days. Asking teachers to release your child early is a disruption to the learning environment for the entire class and it is our desire to keep this to a minimum. Students who leave prior to this time will be marked as tardy for record keeping purposes.

Students who wish to participate in school-sponsored activities must attend school the full day of the activity unless permission has been given by the principal for the student to be absent.

If our learning environment is determined to be online, it will be required that students attend and complete the assignments set by the teacher. It is required by the Iowa Department of Education.

## **ACCIDENT AND EMERGENCY INFORMATION**

In the event of a serious accident or illness at school, the parents are called, or if necessary, the emergency number is called. You are asked to provide emergency phone numbers of a neighbor or relative who could be in charge of your child and his/her needs when you cannot be reached. Please be sure your neighbor or relative is aware that you have given their number as an emergency contact. If at any point during the school year this information changes, notify the school **immediately** so that we may keep our records up to date.

## **BIKING TO SCHOOL**

With the addition of the sidewalk there are a few students who have the ability to bike to school. Anyone biking to school is required to wear a

helmet and park their bike in the bike rack. Students will not be allowed access to their bicycles during the school day. The school district will not be responsible for stolen or damaged bikes.

## **BIRTHDAYS**

We welcome a little celebration for a child's birthday. We do ask all parents to use good judgment in what they send. If your child has a summer birthday, we would encourage you to celebrate on the corresponding date in May. If your child brings a birthday treat, there should be enough for every child in the classroom. If invitations to parties are not given to all students in a class, they cannot be distributed at school and should be mailed to prevent hurt feelings.

## **BUS BEHAVIOR**

If your child needs to stay after school or ride a bus different than normally scheduled, you must write a note to your child's teacher. Experience has shown that we can't always trust students to know when these changes occur, so unless we receive a note from a parent, we will send the child home on their normal bus.

The following list represents the standard and procedures relative to pupil conduct while riding school buses. Violations of these standards will be reported to the school principal. Chronic offenders will be reported to parents and may have their riding privileges suspended.

- A. Waiting at designated bus stops.
  - 1. Pupils are to stand at least 10 feet from the roadway, unless otherwise directed.
  - 2. Pupils are to be on time as per their published schedule. The bus will not wait beyond the scheduled pick-up time.
  - 3. Safety standards must be practiced while pupils are waiting.
  - 4. Pupils who have to walk some distance along a roadway to a bus loading station should walk on the left hand side facing the traffic. This will also apply to pupils on the way home.
- B. Receiving and discharging pupils.
  - 1. All pupils shall be received and discharged from the right front entrance of the bus. If the pupils must cross the roadway, they shall pass only in front of the bus and cross the roadway only on signal from the bus driver.
- C. Boarding the bus at school loading sites.
  - 1. Pupils are not to move toward the bus until the bus has come to a complete stop.
  - 2. Pupils shall not push while loading.
  - 3. Pupils are to board the bus in single file.
  - 4. Pupils are required to go directly to a seat and not block the aisle.
  - 5. Pupils are to follow the driver's instructions as to seating arrangement, if required.
- D. Pupil conduct while riding the bus.
  - 1. Pupils are permitted to converse quietly with others seated near them.
  - 2. Singing, whistling, yelling, and other loud noises are not permitted on the bus.

3. Pupils are not permitted to change seats or annoy others during the ride.
4. Pupils should always face forward while riding the bus.
5. Fighting or scuffling will not be permitted.
6. Smoking or striking matches are not permitted on the bus.
7. Pupils are to keep their hands and arms inside the bus.
8. Musical instruments or large parcels should be left with the bus driver, if requested.
9. Treat the bus equipment as you would furniture in your own home. Pupils will be responsible for any damage on the bus.
10. Pupils must keep books and personal belongings out of the aisles.
11. Pupils should not be rude to the bus driver and to persons whom they pass on the route.
12. The driver's instructions are to be obeyed at all times. Disrespect of the driver will not be tolerated.
13. Throwing objects in the bus will not be permitted and pupils should not throw anything out of the windows.
14. Pupils must be absolutely quiet when the bus is approaching a railroad crossing that is not controlled by a signal light.
15. In the case of a road emergency, the pupils are to remain in the bus unless they are given specific directions by the driver.
16. In leaving the bus, pupils are required to remain in their seats until the bus has made a complete stop.
17. Pupils should not remain to play in areas where the buses are unloading.
18. The driver will not discharge riders at places other than the regular bus stop, at the student's home, or at school, unless the student has received proper written authorization from the parent and has it approved by the office.
19. Pupils are to board and leave the bus only by the front entrance.
20. The emergency door is to be used only for emergency situations.
21. Students are required to follow the rules of the bus regarding social distancing and face coverings as determined by the district and bus driver.

## **BUS CHANGES**

We are able to accommodate requests for children to ride a bus other than their scheduled route, as long as the request is provided in writing (or emailed from the parent/guardian's email address) by 9:00 a.m. on the day it is occurring. This is only possible if there is room on the bus for additional passengers. Space may be even more limited than normal because of social distancing measures put in place this school year. Only in emergency situations or due to unforeseen circumstances will phone calls requests be honored.

## **BUS DISCIPLINE**

The operation of a safe, efficient, and economical transportation program requires that all passengers observe the following regulations. In order to avoid any misunderstanding that might develop at a future date, the procedures described below will be followed in case of an infraction of the rules.

1. A bus driver will never remove any unruly pupil from the bus while on a bus route forcing the pupil to walk home or to school. The driver may, however, stop the bus and make a radio call for assistance to have the pupil removed.

2. A bus driver may remove an unruly pupil from the bus while loading or unloading at school property, but must turn said unruly pupil over to a faculty member and explain the reason for removal. A school bus violation form must follow said removal.
3. The bus driver will report behavior problems to the Director of Transportation on school bus violation forms. The Director of Transportation will report the incident to the proper school officials who will take proper action and in turn shall notify the parents.
4. The principal shall indicate the steps taken to correct the discipline problem in the section provided on the school bus violation forms. One copy will be returned to the Director of Transportation, one copy of the violation form sent to the parents, and one copy will be filed in the student's folder.
5. The building principal or Director of Transportation shall be authorized to suspend a student from riding a school bus for three (3) school days for school bus violations #1 and #2. Severity of the violation could cause immediate varying suspension. Total school problems will be considered. Parents shall be notified of such action.
6. Students who receive a third (3rd) school bus violation notice shall be suspended from riding a school bus from five (5) to ten (10) school days by the building principal or Director of Transportation. Parents shall be notified of such action.
7. Students who receive a fourth (4th) school bus violation shall be referred to the office of the Superintendent of School or his/her designate, and appropriate action will be taken by the Superintendent of Schools or his/her designated representative. Parents shall be notified of such action and shall have an opportunity for a hearing.
8. Students who receive a fifth (5th) school bus violation notice may, at the discretion of the Superintendent of Schools, be recommended to the Board of Education for removal from the school bus for the remainder of the school year or the semester.

## **CHILD ABUSE**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the following level 1 investigators:

Neil Gray, Superintendent  
577-2249, ext. 606  
Northeast Community School  
Goose Lake, Iowa 52750

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to

protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **CHURCH NIGHT**

Church activities represent a very important part of a student's educational experience. Wednesday night of every week during the school year has been set aside as Church Night. No school activities are planned after 6:00 P.M. on Wednesday night.

### **CONFERENCES AND EVALUATION**

Parent conferences are scheduled for all parents in the fall and spring. Teachers and parents are encouraged to request additional conferences at any time during the year when there are questions or concerns about a child's progress.

In addition to conferences, parents receive written reports six times a year for grades K-5. Report cards will be sent home at the end of each trimester and progress reports will be sent home in the middle of each trimester. Parents should discuss these reports with their child. If there are questions, please contact your child's teacher.

Our district recognizes that many parents would like to play a greater role in their child's education. To make it easier for you to become involved, we are providing you with the ability to view report card grades and progress reports for students in grades 4-12 via the Internet, anytime, day or night. The software that makes this possible is JMC Parent Online Access. To register you must have a login name and password. Please contact the building offices to sign up for this free service.

### **CUSTODY DISPUTES**

In the event of a divorce, it is the responsibility of the parents to provide the school with up-to-date written documentation of any custodial agreements that would have impact on the school, such as visitation rights. Staff members are advised to work cooperatively with all parents on an equal basis, for the benefit of the student. Staff members will not testify, nor provide affidavits or statements to be used in a custody hearing, without receiving a lawful subpoena, and then would only share facts about situations and not opinions except as required by the judge.

### **DIRECTORY INFORMATION**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1 to the principal. The objection needs to be renewed annually.

Name; address; telephone number; date and place of birth; grade level; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; photograph and other likeness; and other similar information.

## **DISCIPLINE**

Effective discipline is necessary for quality education. In order to guarantee your child and all the students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The teacher is the administrator of the classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When serious or persistent problems arise, discipline will become the joint responsibility of the principal and the teacher. Consequences that may be assigned to students include, but are not limited to: missing recess, staying after school, writing about appropriate behavior, or spending class time or lunch time in the office. Severe or repeated offences may result in in-school or out-of school suspensions.

It is the teacher's role to guide and direct the classroom. It is expected that parents will support and cooperate with the classroom teacher. Parents are also asked to call the teacher or principal when unusual or temporary home conditions may be particularly upsetting to students. This may help us to understand a child's unusual behavior or change to disruptive behavior.

## NORTHEAST ELEMENTARY RULES

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Follow Body Basics

For a detailed explanation of these rules, please see the Positive Behavior Intervention and Supports (PBIS) document at the end of this handbook.

## BULLYING RULES

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

## **DRESS**

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on



school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

## **DRILLS**

Fire drills, tornado drills and intruder drills are held regularly during the year as required by state law, and are an important safety precaution. Directions are posted in each classroom. Students are expected to remain silent during the drills and to move in an orderly manner.

A.L.I.C.E. is a non-sequential plan that stands for Alert, Lockdown, Inform, Counter and Evacuate. As quickly as possible, staff and students will decide what they need to do in order to survive the danger of an intruder, and then do it. Use the information provided or your sensory inputs to make good decisions.

Alert: Stay alert and be aware of your environment. Know evacuation routes. Pay attention to any emergency notifications.

Lockdown: Securing in place means more than locking doors. Make the door hard to open. Barricade or get obstacles between the danger and you. You can always leave a room or building, even if the door is locked. If exiting is possible and a better option, do it.

Inform: A two-way street of information must exist. Make good safety decisions based on information being provided by all possible means. If you have information that will help, contact 911.

Counter: If contact is made with a dangerous person, engage in counter strategies, and then evacuate.

Evacuate: Remove yourself from the danger area if a safe route exists. Proceed to the Reunification point where help and assistance will be provided.

Reunification Points: The reunification point for the elementary will be at the Goose Lake Community Center. In the event of an emergency which requires us to evacuate our building, all students and staff will report to this center so that parents may safely reunite with their children.

## **EARLY DISMISSALS**

On occasion, various types of in-service meetings and workshops are scheduled for a part of the school day, so that children have an early dismissal time. On these occasions, school sessions usually dismiss at 1:10 P.M., with buses departing at 1:20 PM. Parent pick-up time is 1:05 on these days.

## **ELECTRONIC DEVICES**

Personal owned electronic devices, such as cell phones, iPads, e-readers, etc, may be allowed for instructional use at the discretion of the classroom teacher. Any use of these devices without prior teacher approval and direct teacher supervision, or any misuse of these devices will result in the

device being confiscated and a parent called to pick up the device from the office.

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Northeast Community School not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment) , marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs), in its educational programs and its employment practices as required by the Iowa Code, sections 216.9, 256.10(2) and 19B.11, Titles VI and VII of the 1964 Civil Rights Act (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. § § 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), the Americans with Disabilities Act (42 U.S.C. V 12101, et seq.), and Section 601A of the Iowa Code. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Neil Gray, Superintendent, Northeast Community School District, Goose Lake, Iowa 52750, Telephone (563) 577-2249, ([neil.gray@northeastcsd.org](mailto:neil.gray@northeastcsd.org)), to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Midwest Office of Civil Rights, Department of Education, Chicago, Illinois.

## **EXCUSES**

All students will be expected to participate in outdoor recess activities unless they bring a written excuse from parents that requests that they stay indoors. Almost always, a child who is too sick to go out for a few minutes at recess is too sick to be in school. If an excessive amount of requests are received, the principal may request a note from the family physician.

Since physical education classes are regularly scheduled, all students will be required to participate in these classes unless they have a written excuse. If an excessive amount of excuses are received, the principal may request a note from your family physician.

## **EXTENDED LEARNING PROGRAM**

The Northeast program for gifted and talented students is a unique program designed to meet the needs and interests of advanced learners with a focus on general intellectual ability, specific academic abilities, and creative or productive thinking skills. It provides a differentiated curriculum particular to each individual student, including the affective domain and research skills.

## **FIELD TRIPS**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. While on field trips, students and chaperones are guests and considered representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy. School district policies, rules and regulations remain in effect while students and chaperones are attending these and other school activities. Prior to attending a field trip, students must return a note signed by the student's parents.

Chaperoning on a field trip can be a rewarding and demanding responsibility. Only parents, grandparents or guardians may be allowed to

chaperone based upon space availability. Older or younger siblings are not allowed to attend school sponsored field trips.

### **FUNDRAISING BY MIDDLE/HIGH SCHOOL AT THE ELEMENTARY**

While we wish to support district activities, we are careful to ensure that fundraising does not interfere with classroom instruction. Information regarding middle/high school fundraisers may be read on the morning announcements and students told that they may pick up an order form in the office. We will not be sending mass order forms home, or selling items in classrooms or the office. We will not support fundraisers that ask students to buy for their friends, such as the Valentine cookie or carnations. This is consistent with our policy that birthday invitations, treats, valentines, etc. be given to all students or none.

### **HARASSMENT**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or staff member which is based on any actual or perceived trait or characteristic of the student or staff member which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property.
2. Has a substantially detrimental effect on the student's physical or mental health.
3. Has the effect of substantially interfering with a student's academic performance.
4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ tell a teacher, counselor or principal; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;

- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

## **HEALTH INFORMATION**

Immunizations-Students or their parents or guardians must submit an Iowa State Department of Health Certificate of Immunization to the school principal for a child to be enrolled in any school in Iowa. It is the parent's responsibility to see that this certificate is completed and signed by the parent and either a doctor or an official of the health department, county public health nurse, or school nurse. Blank certificates may be obtained from the school. If a child has a medical condition, which keeps him/her from being immunized, or if the child is a member or follower of a religion that opposes immunization, he/she may qualify for an exemption to the law.

Illness-Students should be kept at home, or will be sent home with any of the following; temperature over 100 degrees, sore throat, vomiting, diarrhea, body rash, inflammation of the eyes, etc. **Students must be free of fever, vomiting, or diarrhea for a minimum of 72 hours before**

**returning to school. If a student is absent from school for 3 days or more, a doctor's note will be required.** Emergency numbers should always be on file at school so that an adult can be reached who will care for the child when parents cannot be reached.

Health Screenings- Throughout the year, the school district sponsors health screenings for vision, hearing, and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually, however, upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Dental Health- By law, Kindergarten students are required to submit proof of a dental screening to their school. A screening for Kindergarten is valid if it occurs no earlier than age 3 and no later than 4 months after the enrollment date.

Vision Health- By law, Kindergarten and third grade students are required to submit proof of a vision screening to their school. A screening is valid if it occurs no earlier than one year prior to enrollment in that grade level. While a professional exam is encouraged, this screening can be performed by the school nurse in the fall.

Head Lice - School children are always at risk of getting lice, and students at Northeast are no exception.

*What does head lice look like?* Though very small, head lice can be seen by the human eye.

They live in human hair, draw blood from the skin, and lay eggs (called nits) on the hair shaft.

The nits may be found less than 1/2 inch from the scalp and most often on hair at the back of the head in the neck region. Children may complain of "feeling something crawling in their hair" or complain of an itchy head.

*Is your child at risk?* Yes. Today, kids can be placed into two groups: Those with head lice and those at risk for getting head lice. Head lice will spread as long as children play together. They are found in all social classes and in all countries. Children in child care, preschools, grade or middle schools are at risk. Head lice are NOT a sign of being dirty.

*What can you do?* Parents are the key to looking for and treating head lice! The Iowa Department of Public Health advises parents to spend 15 minutes each week on each child carefully looking for head lice or nits.

*Additional tips:*

1. Give each child his or her own comb or brush.
2. Teach your child NOT to share hats, scarves, brushes, combs, and hair fasteners.
3. Look for lice on all members of your household.
4. If your child does get head lice, please talk with the school nurse for proper treatment advice.

Nurse-The school nurse is full-time in the district between the elementary and MS/HS buildings. She is just a phone call away from one building to the other if an emergency arises. In addition to providing any necessary first aid for boys and girls, the nurse is a resource person that teachers can call on to assist them in teaching nutrition, cleanliness, growing healthy, dental care, basic safety and health rules.

The nurse is not allowed to diagnose or treat illnesses. So, **please don't send a sick child to school.** We believe good attendance is vital, but not when it may jeopardize the health of others. If your child becomes ill or gets hurt at school, we will notify you as soon as possible. The best place for a sick child is at home. **If your child presents symptoms while at school, their temperature will be taken, they will be asked to wear a mask, and will wait for parent/guardian to pick them up in a separate room than the nurse's office in order to keep healthy and sick kids separated.**

## **HOMELESS CHILDREN**

Many children and youth experience homelessness each year. These young people may be living on the streets, but they are most often in shelters or temporarily living with family or friends after losing housing or having financial problems. If you need assistance with homelessness please contact our local homeless liaison: Bryce Bielenberg (563) 577-2249.

## **HUMAN GROWTH AND DEVELOPMENT**

The Northeast Community School District has an identified Human Growth and Development curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives upon request. Parents/guardians who find topics objectionable may choose to remove their child/children from the class during the discussion of these topics.

## **INSURANCE**

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at [www.hawk-i.org](http://www.hawk-i.org) for more information.

## **INTERNET APPROPRIATE USE**

Because technology is a vital part of the school district curriculum the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet through their teachers. Email addresses will be issued to students in order for students to take part in online learning and other instructional purposes; this is not for personal use. If a student already has an e-mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Student Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access. Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a form should they wish to deny their child access to the Internet. Students will sign a form acknowledging they have read and understand the Internet acceptable use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations, which may include loss of Internet privileges and other disciplinary actions. Use this link to access the [Student Agreement for grades 3-5](#).

## **INTERROGATIONS OF STUDENTS BY OUTSIDE AGENCIES**

A student may not be interviewed during the school day or periods of extra-curricular activities unless the principal or another delegated staff member is present when possible.

If police officers or other officials request an interview for any issue other than child abuse, an attempt shall be made to contact the student's parents or legal guardian and to have one of them present during the interview. If the topic of the interview is child abuse and the investigator determines that the child should be interviewed independently of his or her parent(s) or guardian(s) and the school is the most appropriate setting for the interview, school officials will allow the investigation without contacting the parents. It shall be the responsibility of the investigator in abuse cases to determine who will be present during the interview.

No student may be taken from the school without consent of the building principal and without a proper warrant. In all cases, the welfare of the child and the protection of his or her constitutional rights shall be the principal's first consideration.

## **IOWA CORE**

It is the vision of the Northeast Community School District that each and every K-12 student will learn the essential concepts and skills identified in the Iowa Core for life in the 21<sup>st</sup> century. Information regarding the Iowa Core can be found at [www.corecurriculum.iowa.gov](http://www.corecurriculum.iowa.gov).

## **LIBRARY**

The library will give direct service on a daily basis to all grades. Students will be allowed to check out two books at a time. Books may be checked out for a period of two weeks. Back issues of magazines may be checked out also. Students with overdue books will not be allowed to check out books until they are returned. If a book is lost, a replacement fee will be charged. While in the library, students are expected to behave in a quiet manner and to have respect for the rights of others using the facility. Disruptive students will be asked to return to their classrooms.

## **LUNCH**

The school provides breakfast and lunch programs with well-planned and varied menus. All children who eat at school are encouraged to participate in the programs. If cold lunches are sent, they should be equally nutritious. Because of this we ask that you do not send pop in your child's lunch. All elementary children are eligible to participate in the nutrition program on the following plan:

1. Students may deposit to their meal accounts at registration or in the lunchroom before classes begin each day. There is a \$5.00 minimum for deposit. Payments should be in a marked envelope. Charges will not be accepted for breakfast or milk.
2. Milk is served with hot lunches. Children who bring a cold lunch may purchase milk at the current price if he/she has money in his/her account.
3. Free or reduced-price meals are available for those who qualify under the established Federal Lunch Guidelines. Free milk during milk break is not part of the free/reduced meal plan. A student in grade K-1 must have money on his/her meal account if he/she elects to participate in afternoon milk break. Call any of the school offices for specific information in regard to this program.

4. The district is able to provide some substitutions for students who have dietary restrictions, such as a milk or peanut allergy. Please complete a Dietary Modification Request form, which can be obtained in the elementary office.

### **MEDICATION POLICY**

When a child is to receive medication during school hours, the following policy will be followed. This policy is based on state law.

1. Written instructions with prescribing physician's signature, including name of drug, duration and frequency of medication and name of child must be on file in school before any medication can be given.
2. Written permission with parent's signature must also be on file.
3. Under no circumstances will any drug be furnished by the school.
4. Permission by telephone CANNOT be accepted.

### **MOVIES**

On occasion a movie may be shown during school which relates to a unit of study or shown as a motivation or celebration. No movies rated other than G or PG will be shown.

### **MUSIC - INSTRUMENTAL**

Students may begin to take lessons on an instrument in fifth or sixth grades. Instruments are available through a music store low-rental program. Some school-owned instruments are available. Band music and band method books are funded by the school. The student must purchase individual method books and supplies. During the school year, each student is taken from class for a weekly lesson. In addition, the elementary band meets one to two times each week. There are usually two to three performances planned for the year.

### **OPEN ENROLLMENT**

March 1<sup>st</sup> is the last date for regular open enrollment requests for the following school year. September 1st is the last date for an open enrollment request for entering kindergarten students and those students falling under the "good cause" definition. Parents/ guardians of an open enrolled student whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. Contact the superintendent's office for details.

### **PARENT/TEACHER ORGANIZATION**

Northeast Elementary has an active Parent/Teacher Organization whose mission is to encourage parent and public involvement in our district and to develop a closer relation between the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth. Please refer to the district website for more information



## **PARTIES**

Room parties may be held to celebrate Halloween, Christmas, and Valentine’s Day. Parties are planned and organized in conjunction with the classroom teachers and room parents. Parents will be notified early if a gift exchange is involved and the amount of money to be spent. Students who do not wish to participate in these holiday celebrations or activities may be silent or be excused by the principal.

## **PERSONAL PROPERTY AT SCHOOL**

Students are discouraged from bringing extra money, toys or other objects from home unless the classroom teacher has given them permission. Items that are brought from home should be marked so that they can be easily identified. The school cannot assume responsibility for the loss or breakage of things brought from home.

## **PICTURES**

Early in the fall and in the spring of each year all students will have the opportunity to have their picture taken. Notification of the day pictures will be taken and price lists will be given to parents and students well in advance of the day set for picture taking. Pictures will be taken of each student for class composites.

## **POSITIVE BEHAVIOR (PBIS)**

Positive Behavior Intervention and Supports (PBIS) is a set of strategies and systems that enables our school to:

- Create a culture of positive behaviors
- Reduce behavior disruptions
- Create appropriate environments to educate all students

PBIS fosters successful social behavior and encourages school staff, students, families and community members to work together to create a safe, social culture with consistent expectations.

Some of the strategies include:

- Proactive intervention-identifying the behaviors expected in all settings.
- Active teaching—teachers, students, families and community members often work together to teach and model appropriate behavior
- Ongoing recognition of appropriate behavior
- Clear, consistent consequences for inappropriate student behavior
- Additional support for students with more significant needs
- Collecting and using data to make decisions

Please refer to the last page of this handbook to view a detailed list of behavior expectations.

## **RECESS**

Recess is provided to all students. Lower elementary students have more scheduled recess time than upper elementary students. Recess privileges

can be taken away from students for disciplinary reasons, or to make up work. Students must adhere to all playground rules and must obey the adult supervising the recess.

### **Playground rules**

1. Do NOT fight or wrestle – fake or otherwise.
2. Do NOT tackle.
3. Do NOT play dodgeball.
4. Do NOT kick balls against the building.
5. Do NOT throw footballs or softballs near the building.
6. Do NOT throw rocks, snow, ice, or any foreign objects.
7. Do NOT climb on fences or trees.
8. Students must go down the slides feet first, in a seated position.
9. Students must sit when swinging, never stand or ride more than one at a time.
10. Students must use jump ropes for jumping, not for playing horse, etc.
11. There will be limited use of equipment on the hard surfaced area when the grass is wet or muddy. This will be at the discretion of the playground supervisor.
12. All play stops when the whistle blows.
13. Students must collect balls and immediately line up when the bell rings.

### **Additional Inside Recess Rules**

1. Do NOT kick balls in the gym.
2. Do NOT play on the stage.
3. Do NOT play tag in the gym.
4. Students playing with balls must stay on one side of the gym.

### **Cold Weather Recess Rules**

1. Students will be expected to go outside unless it is raining or the temperature is below 13 degrees (including wind chill). Parents will need to provide a doctor's release for students with outside restrictions.
2. Students in grades K-3 need boots and snow pants if they want to play in the snow. Boots and snow pants are strongly recommended for students in grades 4-5.
3. Sledding will be allowed at the discretion of the playground supervisor. Sleds will be provided by the school.

## **SECURITY PLAN**

For the safety and security of our students and staff members, we require that all visitors enter the building through the front door and report to the office. In the office, visitors will sign in and be issued a badge. Upon their departure, visitors are asked to sign out. All doors will be locked except the front entrance door. We thank you for your cooperation.

Also, for your child's safety, when students are to be picked up during the school day, the adult must report to the office and the student will be sent there. Students arriving tardy, must also first report to the office. **If you are picking up your child during the school day, please call the office when you arrive and your child will come to your vehicle outside of the school. An adult from school will supervise the pick up.**

## **SCHOOL FEE WAIVER**

A student will be granted a full or partial waiver of certain fees charged by the school district if the student or his/her parent meet the financial eligibility criteria for free or reduced meals, the Family Investment Program (FIP), or if students are in foster care. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of fees. An application must be completed and submitted to the superintendent's office. All information submitted in this application process is confidential.

In addition, we often have donated school supplies available at school for those students whose families are experiencing financial difficulty. Please call the office to request assistance.

## **STUDENT RECORDS ACCESS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access;
2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. The right to inform the school district that the parent does not want directory information to be released. Objection must be made in writing by September 1 to the principal, and the objection needs to be renewed annually;
5. The right to file a complaint with the U.S. Department of Education, Family Policy Compliance Office, Washington, D.C. concerning alleged failures by the District to comply with the requirement of FERPA.

A complete statement for Policy #506.1 is available upon request at the superintendent's office.

## **STUDENT SEARCH RULE**

### **I. Searches of Students and Protected Student Areas\***

A. All searches of students or protected student areas shall be reasonably related in scope to the circumstances which gave rise to the need for the search and be based upon consideration of relevant factors which include, but are not limited to, the following:

- a. The nature of the violation for which the search is being instituted.
- b. The age or ages and gender of the students who may be searched pursuant to this rule.
- c. The objectives to be accomplished by the search.

B. A school official may search individual students and individual protected student areas if both of the following apply:

- a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule regulation; AND
- b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

C. A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

D. Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.

E. A school official shall not conduct a search that involves: a) a strip search; b) a body cavity search; c) the use of a drug sniffing animal to search a student's body; or d) a search of a student of different gender than the official.

## II. Inspection of Lockers, Desks, and Other Facilities or Spaces Owned by the School.

A. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to the student. The school provides lockers, desks or other facilities or spaces owned by the school as a courtesy to the student. Such areas assigned to students are not protected student areas, and no student should expect privacy with respect to that locker, desk, facility or space. Nor is the student's lack of privacy in effect when the school permits students to use a separate lock on a locker, desk, or other facility or space owned by the school and provided to the student.

B. At the beginning of each school year, the District shall provide written notice to all students and the student's parents, guardians, or legal custodians, that school officials may conduct periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice.

C. Any contraband discovered during searches of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.

D. An inspection of a school locker, desk, or facility or space owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual inspection by school officials, employees or agents, or the use by school officials or others hired at their discretion, or a drug sniffing animal.

E. An inspection of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person when

feasible.

\* “A protected student area” includes, but is not limited to: a) a student’s body, b) clothing worn or carried by a student, c) a student’s pocket book, brief case, duffle bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

## **SPECIAL NEEDS STUDENTS**

The Northeast Community School District and the Mississippi Bend Area Education Agency provides a wide variety of special education programs and/or services to student with disabilities. If you believe your child may have a disability that requires special education programs or services, please contact the building principal.

## **SUPPLIES**

Students have received a suggested school supply list for their grade level. In accordance with the Iowa Department of Education, we can not require you to provide school supplies for your child, but we also can not keep you from purchasing the supplies. Please ask your child throughout the year if he/she needs to replenish his/her supplies. We frequently have donated supplies to give to students in need. Please call the office if you need assistance in providing supplies to your child.

## **TEACHER REQUESTS**

We take great care in placing students in classrooms where we feel they will be the most successful, while also striving to balance classrooms academically, socially, and behaviorally. We thank parents for accepting these decisions. We do understand that on a limited number of occasions, there may be legitimate reasons for a parent to request a specific teacher. If you feel that you have a valid reason for making a request, please provide that reason in writing to the building principal no later than April 1<sup>st</sup>. In your request, please describe your child’s specific learning and environmental needs and the appropriate classroom will be assigned. Although not all requests can be granted, those received prior to April 1<sup>st</sup> will be considered in determining class lists.

## **TEACHER QUALIFICATIONS**

Parents/Guardians have the right to learn about the following qualifications of their child’s teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child’s teacher, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the Office of the Superintendent by calling 577-2249 or sending a letter of request to the Office of the Superintendent, Northeast Community School District, 1450 370<sup>th</sup> Ave., Goose Lake, Iowa 52732.

## **TELEPHONE**

Students are allowed to use the office phones to call parents for emergency or school related issues. Cell phone use by students is prohibited

during the school day and at school events. We prefer that students leave their cell phones at home. If they must bring them to school, the cell phone needs to be turned off and located in their locker during the school day. If this rule is not followed, the cell phone will be held at the school office and a parent/guardian required to pick it up from school.

If you would like to talk with your child's teacher, please call either before classes begin or after the students are dismissed. If you call during class hours, you may leave a message with the school secretary or on the teacher's voice mail. The teacher will try to return your call the same day. All other school employees are usually available for phone calls anytime during school hours.

Please do not hesitate to give us a call when you have a question or a concern. The telephone number is 577-2249. As soon as you hear the recorded voice, you may immediately dial 2 to reach the elementary secretary, or an extension number. Common extensions at the elementary are:

Mrs. Mangelsen (secretary)	615	
Mrs. McEwen (principal)	616	
Mr. Gray (superintendent)		606
Mrs. Naeve (nurse)	618	
Mr. Bielenberg (at-risk)	619	

If we are unavailable, please leave a message on our voicemail and we will return the call as soon as possible. Improving our communication with you is our highest priority.

### **TORNADO WARNINGS**

When a tornado warning is issued at dismissal, it is the district's policy to hold all students at the building until the warning has expired. Students would only be released to their parent or guardian at this time.

### **USE OF TOBACCO AND/OR DRUGS**

The possession, sale or use of tobacco, alcohol or illegal drugs on school property is in violation of state law and school regulations. This applies to all school sponsored activities, at home or away, as well as to the regular school day. Violators will be severely disciplined.

### **VANDALISM**

Deliberate destruction of property belonging to others, including school property is vandalism. Such action not only costs the district taxpayers in the long run, but it also results in deterioration of the educational process. Those committing such acts will be required to provide reimbursement for the damage and proper punishment will also be enforced. In the case of a minor child, the parent or guardian will be held responsible as provided in Chapter 613.16, Code of Iowa, for all vandalism or destruction.

## VISITATION

For the 20-21 school year, we will not be allowing visitors during the school day as we always have. This means that parents may not join their child/ren for lunch, recess, or in class. Other visitors are also not allowed at this time. This could change in the middle of the school year as data is provided about the cases of COVID-19 in our county.

### Normal Visitor Policy:

Parents are most welcome and are encouraged to visit classes. Classroom visits afford one of the best means to gain information about the educational program and to observe their children's performance in a classroom learning situation. To make the visits most worthwhile, the school suggests that parents should make their classroom visit between October and April (if possible). Please call the school office to arrange a time and day before you visit the classroom; we would encourage parents to speak with the teacher as well. Many times the class you plan to visit may be out of the room at physical education, music, watching a film, or on a field trip, and you may find this out with a phone call.

In order to make our school safe, we require all visitors to stop at the office, sign in, and pick up a visitor's pass for their stay. If you would like to visit your child's classroom, participate in a field trip, or volunteer in any other activities with students, we **require a background check ahead of your visit**. Note that it could take 2 days-2 weeks for approval. This is not required if you visit the school to eat lunch with your child.

Children visiting school, with or without parents, frequently are a disturbing influence in the classroom. Preschool children are not allowed to come to school without their parents. Children from other schools have been allowed to visit for a half day upon prior approval from the principal.

## VOLUNTEERS

Parent volunteers will be very limited this school year. Please contact Mrs. McEwen if you would like to volunteer.

We encourage and welcome parent volunteers to help in our library, in the classroom or to listen to children read. You can be a source of special skills, personal attention, and an extra pair of hands—if you become a school volunteer. Our board policy for classroom volunteers requires a background check. These are available on the website. Please allow 2 weeks to complete before you are scheduled to volunteer.

The days and the hours are up to you. If you can share some time with us, please give us a call. We know lots of moms and dads work during the day, but we want you to feel welcome to help whenever you can, however brief your visit with us may be. If you can't be here, perhaps you can ask grandparents, a friend or neighbor to volunteer. More volunteers mean more people to help your kids, and that makes a better school.

## WEAPONS

The Northeast Community School District will not tolerate the possession and/or use of weapons, dangerous objects or look alike weapons in the building, on its property or at any school sponsored event or activity. Threats of personal injury or harm are also not tolerated. Violators will be subject to the district's discipline policy, which may include out of school suspension, police intervention/action, and/or a recommendation of the Board of Education for expulsion.

## **WEATHER PROCEDURE**

When it is necessary to call school off because of bad weather or impassable roads, an announcement will be made on local radio and TV stations. We will also utilize the Instant Messaging System which will transmit a phone message and email to the numbers that were provided to us at the beginning of the year. If your contact information changes at all during the school year, please inform the office. Weather information will also be available on our telephone answering system. Simply press “1” to hear all weather related cancellations and delays.

## **WEBSITE**

You will find the answers to most of your questions about school on the district website at: [www.northeastcsd.org](http://www.northeastcsd.org). Please look to this as your information source for events and news about the school. We have completely revamped the site and promise to keep it updated with current information. Because of this you will be seeing fewer notes, newsletters and reminders coming home on paper.

## **WITHDRAWING A STUDENT**

We would be sorry to see you go, but if you move, let the elementary office know as soon as you can and at least three days in advance. We will prepare some transfer materials to help your child get started at a new school. Be sure that all books are returned, library materials returned, and lunch account is settled. Please give us advance notice when possible so that the transitions from our school to another school will occur smoothly.

## **NORTHEAST ELEMENTARY IMPORTANT DATES FOR 2020-21**

(Please also note the early dismissals, inservices and parent/teacher conference dates listed on the district calendar.  
All dates and times not established within the official [District Calendar](#) are subject to change.)

August 19-21	Elementary Meet and Greet Drive-Thru for drop off of student belongings.
September 20	Homecoming Parade/Pep Rally
September 25	Elementary Pictures
October 21-25	Red Ribbon Week-Theme :Send A Message-Stay Drug Free"
December 5	PreK-2nd Grade Music Program 2:00 & 6:30



December 12	3-5 Grade Music Program 2:00 & 6:30
March 23	Kindergarten Roundup
March 26	4th Grade Musical 2:00 & 6:30
April 6-9	ISASP Testing
April 10-14	Spring Break-(14th is possible makeup day)
April 22	Family Day-this is an early out day
April 30	K-2nd Grade Music Program 2:00 & 6:30
May 7	3-5 Grade Music Program 2:00 & 6:30
May 18	Track & Field Day and Go The Distance (this may
	change if snow days lengthen the school year)
May 19	Track & Field Rain Date (this may change if
	snow days lengthen the school year)
May 20	Preschool Graduation

Staff at Northeast Elementary believe using PBIS creates a safe and effective learning environment.

Please watch for these posted behavior expectations being implemented in our building

## ***Be Respectful ~ Be Responsible ~ Be Safe***

### **Behavioral Expectation Matrix**

	Classroom/Library	Lunchroom	Bathroom	Hallway	Playground	Bus
<b>Be Respectful</b>	<i>Listen to the speaker. Use kind words. Use an appropriate level voice. Raise your hand.</i>	<i>Listen to the adults. Use kind words. Use a level 1-2 voice.</i>	<i>Use a level 0-1 voice. Respect the privacy of others.</i>	<i>Use Level 0-1 voice. Respect the work of others. Use kind words.</i>	<i>Listen to the adults. Use kind words. Play fairly. Include everyone. Use a level 2-3 voice.</i>	<i>Listen to the adults. Use kind words. Use a level 1-2 voice.</i>
<b>Be Responsible</b>	<i>Follow directions. Do your work. Take care of materials. Participate. Return materials on time.</i>	<i>Follow directions. Eat your meal. Leave no trace.</i>	<i>Wait outside the bathroom until a stall is available. Leave no trace. Promptly return to class.</i>	<i>Close lockers quietly. Leave no trace. Go straight to your destination.</i>	<i>Use the equipment in the right way. Leave no trace. Enter the school when the bell rings.</i>	<i>Leave no trace.</i>
<b>Be Safe</b>	<i>Walk. Use Body Basics.</i>	<i>Walk. Use Lunchroom Body Basics. Report problems to an adult</i>	<i>Walk. Wait nicely for your turn. Wash hands. Report problems to an adult.</i>	<i>Walk quietly on the right. Use Hallway Body Basics.</i>	<i>Stay in sight of the supervisor. Report problems to an adult.</i>	<i>Stay sitting in your seat. Keep aisles clear. Use Body Basics. Walk to and from the bus.</i>
<b>Body Basics</b>	<i>Eyes-on speaker Ears-listening Mouth-closed Hands-to self Feet-on floor</i>	<i>Eyes-at your table Ears-listening Mouth-eating Hands-on your tray Feet-on floor</i>		<i>Eyes-forward Ears-listening Mouth-closed Hands-at your side Feet-walking</i>	<i>Hands-to self</i>	<i>Eyes-forward Ears-listening Mouth-quiet talking Hands-to yourself Feet-on floor</i>