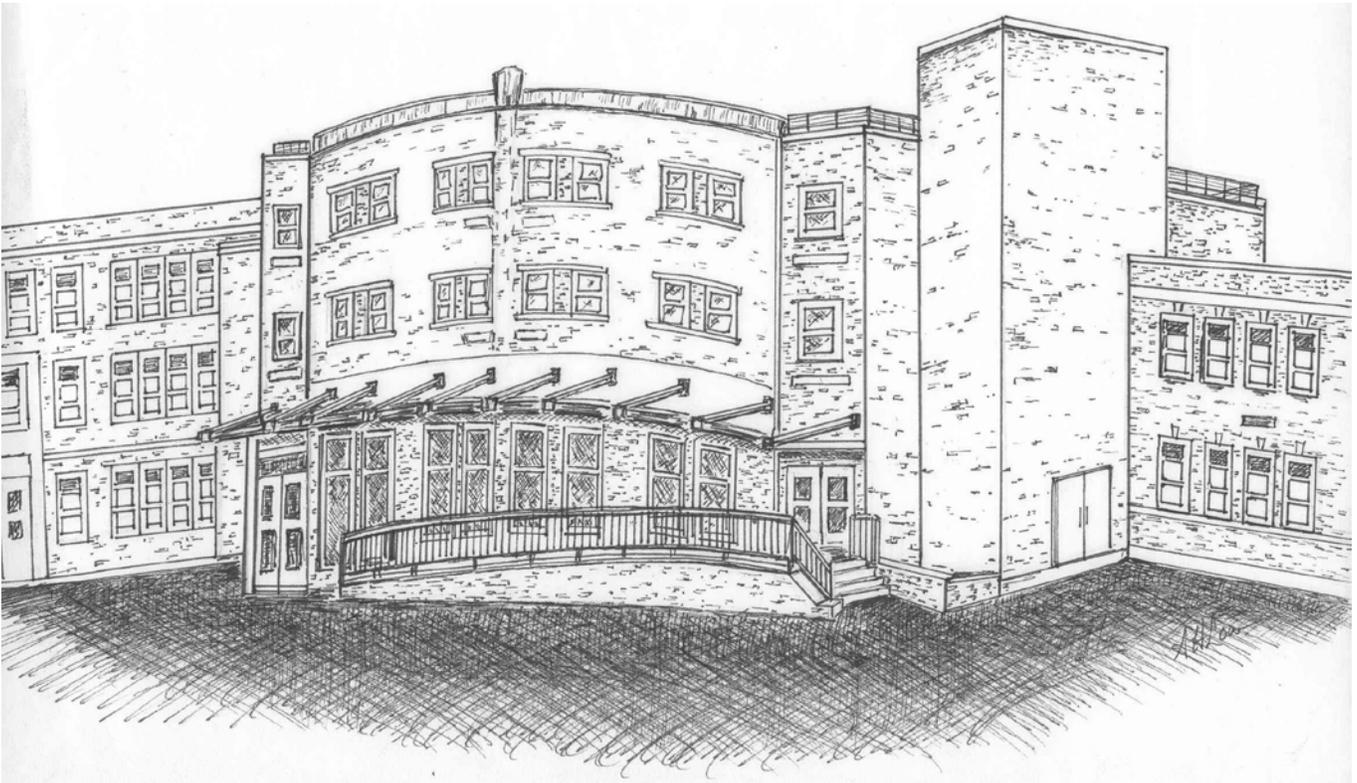


Union Pleasant Elementary School



**2016-2017
Parent
Handbook**

Welcome to Union Pleasant Elementary School!

The Union Pleasant Elementary School community is composed of students, families, teachers, administrators, support personnel, volunteers, and all others whom we welcome through our doors and grounds.

Mission Statement

The mission of Union Pleasant Elementary School is to provide our children with an academic foundation and to create an environment that addresses their social, emotional, and physical needs.

Vision Statement

The vision of Union Pleasant Elementary School is to...

- create an atmosphere based on mutual respect founded on individual differences.
- provide a learning environment that includes high expectations for students and staff.
- promote self-directed, life-long learning among students and staff.
- build closer bonds between community and school.
- foster active participation in school and community.
- provide an innovative, research based learning environment that responds to individual student needs.
- provide opportunities for students to develop artistic, creative, and physical talents to their fullest potential.
- integrate technology to facilitate the educational process.

Value Statements

- We recognize that Union Pleasant Elementary School is comprised of learners with varying ability levels and needs. Therefore, through professional development, differentiated instruction, and support programs, we will strive to provide the appropriate learning opportunities that allow all of our students to reach their highest potential.
- We will promote good citizenship by performing community service, finding new ways to capitalize on the assets of our community, and by encouraging student to demonstrate their good character when making choices.
- We will establish and maintain an atmosphere of trust and respect among the administration, staff, parents, and students, while keeping the lines of communication open.
- We will model and expect quality work that reflects maximum effort from all members of the Union Pleasant Elementary School community.
- We will promote the creative use of current technology in all curriculum areas through ongoing staff development and increased access to technology, which will prepare our students and staff for the future.
- We will provide a safe and effective learning environment with the necessary resources to meet the needs of all students, while promoting creative expression in the arts, health, and wellness.

Main Office Telephone Number – 646-3280

School Hours - 8:50 AM – 3:00 PM

Adult supervision begins at 8:50 AM. Therefore, students should not arrive prior to that time. Once the instructional day is over, children are to leave and go directly home. The school cannot offer supervision on school grounds following dismissal.

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About Our School...

In 1803 a Native American of the Erie tribe who had come to the edge of the 18 Mile Creek to drink, noticed muddy streaks in the ordinarily clear water. He peered upstream to see a family of pioneer settlers fording the stream on a rude cart drawn by oxen. This was the family of John Cummins, the first settler in Hamburg.

Interest in education was manifested very early. In 1814 every citizen was obliged to send a cord of stove wood or pay a quarter for the education of each child sent to school. School was organized in 1897, with C.W. Richards as principal, three teachers, and 81 pupils. This school was known as Hamburg Academy and Union School.

It took nearly 100 years for the population of Hamburg to total 1000 inhabitants. Then from 1900 to 1925, the population nearly tripled. The “new” building (formerly Hamburg High School), ready for occupancy in September 1925, was considered “modern and complete in every respect, adapted to all school activities and to many community uses, a monument to the spirit of education in Hamburg.”

The Pleasant Avenue section of the UPES complex became a junior high school when students were moved in 1955 to the new high school located on Legion Drive. The building then became Pleasant Avenue Elementary School in 1963 when the junior high school on Division Street was completed. In 1982, both sections of the complex were merged to become Union Pleasant Elementary School.

1997 brought another year of renovation. Six new classrooms and a new cafeteria were built on the site where the former intermediate cafeteria was located and our new Library Media Center (LMC) offers more space to house the LMC’s growth in technology and in its collection. The LMC also includes a museum celebrating the link between our school and the community.

Renovations in our new Library Media Center were planned to compliment the 1920's decor in the original library.



After School Activities

Parents of students staying after school will be given at least one-day notification.

Classroom Working Sessions: There are those occasions when students are asked to arrive early or remain after school for teacher-supervised activities, extra instructional opportunities, or the like. Parents will always be notified and made aware of such occasions prior to the change in a child's school day schedule either in writing or by telephone.

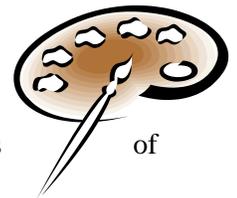
Southtowns YMCA School-Age Child Care - The Southtowns YMCA runs a before and after school child care program for students at Union Pleasant Elementary. This takes place during the school year when school is in session. For more information on this program, you may call the Southtowns YMCA at 674-9622.

Announcement Club

This club is open to students in Grade 5 only. In order for a student to deliver the announcements in the morning, he or she must audition with Mr. Beiter, who is a vocal music teacher. The auditions are held on a Monday or Wednesday in September. Each fifth grader will bring home an invitation to come to the auditions with a permission slip for the particular afterschool dates and times. The students will be expected to read a short announcement to evaluate their reading competence and they will be asked to sing a patriotic song of their choice.

Art Education

Students at UPES participate in the Art Education program once a week for 40 minutes, except for Grade 1, which participates twice a week for 40 minutes. All students are required to bring an old, large, loose-fitting shirt to wear as a smock. (Exuberant student artists need to protect their school clothing from accidental spills that often occur during the exploration of a wide variety of art media.) The sequential art curriculum provides students with an introduction to the world of art through the eyes of historical artists and hands-on art activities. The art studios provide a safe environment for exciting learning experiences with two and three dimensional art materials.



Assignment Notebook (Level 4 & Level 5)

All Level 4 and 5 students receive a UPES assignment notebook. Each daily page provides space to record assignments in all subjects, upcoming test dates, things to take home, things to bring to school, and new messages. We know students, parents, and teachers will find this a useful tool.

Backpack Express

The *Backpack Express* is a joint effort of the PTSA and Union Pleasant Elementary School. It is a school newsletter distributed monthly through the students. The *Backpack Express* includes items covering many aspects of the school and its operation including school programs, PTSA programs, and information families' desire. Submissions are accepted through the mailbox in the office on or before the third Thursday of the month.

Bicycles, Skateboard, Scooters, and Roller Blades

Bicycles - Bicycles should not be ridden on school grounds. Since the school cannot assume responsibility for stolen or damaged bikes, it is recommended that each bicycle be registered with the police department and a padlock used. The racks are located near the Union Street and Pleasant Avenue entrances.

Skateboards, Scooters, & Roller Blades - In order to provide a safe atmosphere for all, skateboards, roller blades, and sneakers on wheels are not permitted on school property.

Borrowing Money

Students who forget their lunch or lunch money should come to the office to call home first thing in the morning. If a parent cannot bring in the lunch or lunch money, the cafeteria will lend the money to the student. The expectation is that parents will pay this back the following day.

Parents may want to take advantage of lunch program's pre-payment option or using the MYSCHOOLBUCKS.com to deposit money into your child's account (see Lunch Program section).

Bus Schedule

Bus transportation is provided by Fisher Bus Service for students within the Union Pleasant boundaries. The schedule for buses and their routes will be mailed to the parents of all students on a bus route prior to the start of the school year. Any questions you may have about bus routes should be directed to Fisher Bus at 648-7766.



Alternate Site Transportation - For children who need to be transported to and/or from a location other than their home address that regularly takes place each week, parents will need to fill out an Alternate Site Application for Transportation which can be obtained from our school's office. You *must* fill out a new form each school year for each student. A note must be sent to school if your child does anything different from the regular schedule.

The Alternate Site Application must be submitted to Union Pleasant for the principal's approval **SEVEN DAYS** prior to effective date of change. Upon receipt, Fisher Bus Service will notify parent/guardian of approved/disapproved requests. These applications may be obtained from our school office.

Calling Home

Students are not allowed to call home for items forgotten for school except for glasses, lunches or lunch money.

Calling the Classroom

The office will not call the classroom during class time unless it is an emergency or to announce a visitor. We have voice mail system that will allow you to leave messages on them for the teachers. Students who call home for forgotten lunches are told to check back later and that we will not be calling the classroom. If a parent drops off items a student forgets for school, an email or note will be placed in the teacher's mailbox.

Cell Phones

Cell phones are NOT permitted for use by students during the school day. Cell phones are to be turned off and put in backpacks upon entry into the building and left there until students are leaving the building. If there is an emergency, parents are to call the office to leave a message or leave a message on the teacher's voice mail.

Change of Plans During the Day

When plans for your children's dismissal change during the school day, you need to notify the office as soon as possible. If you are picking up your child, you will need to sign him/her out from the Union Street entrance at dismissal time. If you are sending someone else to pick up your child, you must designate them in writing either by listing them on the Student Information Form that is sent home the first week of school or by sending the office a note prior to the pick up. They will be required to show government-issued photo identification. If your child is riding a different bus, we will issue them a bus pass.

- Be sure to send in written notes for changes in dismissal for your child including the name of who is picking your child up and/or the name, address and bus number of the bus your child may be riding for that day and/or the name and address of the location your child will be walking to that day.
- Notes are required except for an occasional unforeseen change of plans that occur during the school day. Please do NOT call to change your child's dismissal plan after 2:30 PM or after 10:00 AM on early dismissal days;
- If an emergency causes a change in your child's dismissal, in which they will need to be picked up from 2:30 PM on, you will need to pick up **in the Union Street auditorium** at 3:00 PM.

Character Education

At Union Pleasant Elementary, we strongly support Character Education, which functions to prepare, implement, and support character education at UPES in conjunction with the Character Council of Hamburg. We highlight various character virtues throughout the school. We have found that to truly integrate these virtues into our lives, we must focus on thinking about the virtues, noticing the feelings associated with such, and do things to learn and promote these virtues. We want to continue to recognize children for their positive actions.

At Union Pleasant Elementary School, we focus on a new virtue every month.

Classroom Observation Guidelines

Union Pleasant has many visitors. The following guidelines for classroom observations were established by the UPES Core Team, which consists of faculty, staff, and parent representatives:

1. Request for observation needs to be cleared through Mrs. Peffer. The expectation of the observation would be discussed between parent and Mrs. Peffer.
2. One week prior notification of observation request should be sent to the office.
3. Classroom observations are limited to 45 minutes.

Computers

7315P

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Hamburg Central School District Board of Education will provide access to various computerized information resources through the District's computer system ("DCS," hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so called

"on-line services," "WiFi," and the "Internet". It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS may provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students.

Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as prescribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY March 2012 8271P

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking Web sites and in chat rooms, and regarding cyber-bullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Hamburg Central School District Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail, chat rooms, as well as social networking Web sites, may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona-fide research or other lawful purposes—including investigation of computer problems/issues or installation of software or server maintenance as conducted by the coordinator of technology (or designee). The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District computers with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the Hamburg Central School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet.

Under the Protecting Children in the 21st Century Act, students will also be educated on appropriate interactions with other individuals on social networking Web sites and in chat rooms, as well as cyber-bullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

Notification

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Children's Internet Protection Act: Internet Content Filtering/Safety Policy Internet Safety/Internet Content Filtering Policy prior to Board adoption. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of the District's Internet Content Filtering/Safety Policy, as well as any other District policies relating to the use of technology.

Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future.

The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five (5) years after the funding year in which the policy was relied upon to obtain E-rate funding.

47 United States Code (USC) Sections 254(h) and 254(l)

47 Code of Federal Regulations (CFR) Part 54

Education Law Section 814

NOTE: Refer also to Policy #7315 -- Student Use of Computerized Information Resources (Acceptable Use Policy); District Code of Conduct on School Property.

Code of Conduct – District Elementary Student Rights and Responsibilities

This Code of Conduct is an explanation of the behavior that is expected of students in our elementary schools. It applies to student behaviors in and out of the school buildings including, but not limited to classrooms, auditoriums, cafeterias, field trips and buses. We believe that responsible behavior results in privileges. This Code of Conduct is meant to stop problems before they start; if students misbehave they must accept the consequences, penalties or loss of privileges. We will maintain contact with parents and guardians to make sure the policies and consequences of the Code are understood and successfully carried out.

The following Rights and Responsibilities relate to all elementary level students in the District:

<u>Rights</u>	<u>Responsibilities</u>
1. Be respected by teachers, students and other staff.	Show respect for adults and students.
2. Have access to school materials and equipment (books, computers, playground facilities, etc.)	Show proper use of these items.
3. Be safe in the school environment.	Behave in a way that does not affect the safety of themselves and others.
4. Be listened to by teachers, students and other staff.	Listen to adults and each other respectfully.
5. Be treated kindly.	Use “I Care Rules”.*
6. Attend school with attention to personal cleanliness and appropriate dress.	Be clean and dress in a manner that is not distracting.
7. Not be bullied or teased by others either with hands or words.	Respect one another and treat others the way they would like to be treated.
8. To be protected from negative situations based on differences that occur at school events..	To respect one another. To behave in a way that supports an environment that is free from intimidation, discrimination, and harassment. To report and encourage others to report when they see negative events occurring.

We Care Rules*

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care-Language.
4. We care about each other’s feelings.
5. We are responsible for what we say.

Conduct Expectations

Discipline and Courtesy

An educational experience should provide important lessons in the areas of discipline and courtesy. Together these form a framework around which self control, strength of character, a respect for orderliness, and kindness for others are developed.

The following are our school’s Rights and Responsibilities:

1. Show respect for adults and students, as well as school and personal property.
2. Listen respectfully.
3. Stay to the right and walk quietly in the halls and on the stairs.
4. Keep your hands, feet, and objects to yourself.
5. Remove your hat when you’re in the building.
6. Use appropriate language.
7. Gum chewing is strongly discouraged. It is only permitted at the discretion of the teacher.

Auditorium Behavior

The expectations for conduct and behavior during an auditorium program include:

- remaining quietly seated
- clapping appropriately as a show of appreciation or as a gesture of respect
- responding respectfully to supervising adults

Cafeteria Rules

- Use inside voices and restaurant manners.
- Respect *everyone* and *everything*.
- Stay seated – Raise your hand if help is needed.
- Clean up your area.
- Lights out means **listen to an important announcement**.

Bus Behavior

The expectations for behavior and conduct while on the bus include:

- remaining quietly seated while the bus is in motion
- keeping hands and heads within the bus at all times
- keeping the aisles clear of books, packages, coats, etc.
- responding respectfully to supervising adults



A parent or guardian will be notified of bus issues. Parents are encouraged to notify the assistant principal of behavior issues on the bus.

Walking to and From School

Remind children who walk to school to observe the following rules:

- Walk on sidewalks and stay off all lawns. This is important for the homeowners in the area.
- Children should follow directions of the crossing guards and safety patrol.
- Children should arrive at school no earlier than 8:50 AM. There is no supervision for your child before this time.
- Children are to enter the building at either the Pleasant Avenue or Union Street doors, whichever is closest to the area they live.
- Children need to be in the building before 9:00 AM. At 9:00 AM, all entrances will be locked. After 9:00 AM, students may only enter the building through the Union Street entrance and be signed in there.

**All-Star Behavior** – See Page 21.**Confidentiality, Sensitive Issues and Family Developments**

There are times when children and families face crises, which have an impact on school performance. Parents may take comfort in knowing that our teachers are caring, professional people and that any sensitive family issues, which are shared remain entirely confidential.

Custody Papers

A copy of a current **court order** must be present in our office file before a parent can be denied access to his or her child. Parents also must show a government-issued photo identification to pick up their child. If you are in a situation where your child should not be released to a parent, please make sure you send in this court order the first week of school. This needs to be sent in each September for the current school year.

Dismissal Procedures

Parents must complete a Student Information Sheet on which they designate the daily dismissal procedures for their child/children. These instructions should clearly outline a child's routine and will be followed *unless you notify us, otherwise*. Any changes, short or long term, must be processed through the office *in writing*. Occasionally, an unforeseen situation may arise that requires a last-minute phone call to the office, but every effort should be made to plan ahead and send a note in with your child in the morning. Please do not call to change your child's dismissal plan

after 2:30 PM or after 10:00 AM on early dismissal days. **If an emergency causes a need to pick up your child from school from 2:30 PM on, you will need to pick your child up in the Union Street Auditorium at 3:00 PM instead of the main entrance waiting area.**

Parents of students **not in the walking zone**, who wish to **pick up their child outside**, must put this in writing. If we receive a phone call for a pick up, you must sign them out in the Union Street Auditorium.

If your child will be going somewhere different from the normal routine, the following information should be provided:

Walking to a different location: Classroom teacher's name, student's name, the name of the person whose house they are going to.

Taking a bus to a different location: Classroom teacher's name, student's name, the name and address of the adult or child's house they are going to, and the bus number.

Being picked up by someone different: Name of who will be picking up your child and phone number in case we need to get a hold of them. The person will be asked to show government-issued photo identification as a way of insuring the safety of our students.

*If your child will routinely be bused to a location other than home, you will also need to fill out an Alternate Site Application for Transportation Form (see Bus Schedule).

We do not allow children to make arrangements during the school day to go to a friend's house after school. These arrangements need to be made the night before and a note brought to school signed by the parent or guardian.

Dropping Children Off

If you are driving children to school in the morning, please enter the parking lot on Union Street in order to drop them off at the Union Street entrance no earlier than 8:50 AM. The doors will be locked when the late bell rings. At that time, all students and visitors will have to enter the building using the Union Street entrance and students must be accompanied to be signed in.

Electronic Devices

Ipads, Ipods, E-readers, Kindles, Nooks, etc. Students may use these devices **ONLY** under the supervision of a teacher. Electronic devices are **NOT** to be taken to the cafeteria. Students found using these devices outside of these guidelines will be making the choice to hand their device in to the principal or assistant principal.

Hamburg Central School District is not responsible for electronic devices brought from home that are missing or broken.

Field Trips

As part of our classroom programs, teachers plan field experiences, which help to extend the curriculum. Each parent is asked to sign a permission letter for such trips.

The FOCUS

The Focus is the district communication to all residences within the school district. It contains the lunch menus each month and information about Hamburg Central. It also lists Continuing Education courses for the fall and spring.

Health Curriculum

Health Curriculum is taught to all students in grades K - 5 by the district's elementary health teacher, Mrs. M.L. Gallagher. The following units are taught:

Abduction Safety – Levels K – 5 (mandated by NYS)

Child Abuse – Levels K – 5 (mandated by NYS)

HIV/AIDS – Levels K-5 (mandated by NYS) (Wellness K-1)

Bullying – Levels K – 2

Nutrition – Levels K – 3

Nutrients/Digestive System – Level 2

Skeletal System – Level 3

Tobacco – Level 4

Alcohol – Level 5

*Personal Growth – Level 4 Girls only

*Growth & Development – Level 5

Teeth – Level K

**An information night is given to parents ONLY for Personal Growth and Growth & Development some time in September. Permission is needed to participate in this program. Permission slips are sent home the first day of school.*

Health Office Services

The Health Office is located in the Union Street side of the building across from the intersection of Union and Center Streets. You must enter through the Union Street entrance to sign out a sick child. Please remember to have your government-issued identification with you.

Nurse - 646-3287 Attendance - 646-3288

The health of the school child is the responsibility of the parents. However, the school plays a significant role in assisting the parents in this responsibility. At Hamburg Central Schools, several health services are provided:

1. Medical health appraisal (physical examination) is required of students in levels 2, 4, 7, 10, and all new entrants. Physicals that are done by your private physician within twelve months of entering that grade satisfy this requirement. Please forward the results of the physical to the Health Office. If necessary, a school physical may be scheduled for your child. Please contact the school nurse.
2. The following are annual screening procedures:
 - Hearing
 - Vision
 - Color perception (Grade 1 and Grade 5)
 - Height and weight
 - Scoliosis – Grade 5
 - Pediculosis (head lice)
3. Accident and emergency treatment is limited to First Aid by school personnel at the time of the injury or illness. Further treatment is a parental responsibility.
4. The New York State Bureau of Health Services recommends that no internal medication be administered in school. In the Hamburg School District, if the school nurse is to administer any medication, either prescription or over-the-counter medication, she must have **written permission from both the parent and the attending physician**. The medication must be brought to the Health Office by the parents in the original container and kept in the Health Office.

Guidelines for keeping your child home from school:

You should not send your child to school if he/she has:

- fever in the past 24 hours
- vomiting in the past 24 hours
- diarrhea in the past 24 hours
- strep throat until on antibiotics for 24 hours
- bad cold, with a very runny nose, extremely congested, or a bad cough that would be disruptive, especially if it has kept the child awake at night.
- head lice until treated and nit free.
- pink eye until on antibiotic eye drops for 24 hours
- undiagnosed rash

Reporting an Absence:

Whenever a student is going to be absent or late, please call the school attendance office at 646-3288. If you do not notify us, in the interest of safety for your child, the district will send out a robo call in an effort to determine the whereabouts of your child. You may call before school hours and leave a message on the voice mail if that is more convenient. An absence or tardiness excuse must accompany the student when she/he returns to school. An absence will become illegal if a written note is not sent in with the student. **Parents should sign in their child(ren) in at the Union Street entrance if they are late, unless they have a written excuse.**

Homework

Homework is an independent practice designed to reinforce instruction, which has taken place in the classroom. It is to provide practice and to review the skills and concepts learned in school. Homework is not the assignment of new material. On those occasions when a student has not completed an in-class assignment, the teacher may choose to require it as homebound work. If there is an extended absence due to an illness or a family vacation, it is seen as a source of concern and a cause for dialogue between the teacher and the parents.



The amount of homework will vary with the grade level.

If your child is absent from school and you would like to have homework sent home with a friend or picked up, please call the office early in the morning to request it. **Homework to be picked up will not be ready until after 3:00 PM, provided sufficient notice has been given.**

Illegal Absences

Absences from school for vacation or other family outings without prior approval from the school will be treated by the school as illegal. Pupils planning to go on vacation during scheduled school days must fill out a Vacation Form (available in the main office or on our website) at least two weeks prior to leaving on vacation. The student is responsible for making up the work within a **reasonable period of time** and submitting the assignments, which may be used for grading purposes.

An absence where no excuse note is sent in within ten school days also becomes an illegal absence.

Kindergarten Assignments

During the month of August, parents of incoming kindergarten students will receive the teacher assignment for their child by way of a letter.

Leaving School Early

Whenever you need to sign your child out early, you must send a note in with your child to be turned in to their teacher in the morning. Your child will be sent to the Union Street entrance waiting area at the time indicated on the note and you are required to show government-issued identification and must sign them out. If your child will be returning to school after an appointment, **please stop in and sign your child back in at the Union Street entrance.**

Library Media Center

The goal of the Library Media Center (LMC) program is to ensure that students become effective users of ideas and information, as well as promote literacy and enjoyment of reading, viewing, and listening. The Library Media Center collection includes over 15,000 books along with non-print media and online technology to aid students' learning. The LMC features Destiny, an electronic catalog, as an invaluable research tool for students and staff. The Library catalog is available on the Internet 24-7 for student, staff and family use. It is accessible through the Internet at <http://destiny.hamburgschools.org/>. Internet access is available for school projects.

Students in Levels K - 5 meet in the Library Media Center for formal LMC instructional classes with the Library Teacher weekly. The LMC is also available to students on a daily basis for individual book selection, independent, and class research work. Books and magazines are circulated for a period of ten school days and may be renewed if needed. Reference books and reserve materials circulate for overnight loan. Students in Kindergarten and Level 1 may select one book at a time; students in Levels 2 - 5 are permitted to borrow two books at any given time. Students are strongly encouraged to be responsible LMC users and return their materials by the due date. While there is no fine for overdue books, if a book is lost or damaged, a fee will be assessed.

To prevent accidental damage to books while in the backpack, it is required that students obtain and use the largest-size-possible Ziploc bag for storing their LMC books. THANK YOU!

Lost-and-Found

Articles, which are found in and around the school, are generally turned in at the main office and are placed in a lost-and-found chest located in the foyer on the playground side of the building. Children are encouraged to check this

box if they have a missing item. If they have lost a small item such as keys or jewelry or if they have lost items such as wallets or glasses, they should check at the main office. If children lose items during gym class, they should check with the physical education teachers. We encourage parents to label clothing and as many school items as possible so that these can be returned to the student as soon as they are turned in.

Lunch and Breakfast Program

Hamburg Central Schools makes hot lunches and cold breakfasts available in all schools through the Food Service Department. **Breakfast is available at 8:50 AM.** This department operates on a self-sustaining basis. Prices are set annually by the Board of Education. School meals are priced as a unit.

Offer-versus-serve is a term which describes the fact that although five component parts are offered on a lunch daily, the student may elect to take only three or four of those items. This eliminates waste while giving the student choices. There is no price adjustment for offer-versus-serve. **A free or reduced meal must include at least three items or the student must pay the ala carte price for the items they do take. They can not just take a milk.** Every student must take a half-cup serving of a fruit or vegetable offering to qualify as a lunch or breakfast. The Food Service staff will provide an assortment of fruit or vegetable items available daily, so the students can find something they enjoy. These extra selections will not be listed on the menu.

The first week of school there are parent volunteers to help kindergartners through the lunch line. This is a good time to allow your child the opportunity to buy their lunch when assistance is available.

Free or reduced lunches and breakfasts:

The application for free or reduced price meals are available in the September *Focus*. Anyone eligible may apply then *or at any time during the school year*. One application for each family is required. **The application allows benefits for both breakfast and lunch.** There is a carryover period in which any child eligible in June of a school year may use that eligibility in September. (That carryover period continues for the month of September).

Prior to October 1, a new application for the current school year must be submitted. If no application is received by then, the child becomes a paying customer on October 1.

Free and reduced students go through the lunch line and give their name to the cashier. No one other than the cashier know what status the child is. The prepaid students also just give their name to the cashier.

In late August, households that are currently on Food Stamps and Medicaid will receive a letter from the Hamburg Food Service department, stating their children's eligibility for free meal has already been verified through the New York State database. They do not have to do anything else, unless all their children are not listed on the letter. If they need to add a child, they only have to call 646-3269 to do so.

For families not receiving the letter from Hamburg Food Service prior to September 1 – Anyone receiving a letter from Social Services which qualifies them for benefits must list the name(s) of their child(ren) and the school(s) and grade(s) they are attending, then submit the **original** two sided-letter to the Food Service Department. If a Social Services letter is submitted, there is no need for a free or reduced price meal application. Anytime during the school year, a new application may be obtained from any school's main office or by calling 646-3269. You will hear via U.S. mail the results of the application. It usually takes three days to process.

Pre-payment for meals:

The Food Service Department also makes available a pre-payment plan for meals. This eliminates the need for your child(ren) to carry money and also assures that the money is spent only for a school lunch. There are three ways to do this. You may either pay with cash, write a check payable to **Hamburg School Lunch Fund**, or you may take advantage of our new MYSCHOOLBUCKS.com website to put money into your child's account. The cafeteria keeps an accounting of the meals used. For students eligible for reduced lunches, the cost is \$1.25 per week for lunches and \$1.25 for breakfasts. You can prepay for more than one week. If you wish to pre-pay lunches for the entire school year, you may do so. Prices will be announced at the beginning of the school year.

Birthday treats are not allowed in the Cafeteria.

Due to students having food allergies or diabetes, we no longer allow parents to pass out birthday treats in the cafeteria. All birthday treats should be sent in for the teacher to check before passing them out in the classroom.

Lunches from restaurants are not allowed in school.

We have many students with serious food allergies. Peanut oil is often used and other ingredients near students who are highly allergic can be a danger. Please refrain from bringing these restaurant lunches in with you to school. (Also, see section of handbook on “Peanut-Free Classrooms”)

Field Trip Lunches:

Bag lunches (sunbutter and jelly or a sub sandwich) are available for field trips. This also includes pre-paid, free, or reduced lunches. If you are interested in utilizing this service, send a note to your child’s teacher requesting one of these forms a few days before the field trip.

Music Program

Students at Union Pleasant participate in music class twice a week for Grades K – 2 and once a week for Grades 3 – 5. Also included in our music program are:

- Musicals: Musicals will be performed at select grade levels.
- Level 3 & 4 Chorus: Students participate in this as part of the Level 4 Music Curriculum.
- Level 5 Chorus: Students participate in this as part of the Level 5 Music Curriculum. Select students may have the opportunity to participate in Select Chorus and the Erie County Music Festival in March.
- Instrumental Music: Instrumental music is offered to interested students in Levels 4 and 5. At the third grade level, the groups of instruments (string, woodwind, brass, and percussion) are discussed and demonstrated. Students should have a good academic standing, an average music aptitude, and show maturity and sense of responsibility before considering study of an instrument. They should also be committed to practicing their instrument. Instrumental students in Levels 4 and 5 take group lessons, which are held once a week and participate in band or orchestra rehearsals twice a week. School concerts take place several times during the year. Exact dates will be given to parents at the beginning of the school year. Selected students who demonstrate exceptional talent have an opportunity to audition for ECMEA and NYSSMA Solo Festivals with the possibility of performing in an All County group at Kleinhans Music Hall.
- Showcase Concert: UPES fifth grade band members combine with fifth grade band members from throughout the district and perform a concert with the sixth grade band.
- Fiddle Fest: Students involved in both the beginning and intermediate orchestras also perform in the district-wide Fiddle Fest. This concert involves all string students in grades 4 through 12, playing fiddle tunes and pop music.



New Students

Students registering over the summer will receive their teacher assignment during the month of August. They will also be invited to attend an orientation session before the beginning of the school year. All new students are administered an informal reading and math inventory to best meet their needs in a new school.

Non-Custodial Parents

Non-custodial parents may view the handbook on the school website. To receive information, it is up to that parent to contact the school and indicate their desire.

No Smoking Policy

Smoking is prohibited in all school buildings and on all school grounds. This applies also to participants in the afternoon and evening Adult Continuing Education Program.

Peanut-Free Classrooms

Since we have several students with peanut allergies, some classrooms will be designated “peanut free.” The classroom teacher will provide information to you regarding the need to modify treats you send in to the class. We appreciate your support as we strive to maintain the standard to keep our students healthy.

Peer Helpers

A peer helpers program is offered at UPES. Peer helpers are fifth grade students who are trained to assist teachers and other students in a variety of tasks. They meet as a group with our school social worker and school counselor during their lunch to talk about their assignments. Peer helping duties include meeting new students, tutoring, helping teachers in the classroom, and working with special-needs students.

Photographing Students and Other Public Information

Sharing our news with the community: Hamburg Central wants to share its good news with the community. In the interest of promoting students' achievements, announcing programs or publicizing school activities, the district may disclose certain information about a student to the local news media or use it in district-sponsored publications, the district website, social media and displays without prior parent consent, as allowed under the federal Family Educational Right and Privacy Act (FERPA).

This includes the following "directory information" about a student: name, address, telephone number, electronic mail address; date of birth; enrollment status; grade level and major field of study; participation in school clubs, activities, sports; weight & height for members of athletic teams; dates of attendance; honors, degrees, and awards received; photo; most recent previous educational institution or agency attended.

Parents/guardians have the right under FERPA to refuse to allow the release of any of the above information about a student. However, they must notify the district in writing, stating which items are not to be released. An opt-out form pertaining to the district website only is available at hamburgschools.org. All opt-out notifications should be sent to the Union Pleasant Elementary School office the first week of the school year.

Physical Education

Students in Kindergarten – fifth grade participate three times a week in a comprehensive, integrative Physical Education program with the goals being to develop the psychomotor (physical and motor skills), cognitive (understanding and following the rules), and affective (cooperation and effort) domains of each child.

Physical Education grades reflect a student's physical fitness level, skill development, preparedness for class, and effort/behavior.

The Presidential Physical Fitness test is administered in the fall and spring. The test consists of items designed to assess muscular strength, endurance, flexibility, and cardio-respiratory endurance. Fitness reports are sent home indicating each student's results following each testing period.

Each student will need the following for participation in Physical Education.

Levels K - 3 - sneakers and slacks or shorts (no dresses or skirts)

Levels 4 and 5 - sneakers, socks, shorts, t-shirt, stick deodorant (no aerosols)

If a student needs to wear glasses during P.E., a permission note from home is requested.

Level 4 and 5 students must have a complete change of clothes each P.E. day. The student may purchase a district key-controlled lock from their P.E. teacher during the first week of school (\$5.00) for the purpose of securing their belongings in a locker or they may bring the clothes to each class.

Due to safety concerns, the following items *will not* be allowed:

- **Jewelry (watches, earrings, rings, necklaces)**
- **No sandals, crocs, or flip flops**
- **Shorts with pockets, belt loops, or buttons**
- **No gum**

Picking Up Children

Children who are being picked up at the end of the school day, will be dismissed from the Union Street Auditorium. Please be prepared to show government-issued photo identification every time you pick your child up to ensure the safety of our students. Parents and children will then exit on the Union side and proceed to the parking lot. Please be considerate of other drivers and the possible need for emergency vehicles by legally parking in the lot or on Union Street. ***There is no parking allowed in the designated fire lane along the length of the lot.***

If the need arises to pick up your child earlier in the day, please **send a note** in with your child indicating who will pick him/her up, the reason for the early dismissal, and what time your child should be dismissed. You will need to park and come in to sign your child out at the Union Street entrance. (See "Change of Plans during the Day.")

Playground

Students must wear sneakers to be on the playground. Flip flops and sandals are not permitted on the playground.

Progress Reports

Progress Reports are issued at different times throughout the year according to the grade level.

Kindergarten

- March
- June

Levels 1 - 5

- December
- March
- June

PTSA

The Parent Teacher's Association (PTSA) is a very active and supportive group at Union Pleasant Elementary School and sponsors many school and family activities throughout the year. Parents are encouraged to join and take an active part in PTSA. It is so easy to do! Monthly meetings and volunteering for various activities are the best ways to get involved in PTSA and to become a part of your child's elementary school years. Information will be sent home with your child regarding ways you can join and volunteer.

Resolving Concerns

Concerns by a parent or resident can best be addressed at the level most directly tied to the concern. If a parent has a concern with a teacher, the parent should contact the teacher at the school. If the concern is not resolved, then the building principal should be contacted. If not resolved at that level, the Superintendent should be contacted. If not resolved at that level, the issue may be presented in writing to the Board of Education.

School Closings

Occasionally school is closed due to poor weather conditions or extenuating circumstances. A Global Connect call will be sent to the primary number we have for your family in our system. Also local radio and TV stations, including their websites will announce the closing. Please note that Union Pleasant will not be announced individually; you will need to listen or look for "Hamburg Central" to know whether or not we are closed.



We often get calls asking us if we are releasing the students early when the weather gets bad while the students are already in school. It is *rare* that Hamburg would release its students early. But if the need should ever arise, parents would be notified via our automated calling system and it would be announced over the local radio and television stations and give enough time to make necessary arrangements for their students coming home.

Student Gifts

Gifts sent in for students during the school day are highly discouraged and will not be sent to the classroom.

Student Records

Parents wishing to review their child's records should contact the office for a form that is used for scheduling an appointment with one of the administrators.

Support Services

Student Support Team

Sometimes concerns for a student arise in the classroom, whether academic or behavioral. In the Hamburg Central School District, each school has student support teams available to address these concerns. The idea behind the team is to provide a support structure of school personnel that will discuss concerns, develop recommendations, and then monitor student's progress. At Union Pleasant, this team approach is referred to as the Student Support Team. The team meets at the request of a teacher, parent, or administrator to discuss the specific concerns relating to a particular student. This approach helps to explore all possible approaches that will benefit the child. Our approach is to capitalize on a student's successes and then go to work on strategies to address the concerns. This is primarily a brainstorming session.

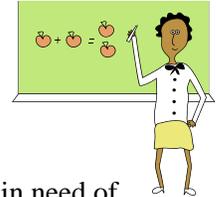
School Social Worker & Counselor:

Counseling services are available on a short-term basis to assist students who are struggling with issues that impact their ability to be successful in school.

Parent/Family support is also offered, which can include referrals to appropriate agencies and other services in our community.

The Parent Resource Center is also available to provide parents with helpful information (books, videotapes, journals, and a directory), which assists them with understanding the needs of their child(ren). The Parent Resource Center is located in Room 218. Our Social Workers are able to assist parents with locating relevant topics specific to their needs.

More information about Social Work services can be obtained from the school office, classroom teacher, or from our Social Workers.



Other Services:

Speech/Language, Occupational Therapy, and Physical Therapy are available to students in need of these services as determined by screening and evaluation procedures.

Teacher Requests

Because the process of organizing classrooms for the next school year is a complex one, professional insights into the structure of an effective classroom need to take priority. We will make a genuine effort to create well-balanced, heterogeneous classrooms. We will respect the insight and professional judgment of classroom teachers. Classroom teachers work with specific students on a daily basis and they are in the best position to recognize the special needs of students as they move to the next level. While we look for insight from parents regarding their child's learning styles, we do not accept requests for specific teachers. Classrooms will be organized by grade level teachers. Input will then be given by school professionals and coordinated by the building principal. Parents will be notified of their child's placement in late August.

Transporting Children by Automobile

Parents who provide children with automobile transportation either at dismissal or prior to school's opening, are to use the Union Street parking lot on the west side of our building.

Updating the Office

The first week of school, your child will bring home a computer printout of current information we have on your child. Please make any changes that have occurred since you last updated us on this sheet and send it in with your child the next day. Please remember to **keep us updated throughout the school year** on matters such as different work numbers, change in your emergency contact, change in marital status of parent(s) (affecting who to contact), change in address or phone numbers, etc. This allows us to contact you promptly if the need arises.

Vandalism

School district property represents a sizeable investment by district taxpayers. All of us, students and adults, share a responsibility to protect school property. Residents are asked to report to the police any unusual activity on school sited during evening and weekends. Prompt reports can help avoid costly damage.

Visiting the School

Our Visitor Policy helps provide a safe learning environment for our students and fewer interruptions to classroom instruction. Cooperation is expected and appreciated.

Visitors must be cleared by staff to enter the building. Therefore, please come to the Union Street entrance, located on Union Street near the traffic light.

If you have a family member who wants to visit unaccompanied by a parent (ex. visiting for lunch), you must contact Mrs. Pepper, our principal, in writing and receive permission from her.

Visitors *must sign in and obtain a Visitor's pass whenever visiting any of the schools in the district during the day from the Union Street entrance*. Everyone must have government-issued photo identification while in the buildings, including staff members. Unless you are here to eat lunch with your child, the classroom will be called to announce that you are here and to make sure the teacher is ready for you to come to the room. Visitors must report to the location they have signed in to visit and then must sign out when leaving the building at the Union Street entrance.

To avoid disruption to the classroom, parents are expected to drop off children inside of the Union Street entrance, not the classroom. Items delivered to the school during the day, should be left in at the Union Street entrance. Teachers will receive a message regarding the delivery, but will only be called if you dropping off a lunch or glasses.

Volunteers

We warmly welcome parents, guardians, and grandparents to participate in your child(ren)'s education. There is much research that shows that this involvement is critical to student success. Involvement may take many different forms, depending on the interests and schedules of parents and guardians. Volunteer opportunities include volunteering in the classroom or with the PTSA.

Parents, guardians, and grandparents wishing to volunteer during the school day are asked to fill out a volunteer form and attend an orientation session prior to their first time volunteering. A notice will be sent home with orientation dates and times. Principals have a formal approval process for making recommendations to the Superintendent of Schools and the Board of Education and it is needed for anyone wishing to volunteer on a regular basis in our schools. If you were a volunteer the previous school year, you need to fill out a new application each school year, but you do not need to take the training session again.



UPES “All-Star Behavior”

UPES adopted a set of guidelines called “All-Star Behavior.” This consists of a set of standards that everyone is expected to follow across all settings. These expectations are “Be Respectful, Be Ready, and Be Safe.” When followed, the 3 guidelines can be used effectively to reduce inappropriate behavior and encourage children to be respectful and responsible towards others, themselves, and their school. The matrix is taught at all grade levels by teachers and positively recognized by staff and students in our school. It is visible throughout our school and consistently promoted by all staff. Students are recognized monthly for displaying all-star behaviors and are announced over the announcements. Please also see Page 6 to learn more about our Character Education program and Page 10 to refer to our Code of Conduct.



U.P.E.S. All-Star Behavior

Expectation	All Settings	Cafeteria	Hallway/ Stairway	Bathroom	Playground	Class	Bus	Gym	Locker room
Be Respectful	*Bully-free zone *Respect possessions and feelings of others	*Use quiet voices *Use good table Manners *Keep hands and feet to yourself	*Use indoor voices *Respect work on bulletin boards and walls	*Respect others Privacy *Stay in your space	*Take turns & share *Use kind language	*Talk in inside voice *Be kind to each Other *Do your own work	*Keep hands & feet to yourself *Use only kind words & actions towards one another	*Listen while others are talking *Use equipment properly * Be a good sport & always use kind words & actions	*Respect others privacy & space *Use appropriate kind words/ actions towards others
Be Ready	*Respond to adult directions be alert	*Sit in your seat *Clean your eating area	*Follow your class in line *Go down stairs one step at a time *Hold door open for the person behind you	*Enter and leave in a timely manner	*Dress for the Weather *Line up when time to leave *Pick up belongings	*Be on time *Have supplies Ready *Follow directions *Do your homework	*Enter and leave when bell rings *Go directly to your classroom upon arrival * Go directly to your bus when leaving	*Wear appropriate clothing & footwear	*Enter & leave in a timely manner
Be Safe	*Walk and move Safely *Make responsible Choices *Report unsafe behavior	*Walk to line *Ask permission to get up *Stay seated until dismissed	* Walk facing forward *Keep hands to your side and to yourself	*Keep feet on floor *Keep water in sink Wash hands *Put towels in trash can *Tell adult if there is a problem	*Walk to and from playground *Stay within boundaries *Avoid fighting or "play" fighting *Use equipment properly	*Walk *Keep hands and feet to self *Follow directions first time	*Wait your turn to enter an leave bus *Pass through doorways one at a time	*Follow directions for all activities	* Tell an Adult if There is A problem * Report bullying to an adult *Stay in your space