

# **Butterfield Canyon Elementary**

## 2018-19 School Handbook

Welcome to Butterfield Canyon Elementary School. The administration and staff at Butterfield Canyon believe we are a school where KIDS COME FIRST! Butterfield Canyon is a great school with outstanding staff, students, and academic programs. The information in this handbook has been prepared to answer questions you may have about your school. If you have further concerns or questions, please feel free to contact us at (801) 254-0737. For more information about our school, please visit <http://www.jordandistrict.org/schools/elementary/butterfieldcanyon/> We believe that if classroom practices and expectations are school-wide, students feel more confident and better able to navigate the school environment. In an effort to streamline this organizational process, the staff at Butterfield Canyon will support the following expectations:

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## Animals in the Building

Due to the prevalence of allergies to animals along with potential safety risks, classroom pets or non-human guests will not be welcome inside the building. Service dogs must be approved through the District Compliance Officer.

## Attendance Policy

Punctuality and regular attendance are two important factors affecting school success. When students are absent from school or arrive late, they miss valuable opportunities to learn. Utah's Compulsory Education Law states that all school age children must be in attendance at school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101). The law further states that every parent or guardian has the responsibility of sending his/her child to school. The administration and staff at Butterfield Canyon Elementary are committed to the success of every student. Student success can best be achieved when students, parents, teachers, and school administration work together towards a common goal.

### Student responsibilities include:

- Be in school regularly and on time
- Collect work missed during absence

### Parent responsibilities include:

- Ensure that their student attends regularly and on time
- Notify the front office for each absence
- Check in/out their student(s) through the front office
- Understand the attendance policy

### Teacher responsibilities include:

- Greet students at the door
- Promote and celebrate good attendance in their classrooms.

### Administrative responsibilities include:

- Be involved in tracking student attendance
- Notify parents of attendance/tardy problems
- Intervene according to Utah Code 53-A-11-101 when necessary

## **What is an Excused Absence?**

We follow the state guidelines for possible reasons in which an absence would be excused: Illness or medical/dental appointments (*must be verified by providing a doctor's note*), family weddings and emergencies, death of a family member, family vacation or travel (*Educational Leave – defined below*), and court appearances.

### **Family Vacation or Travel** (*Educational Leave*)

Students are allowed up to **ten (10) days** for travel/vacation each year, IF an "*Educational Leave*" form has been filled out in the office **BEFORE** the vacation occurs. Parents will be responsible for making arrangements with the teacher for making up work missed. However students missing school will **not** qualify for receipt of any awards associated with attendance (*i.e., 100% attendance award, etc.*)

## **Checking Students In and Out**

- Students arriving at school after 9:00 a.m. are considered late and will be marked tardy by the teacher and will most likely need to enter the building from the front/main doors.
- Students arriving at school after 9:15 a.m. must check in at the front office and receive a tardy slip before going to class. Please bring in any medical/dental notes for excused check-ins.
- Parents must come into the building and show valid picture ID to check out a student from school. Students will be checked out only to adults listed on their registration account. If a student must leave school during the day, they are required to use a school phone, not a personal cell phone, to contact their parent.

## Before/After School

For safety reasons, please do not send students to school before 8:45. Teachers are planning for the day and are not available to supervise students. Students are allowed to play on the playground until the first bell rings at 8:55, at which time they should line up at their grade-level doors until invited inside by the teacher on duty. When cold (below 23 degrees) or wet weather occurs before school, the *orange flags* will be posted on the exterior of the building indicating that students are welcome to come in the building to wait in their classrooms until the bell rings. They should enter through the front doors, as all other doors remain locked.

## **Bicycles, Scooters, and Skateboards**

Students must walk their bikes/scooters and carry skateboards when on school property. The student is responsible for securing their ride in the bike rack. We would prefer to keep all scooters out of the building, in rare circumstances they may be carried inside. Lost or stolen bicycles, scooters and/or skateboards are not the responsibility of the school personnel.

## **Bobcat Standards and Expectations**

Students are expected to exhibit the BIG 3 expectations (**RESPECT, RESPONSIBILITY, SAFETY**) in all areas of the building. *See matrix for details on the last page for details regarding those expectations.* All students at Butterfield Canyon have incredible capacities to learn and demonstrate success. Each student who enters our doors will receive a quality education in a safe environment. The staff of Butterfield Canyon expects that each student will have the responsibility to refrain from inappropriate or distracting behavior that endangers them or others, or that interrupts classroom instructional activities.

## **Busing**

Students who live 1.5 miles or further from the school qualify outright for busing. Details regarding qualification and bus stop locations can be found at <http://planning.jordandistrict.org/boundaries/>. Students who live within 1.5 miles of the school do not qualify for busing to school and are encouraged to use the safe walking route detailed on our school's website. Students who live within 1.5 miles of the school may fill out an application for a "space available" permit that will be granted to students who live furthest from the school as there is space available after all qualified students have a reserved seat. Those applications are accepted from the first day of school to the 15th day of school. It can take up to 10 days for an application to be approved, so please plan accordingly.

## **Closed Campus**

Butterfield Canyon Elementary School is a "closed campus". Students are to remain on campus throughout the school day unless they have been properly checked out of school according to procedures outlined above. Under no circumstances may a student leave school without permission from the office.

## **Communication with the Student, Parent, and Teacher**

Good communication between home and school will facilitate each student's success. Communication may occur through: phone calls, emails, student planners, progress reports, report cards, appointments, and through Skyward (*the online grade book*). At no time should a parent be in doubt of their child's progress. **It is highly recommended that a parent contact their child's teacher to review an issue or concern, prior to calling the school administration.** Information such as grades, lunch balances, attendance, and much more can be instantly accessed from home by visiting <https://skystu.jordan.k12.ut.us> "Skyward."

## **Dangerous or Disruptive Conduct**

We would like to turn discipline situations into learning opportunities whenever possible. The administration will use a hierarchy of interventions to support the student in acquiring the skills necessary to improve behavior. For more severe or repeated behaviors a white slip will be issued or further action may be taken according to district policy AS67. The white slip will be sent home with the student to be signed by the parent, for notification purposes. A parent phone call may be made if deemed necessary by the administration.

District policy states (AS67): JSD students and employees are entitled to a learning/working environment, which is free from unlawful and violent actions. Students whose actions pose a threat to the health and/or safety of a student or staff member shall be suspended and/or referred to a District Hearing. The following conduct is defined as "*dangerous or disruptive conduct*" and is prohibited on school property or while traveling on the bus:

- Possessing (regardless of intent), using, selling or attempting to possess any firearm, weapon, knife, explosive device, fireworks, chemical or martial arts weapon, or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or non-functional, whether designed for use as a weapon or for some other use. This includes toy knives, toy guns, and squirt guns.
- *Bullying* is aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. It can take many forms: (1) *Physical bullying*: hitting and/or punching (2) *Verbal bullying*: teasing or name calling (3) *Non-verbal or emotional bullying*: intimidation through gestures, social exclusion and relational aggression (4) *Cyber-bullying*: sending insulting, threatening or harassing messages by phone or computer, or electronic messaging. Bullying is not to be tolerated at school and should be reported by any victims or bystanders to a teacher or administrator.

### **Dress Code – (see complete policy AA419)**

- Clothing should be clean, neat, and in proper repair (no holes).
- No bare shoulders or bare midriff tops. Tank tops should be greater than or equal to the width of 3 fingers (pointer, middle & ring fingers) of a student.
- When a student is standing their shorts should reach the tip of their fingers when their hands are to their side.
- Footwear should be designed for active outdoor play.
- Hats are not to be worn in the building.
- Gang-related clothing of any kind is not allowed.
- T-shirts depicting violence, use of drugs, alcohol, or other inappropriate slogans are not allowed.

### **Drop-Off/Pick-Up Procedures**

We would like to thank our Butterfield Canyon parents in advance for their cooperation in helping us achieve the goal of making the parking lot safe for the children and more convenient for each of you. **Please follow these safety guidelines to ensure that you can get in/out quickly and safely.**

- Please have your child ready to exit the vehicle when you arrive at the school. It is hard to keep the flow of traffic running smoothly when we have last minute problems being fixed in the cars at the curb. We do understand that there may be a day when you are running behind but if you need a few extra minutes with your child, please park in the parking lot and escort them across a crosswalk.
- When you need to cross the street/thru-lane, please **cross at the crosswalk** for safety.
- Please pull all the way forward when you drop your child off. We understand how convenient it is to drop off at the crosswalk or at the 1<sup>st</sup> grade doors, but it makes it very difficult for our other parents to drop off their children. If everyone pulls as far forward as they are able, we can get more cars in/out of the drop off lane quickly and safely.
- Please have your child exit out the **right side of the vehicle**. It is not safe for them to exit on the left as they are then exiting into a thru lane. Please never stop in the thru lane, especially to let your child out. This not only impedes the traffic but is VERY dangerous for your child.
- There is no parking in the red zone. If you have to exit your vehicle, please park in the parking lot.
- Students are not allowed to enter the parking lot without a parent in hand.

### **Emergency Drills**

Emergency drills are required at regular intervals. Whenever the school is evacuated, students and teachers will follow INCIDENT COMMAND procedures. In the event that a real emergency occurs, you will need to check your student out in an orderly fashion as directed by the office staff in order for us to safely account for our students.

### **Field Trips / Background Checks**

Students will have the opportunity to participate in various field trips that are fun and geared towards reinforcing classroom learning objectives. Any adult volunteering in a classroom or on field trips who has *unsupervised access* to children, needs to undergo a free background check at the district office. The prospective volunteer will simply need to stop by the office to fill out a form, get it signed by the office, and take that form along with photo ID to the Human Resource department at the district office (7387 S. Campus View Drive West Jordan, UT 84084). We appreciate your willingness to help out at school and we

appreciate your willingness to have this background check completed for the safety of our students. You only need to participate in this background check once every five years, but you will need to fill out a volunteer form each year in the front office.

### Gum

Gum is not allowed on school grounds or in the school building at any time. We take pride in our building and would expect the same of our students and any visitors.

### Health / Allergies

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. It is imperative that your child's immunizations are kept up-to-date as required by state law. If immunizations are incomplete, parents will be notified. Please communicate your student's health needs to your teacher and the front office staff. We have a school nurse who is available to meet with you to discuss the needs, provide training to our staff, and create a plan to ensure that your student's needs are met.

### Homework/Request for Homework

Homework is intended to provide students with opportunities to practice/review concepts/skills learned at school in order to promote deeper understanding and fluency. Some assignments are long-range and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. It is the student's responsibility to make up any work missed due to absence. Please give advanced notice to the teacher when you know you'll be gone. The teacher may wish to provide the work before or after the absence.

### Leader in Me

Butterfield Canyon is a "Leader in Me" school that teaches leadership principles to students in a ubiquitous approach. The 7 Habits of Highly Effective People are the core concepts embedded in classroom teaching. Our hope is to equip students with the tools to become leaders of their own lives. The benefits of this program are far reaching. The program will provide all of us with a common language that will help the adults in the Butterfield Canyon community, in the home, and at school to help promote success and encourage greatness in each of our students. The staff has been trained on this program and will provide ongoing training to interested parents and community members. We appreciate your support, encouragement, and ideas as we try to maximize the benefits available to our school community as we attempt to effectively implement these leadership principles and habits of effectiveness in the work we do here at Butterfield Canyon Elementary.

### Lunch Program

School lunch menus can be accessed from the school's website or picked up from the office. Student lunches cost \$1.75 (*subject to change*), reduced lunch cost is \$0.40, and milk costs \$0.25. Students will use their student ID number as their school lunch number. Payments can be made with cash/check at the school or online through Skyward by clicking on the "Food Services" tab, once logged in at <https://skystu.jordan.k12.ut.us>.

### Medications

Prescription and over-the-counter medicines in the original container with specific directions are to be kept in the front office along with a form that needs to be filled out and signed by the parent and physician. **These forms must be resubmitted each year.** The required medication forms are available in the front office. The student is responsible for remembering to take his/her medicine. Please speak with your child's teacher so he/she can support your child in remembering to go to the front office at the appropriate times of medicine dispensing.

### Personal Items at School

Jordan School District is not responsible for any personal property that is lost, stolen, or vandalized. Though recess equipment is available at school, some may choose to bring a ball from home. Please understand that the ball may be shared with peers. Equipment that poses safety risks should be left at home (*i.e. baseballs, lacrosse equipment, bats, etc.*) Cell phone use during school hours is prohibited. Toys or distracting items should not be brought to school. Please identify your child's items so that we can return

lost items directly to the students rather than simply adding them to the lost and found. Know that a couple times a year (after parent-teacher conferences), unclaimed items from the lost and found are donated to local charities.

### **Planner Use (3<sup>rd</sup>-6<sup>th</sup> grades)**

Student responsibilities include:

- Take planner to class every day
- Write assignments from each class subject in planner
- Check before going home to see if you have the material you need to complete homework
- Check again at home to see if you have all assignments completed for the following day
- Show any messages to parents or teachers

Parent responsibilities include:

- Check planner often
- Ask to see assignments listed
- Encourage student to carry and utilize planner on a daily basis

Teacher responsibilities include:

- List daily assignments and important upcoming due dates in a visible place in the classroom
- Encourage and reinforce students to write assignments in planners and use it as a responsibility tool.
- Utilize planner to communicate grades or messages to parents

### **PTA**

Butterfield Canyon Elementary has an active parent-teacher association that works cooperatively in the interest of your child and the school. A small membership fee is collected during registration. Your support of the PTA is appreciated. There are a variety of volunteer options that can match your schedule and availability.

### **Recess**

When students go out to recess, they are encouraged to wear proper footwear to prevent unnecessary injury. There is blacktop space, playground equipment, and plenty of grassy areas for students to play. Students should include others in games and follow the school rules to ensure that they are respectful, responsible and safe while on recess. When the temperature drops below 23 degrees Fahrenheit or when students will get really wet from being outside, students have their recess indoors. Students are encouraged to dress appropriately to be able to participate in recess on cold or snowy days.

### **School Community Council**

Butterfield Canyon Elementary has an active School Community Council, which provides the school with valuable community input and insight. This group consists of parents, teachers, and administrators who meet at least quarterly during the school year. The members of the community elect the council members.

### **Skyward Access**

Our school district uses Skyward as the web-based system for the online grade book, tracking student information, and tracking/paying lunch accounts. There is one login for each family that gives you access to each of your student's information K-12. If you are unsure of your login information, please contact the office.

## Student Illness

A student who becomes ill during the school day will report to the front office. The student or an office staff member will call the numbers listed on the registration account completed by the parent/guardian at the beginning of the school year. **If this information is inaccurate, please come in as soon as possible to update this information.** In case of an emergency, emergency responders and the student's parents will be notified. **Under no circumstances may a student leave school without permission from the front office.**

## Student Recognition and Success Programs

Student recognition programs at Butterfield Canyon Elementary provide an opportunity for students to be acknowledged for positive behavior. Special incentives are awarded to students for demonstrating that they care about themselves, their community, and their school. The following programs are designed to recognize deserving individuals:

Principal's Pride – Students from each class will be chosen by the faculty as the students who best exemplify the leadership habit of the month. Students and parents will be invited to a Principal's Pride Ceremony in the library. Principal's Pride is held on Wednesday mornings at 8:30 a.m.

Classroom Incentives – Each teacher will use classroom incentives for students who follow the classroom expectations. See your child's teacher for more details.

Brilliant Bobcat – Students are recognized at the end-of-the-year for achieving academic achievement above the classroom expectations. The specific requirements for this award vary by grade and can be found on our school website.

Fit & Buff Bobcat – Students who achieve fitness goals set by the Presidential Fitness program will be recognized at the end-of-year.

D.A.R.E. Graduation – Fifth grade students who successfully complete the D.A.R.E program during the year will be invited to go through a graduation process and be recognized by the administration, the D.A.R.E. officer, and their parents.

Enrichment Activities at School – Spelling Bee, Geography Bee, Great Brain, Science Fair, History Fair, Orchestra, Choir, Student Council, Safety Patrol, Talented Young Writers, Story Telling, etc. (These activities may vary year-to-year, as they are teacher lead.)

## Supply Lists

Grade level supply lists can be found on the school's website. Please keep in mind that students in Utah are entitled to a Free and Appropriate Public Education, so these supply lists are all optional items that you are welcome to send with your student(s).

## Technology

Each classroom is equipped with a digital projector, a digital document camera, and an Apple TV. Teachers have the ability to enhance learning opportunities by projecting information, graphics, and videos on screen with an iPad or a laptop. Students have access to our schools computer lab and various mobile laptop labs throughout the building. We are always trying to find ways to improve our student's access to technology and the learning benefits it offers.

## Telephones / Cell Phones

The office telephone is a business phone and should be used by students for emergencies only. **Parents should not call students at school except in emergencies.** After school arrangements should be made by families **prior to the school day beginning** to alleviate an inordinate amount of calls being answered and made by students at the end of the school day. Students are welcome to use their cell phones **before or after school**. Cell phones may not be used or displayed during the school day. Smart watches are treated like cell phones at school and are not to be worn during the school day. Lost or stolen cell phones and smart watches are not the responsibility of the school personnel. **Our school policy is that the 1st time it's out the student can pick it up from the teacher at the end of the day, the 2nd time it happens the student can pick it up from the office at the end of the day, and the 3rd time it happens a parent will need to pick it up from the office.** Our goal is to provide a safe, instructional environment that is free from distractions and that is aligned with guidelines in our district policy. The exceptions to this rule are those with a medical purpose that have worked things out with the teacher and the office. Students are welcome to bring cell phones and smart watches to school as long

as it's put away while on school property. They can certainly keep them in their backpacks and put them back on or use them while walking home for convenience and safety, but during the day we have plenty of phones and clocks available for use at the school.

### **Textbooks**

The school furnishes books to students with the hope that students/parents recognize the books as a major investment and will properly safeguard them. Normal wear is expected as a result of daily use. Fines will be charged for unreasonable damage or loss of textbooks.

### **Teacher Requests/Student Placement**

Please be advised that there is a form available in the front office called "Learning Environment Request" that provides an opportunity for you to make us aware of any specific learning needs your child has. Be advised this is not a way to request a specific teacher, but rather a way for us to make an informed and intentional placement for your child to maximize their potential for success.

### **Vacations**

We encourage you to schedule family trips and absences when school is not in session. Occasionally, there are times when this is not possible. Students in make application for up to 10 days of excused vacation each year. You need to pick up a form from the office and fill it out **PRIOR** to leaving on your trip. You can work with the teacher to get the work they missed when you return from your trip.

### **Visitors**

ALL VISITORS MUST REPORT TO THE MAIN OFFICE, SIGN IN, AND RECEIVE A VISITOR'S PASS. Please have ID ready to show office staff upon entrance. Don't forget to sign out at the office before you leave.

### **Volunteers**

Any adult volunteering in a classroom or on field trips who has *unsupervised access* to children, needs to undergo a free background check at the district office. The prospective volunteer will simply need to stop by the office to fill out a form, get it signed by the office, and take that form along with photo ID to the Human Resource department at the district office (7387 S. Campus View Drive West Jordan, UT 84084). We appreciate your willingness to help out at school and we appreciate your willingness to have this background check completed for the safety of our students. You only need to participate in this background check once every five years, but you will need to fill out a volunteer form each year in the front office. Unsupervised access means that you are working with the student outside of the classroom or direct purview/supervision of the certified teacher.

<b>Area</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>All Common Areas</b>	<ul style="list-style-type: none"> <li>Follow adult directions the first time given</li> <li>Use kind words and actions</li> <li>Clean up after self</li> <li>Always take off your hat in the building</li> </ul>	<ul style="list-style-type: none"> <li>Follow school rules</li> <li>Remind others to follow school rules.</li> <li>Take proper care of personal belongings and school equipment</li> </ul>	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Keep hands, feet, and objects to self</li> <li>Get adult help for accidents and spills</li> <li>Use all equipment and materials appropriately</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Allow anyone to sit next to you</li> <li>Use quiet voices</li> <li>Be polite</li> <li>Always remove your hat</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Get all utensils, milk, sauces, etc., when first going through the line</li> </ul>	<ul style="list-style-type: none"> <li>Keep all food to self</li> <li>Sit with feet on floor, bottom on bench, and facing table</li> <li>Exit using determined route</li> </ul>
<b>Playground/Recess</b>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Include others</li> <li>Follow directions the first time given</li> <li>Play on the blacktop, playground, and fields</li> </ul>	<ul style="list-style-type: none"> <li>Use hall/bathroom pass for leaving the area</li> <li>Return equipment to proper areas</li> <li>Follow playground and recess rules</li> </ul>	<ul style="list-style-type: none"> <li>Stay within boundaries</li> <li>Be aware of activities/games around you</li> <li>Use playground equipment as directed</li> </ul>
<b>Passing Areas, Halls</b>	<ul style="list-style-type: none"> <li>Hold the door open for the person behind you</li> <li>Use quiet voices in hallways</li> </ul>	<ul style="list-style-type: none"> <li>See "All Common Areas"</li> </ul>	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>See "All Common Areas"</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet after use</li> <li>Return to classroom promptly</li> <li>Use bathroom pass</li> </ul>	<ul style="list-style-type: none"> <li>Keep water &amp; soap in sink</li> <li>Wash hands</li> <li>Put towels in garbage can</li> </ul>
<b>Arrival &amp; Dismissal Areas</b>	<ul style="list-style-type: none"> <li>See "All Common Areas."</li> <li>Use sidewalks and blacktop</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Leave on time</li> <li>Lock up scooters and bikes in the bike rack</li> </ul>	<ul style="list-style-type: none"> <li>Walk when using sidewalks &amp; crosswalk</li> <li>Wait and walk in designated areas</li> <li>Walk your wheels</li> </ul>
<b>Media/Gym/Computer Lab</b>	<ul style="list-style-type: none"> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>See "All Common Areas"</li> </ul>	<ul style="list-style-type: none"> <li>See "All Common Areas"</li> </ul>
<b>Special Events &amp; Assemblies</b>	<ul style="list-style-type: none"> <li>Use audience manners</li> <li>Sit on pockets</li> <li>Enter &amp; exit silently</li> </ul>	<ul style="list-style-type: none"> <li>See "All Common Areas"</li> </ul>	<ul style="list-style-type: none"> <li>Wait for arrival &amp; dismissal.</li> <li>See "All Common Areas"</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Use kind words &amp; actions</li> <li>Follow adult directions 1<sup>st</sup> time given</li> </ul>	<ul style="list-style-type: none"> <li>Get adult assistance</li> <li>Use phone and office passes</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help</li> </ul>
<b>Inside Recess</b>	<ul style="list-style-type: none"> <li>Use inside voices</li> <li>Keep hands, feet, &amp; objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Take proper care of classroom materials</li> <li>See "All Common Areas"</li> </ul>	<ul style="list-style-type: none"> <li>Be seated in assigned areas</li> <li>See "All Common Areas"</li> </ul>