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Arrival at School

Goal: All students will arrive to class safely and on time.

Student Expectations:

Bus Riders

- **Safely exit** the bus and **sit** in designated line.
- Read a book or **talk quietly** with friends.
- Keep hands, feet and objects to yourself.
- Treat others with **respect**.
- When dismissed walk directly to your class following the **hallway rules**.

Car Riders, Bike Riders, Walkers

- Cross the street or parking lot driveway at the **crosswalk** and follow the guidance of the crossing guard or teacher on safety duty.
- Enter door by the gym.
- If walking from DK Ranch Road, enter through front doors by the office.
- Sit in the **next available space** in designated area.
- Read a book or **talk quietly** with friends.
- Keep hands, feet and objects to yourself.
- Treat others with **respect**.
- When dismissed walk directly to your class following the **hallway rules**.

Staff Expectations:

- Staff with arrival duty must report to their duty location on time and remain there until 7:45.
- Staff must **actively monitor** students in designated areas.
 - Move up and down the hallway or bus line.
 - **Greet** the students and **encourage** a response.
 - Give positive reinforcement for appropriate behavior.
 - Remind students of expectations.
- Staff must send parents, substitutes, and visitors to the office for check-in.
- Classroom teachers are expected to greet students and actively monitor students as they enter the classroom.

Parent/ Guest Expectations:

- Students must be at school by 7:45.
- Students must be dropped off in the appropriate place (in back if car, in front or back if walkers)
- If the student arrives after 8:00 a.m. the parent must walk with the student into the office and sign them in for the day.

- If the student has been absent due to illness or a doctor's appointment, the parent must bring a note from the doctor.
- Parents and guests are expected to obey the carpool line rules which are:
 - Cars should pull forward to the front most spot (past the recycling bins) before letting children out of the car.
 - Follow the guidance of the teacher on duty directing traffic.
 - Stay in your car. Safety patrol student will open and close your car door(s) to let students in or out of the car.
 - Talking on cell phones is prohibited when in the carpool line.
- Cars are **ONLY** allowed in the front driveway (off of DK Ranch) between 8:00 and 2:00 for the purpose of picking up and dropping off a child prior to the end of school.
- Park only in the designated VISITOR PARKING spots. STAFF PARKING spaces are reserved Monday through Friday from 6:30 a.m. – 4:00 p.m.

Assemblies

Goal: LME students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

Student Expectations:

- Keep hands in lap and eyes on speaker.
- Give full attention to speaker/ performer at all times.
- Applaud at the appropriate time.
- Remain seated until teacher gives signal to leave assembly area.
- Be courteous and respectful of the performer and audience.

Staff Expectations:

- Teach assembly expectations as needed throughout the school year.
- Be on time and follow predetermined grade level route.
 - Fifth Grade – enter and exit from Mikey’s Play Yard.
 - Fourth Grade – enter and exit from Mikey’s Play Yard.
 - Third Grade – walk outside and enter doors by the gym. Enter cafeteria on the right side of the double doors.
 - Second Grade – walk inside the building at Jan’s office go left. Enter the cafeteria on the left side of the double doors.
 - First Grade – walk inside the building. Rooms 207 and 209 go left at Principal’s Office and enter cafeteria on the left side of the double doors. Rooms 211, 212, 215, 216, 217 go right at the Principal’s Office and enter on the right side of the cafeteria.
 - Kindergarten – go left at Principal’s Office and enter the cafeteria on the left side of the double doors.
- Attend assembly with your class unless during conference time when art, music and physical education teachers will monitor.
- Redirect inappropriate behavior.
- Staff may schedule assemblies with pre-approval from the office. Provide administration with a written proposal including the objective of the performance, time required, audience, space needed, and any costs at least four weeks before the performance needs to be scheduled.

Parent/Guest Expectations:

- Check-in in the office and wear a VISITOR/VOLUNTEER badge before entering the assembly area.
- Turn cell phones to silent before entering the assembly area.
- Parents should find a seat or stand at the back of the cafeteria.

Cafeteria

Goal: The cafeteria will be a safe and clean environment where all people interact with courtesy and respect.

Student Expectations:

- Arrive **on time** with lunch **card in student's hand**. (cafeteria begins at the double doors)
- Observe the **QUIET ZONE** when in the serving area. No talking.
- Stand quietly in line in the following order: milk only, Entrée 1, Entrée 2, Entrée 3 (no changes allowed).
- Students with lunches from home **walk quietly** to the lunch table.
- Be polite and **use good manners** by saying "please" and "thank-you."
- Use appropriate table manners, i.e. eat with mouth closed, use indoor voices, wave to teachers or friends that enter the cafeteria.
- Remain seated.
- **Talk quietly** to those persons seated next to or directly across from you.
- Raise your hand for assistance.
- When dismissed, **clean up your area** (table top and floor) and walk to designated area and wait quietly for your teacher.
- Be respectful and courteous to all cafeteria workers and volunteers.

Teacher Expectations:

- Arrive on time with your children and their lunch cards.
- Make sure your children are in the following order: milk only, Entrée 1, Entrée 2, Entrée 3 (no changes allowed).
- Accompany your class to the cafeteria and settle them in line. The lunch ordering line is a QUIET ZONE.
- Supervise students who brought lunches as they walk to the cafeteria table.
- Pick up your students on time.
- Teach children cafeteria expectations.
- Be respectful and courteous to all cafeteria workers and volunteers.

Cafeteria Staff:

- Monitor the lunch tables.
- Monitor and enforce student expectations.
- Use cafeteria communication note to inform teacher of student misbehavior and positive behavior.
- Conduct monthly clock checks to synchronize all clocks.

A clean table:

- has no spills
- has no wraps, food, napkins, or utensils left on or around it
- has no lunchboxes, sacks, or jackets left on it

Parent/Guest Expectations:

- Check-in in the office and wear a VISITOR / VOLUNTEER badge before joining your child in the cafeteria.
- Pre-order lunch by calling 464-4318 or send a note to the teacher before 8:00 a.m.
- Bring cash to purchase lunch (parent/guest lunches cannot be charged to student accounts).
- Keep student lunch account current.

Dismissal

Goal: LME students will exit building safely and orderly.

Student Expectations:

- **Listen** to teacher directions.
- **Quietly** walk in line facing forward to drop off area.
- Yield to younger classes in the hall.
- While waiting, **watch** for your transportation.
- Notify teacher when you are leaving.
- For students riding buses,
 - Quietly sit in line in bus waiting area. Lines are created according to Day Care and/or Fish #2 Bus.
 - Students may read, work on homework, or visit quietly while waiting. Avoid pulling out all folders/papers.
 - Healthy, dry snacks may be eaten. Avoid items that will bring bugs (bees/ants) - i.e. fruit cups, candy bars.

Staff Expectations:

- Refer anyone requesting **early dismissal** of a student to the office. The office will send written notice for dismissal to the teacher. Parents are not permitted to pick up students directly from class without written notice from the office. **NEVER** release a child to anyone without written authorization from the office.
- Anytime a teacher keeps a child after school or allows a child to stay after school, that teacher must remain with the child until the child goes home or to the YMCA. YMCA - Make arrangements, in writing, with the YMCA before keeping a YMCA child. Parents must be aware of their child's whereabouts at all times and must be informed when a student stays late. You must receive prior approval before allowing a child to miss a bus or arrive late at home.
- Line up class but do not leave room before the 2:45 (except K and 1st grade).
- Teach students dismissal expectations and designated drop off points.
- Walk class in a line to designated drop off areas.
- All students must be supervised when leaving the building at the end of the day.
- Monitor in duty area.

Duty Expectations:

On Bus Duty

- Arrive by 2:40 pm
- Place yellow cones out under the canopy in designated locations.
- Bring little green man in from the end of the street and place in foyer.
- Actively monitor bus loading area and students waiting.

- Students must walk bikes and scooters on the sidewalk of the LME campus.
- Students may leave before or after buses leave but need to wait when buses are moving.
- Teach students dismissal expectations.
- Ensure that students are in appropriate day care/bus area. Assist students in listening and watching for their van/bus. Students should walk to the curb in a line and enter the van/bus on the direction of the duty teacher.

On Car Riders, Bike Riders, Walkers Duty

- Monitor in duty area.
- Ensure that students are in appropriate grade level area.
- Assist students in listening and watching for their cars or parents.
- Keep conversations with parents short. If a longer conversation is necessary, wait until students are dismissed. Dismissal not the time for parent conference.
- Remind parents who walk not to bring dogs. Parents in the car line should not talk on cell phone.
“I know you will join me in ensuring the safety of our children by not talking on a cell phone or by bringing you dog. Thank you.”
- Note that if an unauthorized person is picking up the student, that person must be asked or escorted to the office so that they can check out the student.
- Students that have not been picked up by 3:00 must be escorted to the office.

Parent/Guest Expectations:

- Pick up students at 2:45
- Pick up in the appropriate place
- Obey parking laws. **Do not park in Fire Lane or Handicapped spaces.**
- Obey traffic laws. Don't pass cars on the left on Blue Lilly or D-K Ranch Road.
- If student needs to leave campus early, parent must sign them out in the office.
- Parents of Walkers:
 - Parents and guests should wait to the side of the breezeway until the students have fully exited the building.
 - Do not congregate around the breezeway, on the sidewalks or in the area of the carpool lane to help ensure safety and efficiency for the dismissal of all children.
 - Students must be accompanied by a parent in the parking lot.
 - Walkers should always cross the street or parking lot driveway at the crosswalk and follow the guidance of the crossing guard or teacher on safety duty.

- Parents of Car Riders:
 - Post a car rider sign in a visible spot for every pick-up. These can be printed from the LME web site.
 - Parents and guests are expected to obey the carpool line rules which are:
 - Cars must pull forward to the front most spot (past the recycling bins) before letting children in the car.
 - Follow the guidance of the teacher on duty directing traffic.
 - Stay in your car. Allow the safety patrol student to open and close your car door(s).
 - Do not talk on a cell phone.
 - Cars are **ONLY** allowed in the front driveway (off of D-K Ranch) between 8:00 a.m. and 2:00 for the purpose of picking up a student prior to the end of the school day.
 - Parking is permitted in the designated VISITOR PARKING spots only. STAFF PARKING is reserved from 6:30 a.m. to 4:00 p.m.

Extra P.E. Minutes

Goal: Students will complete an extra 10 minutes of physical activity per week.

Student Expectations:

- Follow teacher directions.

Staff Expectations:

- The P.E. teachers have priority to the track and field.
- Check with P.E. staff before using their class areas.
- The extra minutes do not have to be running the track.
- Other suggested activities: movement in the classroom, exercises to music, walking around the building or in the nature preserve, walking/ jogging the bus circle. Use cones to designate area in front driveway when in use for PE minutes.
- Complete Tracking Chart for Extra PE minutes and turn in to Julie Christopher at end of the semester.
- Extra minutes must be completed on days when students do not attend PE classes, this includes Friday.

Fire Drills

Goal: Students at LME will demonstrate safe, respectful, and responsible behavior during fire drills.

Student Expectations:

- Line up **quietly**, facing **forward**.
- **Walk, without talking, in a single file line** to the evacuation area.
- When in the evacuation area, students will stand or sit quietly until **dismissed** to return to the classroom.
- **Walk quietly with your class in a single line back to your next destination.**
- Treat every evacuation as a real emergency situation.

Staff Expectations:

- Teach children the expectations for all evacuation procedures, practice, and re-teach the behaviors as necessary.
- Bring fire drill cards and class list.
- Count students after arriving on black top.
- Collect/gather students who were in special classes.
- Hold up room # sign (green—if all students are accounted for/ red—if not)
- Enforce hallway expectations when moving to and from the evacuation area.
- Actively monitor students while waiting for the signal to return to class.
- Treat every evacuation as a real emergency situation.
- Return to the building quietly in a single file line at the direction of the drill administrator.
- Designate responsible child to turn off lights and close door.
- Yield to younger children during fire drills.

Parent/Guest Expectations:

- All parents and guests will follow all fire drill instructions when on campus

Front Office

Goal: Request assistance from Mrs. Bell, Mrs. Petty, Mrs. Christopher, or Mrs. Hand. The front office will be a place where parents, staff and students can communicate with each other in a friendly, helpful and respectful manner to keep the school operating smoothly and to keep students safe.”

Student Expectations:

If you need help or need to use the phone:

- Wait quietly and calmly until someone is able to help you.
- Use a polite voice to explain what you need or tell why you need to use the phone.
- If you don't reach your parent at the number you called, ask for help.
- Say "please" and "thank you".

If you are waiting in the office to be picked up:

- Sit down and stay seated until your ride comes.
- Read, draw or do some schoolwork.
- If you are at the table, push in your chair when you leave.

If you need to see the nurse:

- Wait quietly and calmly outside the nurse's office until the nurse is able to see you or asks you to come in.
- If the nurse is not in the office and you have an emergency, ask someone in the office to help you.
- Use a polite voice to explain why you need help.
- Say "please" and "thank you".

Teacher Expectations:

- Teach office expectations.
- Take class for a visit to the front office to demonstrate and model expectations.

Office Staff Expectations:

- Office staff should be responsive and friendly to students and parents/guests who need assistance.

Parent Expectations:

- Sign in/out as a Visitor / Volunteer
- Wear badge so that it can be read and seen easily.
- Sign students in or out of school in the office. Teachers must receive a "Student Pass" before releasing a student from class.
- Bring a doctor's note if a student has missed school due to an illness or an appointment.
- Be patient.

Hallways

Goal: Students will demonstrate safe, responsible, and respectful behavior when moving through the halls.

Student Expectations:

- **Walk quietly** on the **right side** with hands to yourself.
- Walk quietly **without disturbing classrooms** and **silently** through the **Quiet Zones** around the library.
- **Go directly** to and from your destination.
- **Walk in line and face forward.**
- **Yield** to other classes and adults already moving through the hallway.
- Practice responsible hallway behavior even without **direct supervision.**
- Use **sidewalks** when moving outside of the building.
- Open doors gently and do not prop them open.

Staff Expectations:

- Teach children the expectations for the hallway, practice, and re-teach the behaviors as necessary throughout the school year.
- Model appropriate behavior.
- Use the stairwell closest to your classroom when exiting and entering the building.
- Use outdoor routes as an alternative to hallways when possible.
- Actively monitor your class and unsupervised students as they pass in the hall and give appropriate feedback.
- Do not prop open the doors to the outside of the building.
- Individual or small groups of students moving unescorted through the halls must have a hall pass.
- Students that have not demonstrated responsible behavior in the hallways must be escorted to their destination.

Parent/Guest Expectations:

- Walk quietly through the hallways.
- Walk silently in the **Quiet Zone** around the library.

Lost and Found

Goal: Students will be responsible for their personal belongings.

Student Expectations:

- Students are expected to keep up with all personal items they bring to school, including clothes, lunch bags, and books.
- This includes not only in their homeroom area but also, P.E., music, art, Mikey's Play Yard, the library, and especially recess.
- Students should put their personal items (clothes) in the "recess clothing container" provided by each grade level at recess.
- If a student remembers that they have forgotten an item somewhere, they should make an effort to retrieve the item at a convenient time before the end of that school day.

Staff Expectations:

- When picking up students at different areas of the school remind them to get all their personal items.
- Each grade level should take out a container outside at recess and teach their students to place unneeded coats, sweaters and jackets into the container.
- Allow students to retrieve their missing item at a convenient time of day. Give them a pass to go get the item.

Parent Expectations:

- Parents will mark all sweaters, jackets, coats, and lunchboxes with the child's first and last name.
- Parents will check in Lost and Found when items are not accounted for. Lost and Found is located in the cafeteria.

Mikey's Play Yard

Goal: Enjoy some fresh air and visit respectfully with your friends after you finish your lunch.

Student Expectations:

- When dismissed from your table **clean up** your area and **walk** to Mikey's Play Yard (no food or drink outside).
- Stay **inside** the fenced area.
- Ask **permission** before going inside to the restroom or the nurse.
- Once you are outside, you must **stay outside** until the end of lunch.
- Use **walking feet**.
- Keep feet on ground, i.e. no climbing on walls, fences, or trees.
- Keep rocks, sand, or acorns on the ground.
- Only use provided playground equipment, i.e. no toys.
- **Listen and watch** for your class lining up with your lunch box.

Teacher Expectations:

- Teach Mikey's Play Yard expectations.
- Take class for a visit to Mikey's Play Yard to demonstrate and model expectations.
- Pick up on time.

Supervisors:

- Don't use play yard when it is muddy. It's too hard on the cleaning crew.

Playground

Goal: Students will play safely and respectfully with peers and equipment.

Student Expectations:

- Follow all grade level **rules** for playground equipment.
- Stay in **designated play areas** (no woods or behind buildings).
- Make sure you can **see a teacher** at all times.
- **Listen** for teacher signal to line up and respond quickly.
- **Keep all rocks and sticks on the ground.**
- **Take turns** and **share** equipment (i.e. swings, balls)
- **Be respectful** to each other while playing.
- **Report** problems to teachers on duty.

Staff Expectations:

- **Actively monitor** all students during the recess period.
 - Teachers must position themselves in different areas across the playground.
 - Enforce rules and watch for inappropriate/ unsafe behavior.
 - Remain visible and interact positively with students.
- Designate a teacher to bring out walkie talkie.
- P.E. classes have priority use of soccer fields and black top.
- Provide a copy of grade level rules to Assistant Principal.
- Students are not allowed to climb or sit on top of playground equipment on 2nd-5th playground.

Parent/Guest Expectations:

- Parents and guests must sign in at the office and wear a visitor or volunteer badge.

Restrooms and Water Fountain

Goal: The restrooms and water fountains at Laurel Mountain Elementary will be clean and safe.

Student Expectations:

- **Restroom**

- | | |
|-------|---|
| Go | <ul style="list-style-type: none">• Walk quietly when entering restroom• Use restroom in an orderly way |
| Flush | <ul style="list-style-type: none">• Use appropriate amount of paper• Put toilet paper in the toilet |
| Wash | <ul style="list-style-type: none">• Gently turn on water• Get small amount of soap and rub over hands• Rinse hands in running water |
| Dry | <ul style="list-style-type: none">• Gently pull no more than 1 or 2 towels from dispenser OR• Press dryer on ONCE• Dispose of trash in garbage before leaving |
| Leave | <ul style="list-style-type: none">• Students leave restroom area clean and in a timely manner• Quietly rejoin class |

- **Water Fountain**

- The water fountain is for drinking only. The sink is for washing hands.
- Count 1, 2, 3 and go when getting a drink.
- Wait quietly in line.

Staff Expectations:

- Teach and re-teach restroom and water fountain expectations as needed throughout the school year.
- Enforce consequences for misbehavior or misuse of the restroom facilities.