



**Do I need to let the school know if my child is going to be picked up by a scout leader, grandparent, older brother, birthday party host, or babysitter?**

We cannot release children to anyone except a parent unless we have written parental permission. In an emergency, parents may call the school office with verbal permission.

**I/We am/are going out of town for a week. Why do we need to let the school know if the kids aren't going with us?**

We cannot release the children to the caretaker without a parent's permission. Also, we need to know who to call if the child becomes ill or injured at school. The caretaker must have notarized authorization to sign for medical care in case an illness or injury necessitates a trip to the clinic or hospital.

**OFFICE STAFF**

		<b><u>Phone Extension</u></b>			<b><u>Phone Extension</u></b>
Stacie Stanley	Principal	204	Beth Murphy	Attendance/Health Assistant	206
Juli Fick	Bldg. Secretary	200	Liz Freeman	Nurse	203
Theresa King	MARRS Secretary	202	Marge Dettling	Full Day Kindergarten Acct.	209

**SPECIAL SERVICES**

Michael Stanefski	Social Worker	105	Gail Kamrath/Joan Scipior	Speech Clinician	143
Angie McIntyre	Psychologist	103	Danielle Schacherer	EBD	101
Kate Andresen/Karina Armstrong	ELL	136	Michele Kluth	LD	113
Theresa King	Special Ed Secretary	202	Sandi Cassavant	Special Ed	113

**SPECIALIST**

Jane Gottfried	Media Specialist	205	Charry Marczewski	Technology	211
Lyn Gustafson	Media Clerk	205	Sarah Wolfe	Art	119
Aaron Freed	Band	100	Susan Scott	Orchestra	102
Kathy Tunseth	Vocal Music	138			

**PHYSICAL EDUCATION**

Jill Lafore	P.E./Adaptive P.E.	152	Dave McCarthy	P.E.	208
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### BUILDINGS AND GROUNDS

Pat Emery Building Engineer 151 Stan Leopard Custodian 151

### FOOD SERVICE

Debbie Holmgren Head Cook 108 Marge Dettling Lunch Account 209

### FRIENDSHIP CONNECTION - School Age Child Care

Rhea Toninato Coordinator 651-482-0421 ext. 107

### ALLERGIES

Serious allergies should be reported to the Health Office and to the classroom teacher. Latex balloons are restricted from all schools. Parents should also let the classroom teacher know if their child is allergic to a particular animal so that pet visits to the classroom can be restricted.

### ANIMALS/PETS IN THE ROSEVILLE SCHOOLS

Animals/pets may be brought to school if the animal is a certified therapeutic animal (Seeing Eye dog) OR:

1. the principal/supervisor is consulted.
2. there is a specific learning objective(s) identified.
3. the animal is under the control of the owner (leash, cage, etc.).
4. the teacher has contacted parents regarding plans to have the animal at school and students with allergies are protected.
5. the owner accepts responsibility for all clean-up associated with animals in the classroom.

For the safety of our students and the animals, pets should not be left unattended on the school grounds.

### ATTENDANCE

***Please call school before 8:55 a.m. if your child will be absent. The attendance line number is 651-259-1980.***

School board policy requires children to attend each class on time every day that school is in session.

Excused Absence: Students will be excused from school when they are ill. Students also will be excused for medical or dental appointments that cannot be scheduled outside of the school day, and family emergencies. Students may not return to school until they are fever free for 24 hours.

Unexcused Absence: Hair cuts, music lessons, sports activities, etc., should be scheduled when school is not in session. Missing school to baby sit is considered an unexcused absence. Excessive illness absences may need a note from a doctor to be excused.

Tardiness: Arriving only a few minutes late causes the child to miss important announcements, plans for the day, and beginning instruction. Tardiness will be excused if the child was ill or had a medical appointment that could not be scheduled outside of the school day. Students who arrive on a late bus are not considered tardy. Students arriving after 8:55 need to report to the attendance office.

Vacations: Students are in school only 173 days a year. Families are encouraged to plan vacations when school is not in session.

## **BUS**

We want our students to have a safe and pleasant bus ride. Bus rules were written by the District Transportation Department to encourage appropriate behavior on the bus. Student bus patrols assist by reminding students of the rules and reporting problems to the administrative staff. Students who are being bothered on the bus should report the concern to school staff. **Parents are asked to review the rules with their children.**

**The following rules will be reviewed with students at the beginning of school and as needed throughout the year:**

- 1. Get on and off only at your assigned bus stop.**
- 2. Get written permission from your parents and the school before riding on a bus to which you are not assigned.**
- 3. Immediately follow the directions of your driver or patrol.**
- 4. Sit in your seat facing forward.**
- 5. Talk quietly and use appropriate language.**
- 6. Behave safely. Do not throw any object inside or out of the bus or stick your head or arm out of the window.**
- 7. Keep your arms, legs and belongings to yourself.**
- 8. Show respect for others. No fighting or horseplay, harassment (name calling or teasing), or intimidation (threats)**
- 9. Treat the bus with respect. Do not write on or damage the bus.**
- 10. Eating, drinking, and chewing gum are not allowed.**
- 11. Dangerous objects, nuisance items, and animals may not be taken on the bus.**

Parents will be contacted if a serious or repeated infraction occurs. A second referral may result in removal from the bus for one week. A third referral may result in removal for three weeks. An additional referral could result in removal from the bus for the remainder of the school year. Having a weapon on the bus, assaulting another student or other dangerous or threatening behavior could result in immediate removal from the bus.

### **Riding Another Bus or Walking Home from School**

The District Transportation Office must approve changing a child's assigned bus or bus stop because of childcare or other need. The number is 651-635-1638. The school will be notified if the change is approved.

When you want your child to ride home with another student or get off at a friend's bus stop, you must send written permission. The note has to be dated and signed by a parent. After the note is recorded in the office, the child has to give it to the bus driver in order to be allowed to accompany the friend.

You may submit a written request once for the year if you want your child to ride another bus once a week for piano lessons, etc. or your child is assigned to a bus but has your permission to walk home from school.

Please check with the school to see that there is room on the bus before planning to have several children ride the bus home for a party or other activity.

### **CALLS TO THE CLASSROOM**

Sometimes a parent calls school and asks to have the call transferred to the classroom so the parent can speak to his child. Teachers find this disruptive to the class. Unless it is an emergency, office staff will get a message to the child or ask the child to call the parent during a break.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

It is very important for us to have the current address and phone number of each student as well as the phone numbers where parents can be reached during the school day in case of illness or injury. Please notify the school immediately of any changes in address or phone number.

### **CLOSING SCHOOL**

Families with a television or access to the Internet, can find out if school is cancelled or starting late. Because our district is small and without rural roads, we often remain open when Minneapolis, St. Paul, and even Mounds View are closed.

We are part of the Roseville Area Schools. Emmet D. Williams is not listed separately unless the closing is due to a localized problem, such as a broken water main. These sites also will tell you if school is closing early due to severe weather conditions.

KARE	Continuous TV listing, email alert process available at <a href="http://www.kare11.com">www.kare11.com</a>
KSTP TV	Continuous TV listing, district information available at <a href="http://www.kstp.com">www.kstp.com</a>
WCCO TV	Continuous TV listing, email alert process available at <a href="http://www.channel4000.com">www.channel4000.com</a>
WCCO Radio	Closings read often during the early morning program.
KMSP	Continuous TV listing.

**Please talk with your child about where to go and what to do if school closes early and you cannot be reached.**

### **CLOTHING FOR SCHOOL**

#### Guidelines

Just as outdoor temperatures sometimes vary greatly throughout the day, so can the temperature from one area of our building to the next. It is a good idea to send children to school wearing layered clothing that can be removed or added as needed. We want to promote a healthy, respectful lifestyle. Clothing that advertises alcohol or tobacco products, or has a message that is disrespectful of others would not be considered school wear. Short shorts/skirts, bare midriffs, halter-tops, and tank tops should be saved for other occasions.

#### Winter Weather

We ask students to wear the following clothing items during the winter months: warm jacket or snowsuit, hat, boots and mittens. Snow pants are recommended for students who like to play in the snow. Families who need financial help to purchase winter clothing or boots should call Juli Fick at 651-482-8624 ext. 200 for confidential assistance.

We have a number of special evening events during the school year. These include Book Fairs, the Science Fair, PTA Family Fun Night, the Imagination Fair, and concerts. All of these events are designed for family participation and a parent must accompany children. **Parents are responsible for supervising their children at evening events.**

#### **HEALTH SERVICES**

Please contact our School Nurse, Liz Freeman or Health Assistant, Beth Murphy about health concerns for your child.

**Medication Policy: Roseville Area School's staff follow the rules recommended by the State Department.**

1. The administration of medication to students shall be done only in exceptional circumstances. When possible, parents/guardians should arrange to give medications at home.
2. Medication must be administered through the school health office.
3. All medication must be in a pharmacy-labeled bottle and will only be administered by health services staff or designee.
4. The school does not provide over the counter medication to students.

#### **KITCHEN**

The Ramsey County Health Department has issued guidelines on the use of school district kitchens. The use of the school kitchen is only available if a food service employee is present. To arrange for an employee to be present, contact Deb Holmgren at extension 108. If the kitchen is going to be used outside of school hours, the organization also must reserve the space by calling Facility Usage at 651-604-3510.

#### **LOST AND FOUND**

Misplaced clothing and other items are placed in labeled storage bins next to the showcase just beyond the double doors into the classroom wing. Each year, we donate between ten and twenty large bags of quality unclaimed clothing to charity. To avoid losing expensive items you have purchased, label all clothing, footwear, lunch boxes with your child's name. **Please check for lost and found regularly.**

#### **LOST OR DAMAGED SCHOOL PROPERTY**

Children who lose or damage library materials, a textbook, or other school property will be assessed a fine to cover the depreciated loss or repair. The fine will be refunded if the book or other lost item is found later and returned. Families unable to pay the cost of a lost or damaged item are encouraged to contact the principal to make arrangements.

#### **School Meals**

**Parents are encouraged to prepay by the week, month, or year and to make note of when the next payment will be due.**

A nutritious school lunch is provided for students at a cost of \$2.40 including milk. Free and reduced price meals are available to those students who qualify by family size and income as determined by federal guidelines. The application for **free and reduced lunch** was mailed to district families. It is also available in the school office or at the District Center Food Service Office: 651-635-1619. **Please contact Marge Dettling @ 209 for confidential assistance.**

#### **STUDENT LUNCH SALES**

All Roseville Area Schools use a computerized lunch system for purchasing lunches. Students will be credited with the number of meals they have purchased in advance. Students approved for free/reduced meals will automatically be credited

MILK is included with each school lunch. Students who bring a lunch from home may purchase milk for \$0.50. The kindergarten milk program will provide 1/2 pint of milk daily during class to all kindergarten students at no charge.

#### **VISITOR LUNCHESES**

Lunch is available to Visitor at \$3.80. Parents who want to eat school lunch are asked to call the school office by 10:00 to place an order.

### LUNCH CHOICE

On most days, students have the choice of two hot lunch entrees or the salad bar.

### BREAKFAST

**Breakfast is served from 8:45-8:55 AM** for a cost of \$1.65/adults \$2.35. The breakfast menu will consist primarily of 8 .z. milk, whole grain breads/cereal or 2 oz. protein, and fruit/fruit juice. There is no charge for families that qualify for free or reduced meals.

### MIDMORNING SNACK

Students often are hungry by the middle of the morning. They are encouraged to bring a nutritious snack to eat during break. Foods such as fruit, vegetable sticks, and cheese will give them the energy they need to make it until lunch.

### NEWSLETTER

*The Bobcat Tales*, our school newsletter, is sent home with the youngest Emmet Williams child in the family on the last school day of each month, September through May. It contains the school calendar, lunch menu, and special events for the next month, as well as other information of importance to our school families. Please watch for the *Bobcat Tales* each month and call your youngest child's teacher if you do not receive a copy.

### PTA

We have a very active and supportive PTA. The Presidents for the 2010/11 school year are Tanya Anderson & Tammy Heiple. Meeting dates can be found on the District Calendar. All meetings are held at 6:30 p.m. in the Media Center. Free childcare is provided. Attendance is encouraged.

### PARTY INVITATIONS

Invitations to birthday and other parties should be mailed to the homes of those invited. They may be handed out at school **only if everyone in the class is invited**. Parents who would like others to ride the bus home with their child to attend a party should check with the school office in advance to see if there is room for additional children on the bus. Each child will need written parental permission.

### PICKING UP STUDENTS AT SCHOOL

**The end of the school day tends to be a hectic time for office staff and teachers.**

**We hope the following plan will decrease the confusion and disruption for parents, students, and staff.**

#### Parents/Guardians:

- Send a note with your child in the morning if you plan to pick him up at school.
- If you decide during the day to pick your child up at dismissal, call the school immediately so we can arrange for the student to meet you in the office at the end of the day.
- Plan to pick your child up promptly at 3:20. We do not have staff members available to supervise students after 3:20.
- Parents are must to sign out their children on the office log and wait for them in the office area.

#### School Staff:

- Students will be sent to the office in the morning if they have notes that say they will be picked up at school.
- Students who are being picked up at dismissal will be sent to the office at the second bell (3:20.)
- We will send the child home as usual if a he says that a parent is picking him up but we have not heard from the parent by 3:20.

### PLAGIARISM

Plagiarism means taking another person's words, ideas or pictures and presenting them as one's own. Students will be taught about plagiarism at a level appropriate for their age. Students who submit work that has been plagiarized may be asked to do the assignment over. Parents who have questions about what constitutes plagiarism or how to properly document the use of another person's work may call the classroom teacher or Emily Weber, Media Specialist, for help.

### PLAYGROUND SAFETY

Students use the playground only under the supervision of adult staff members. Safety rules are reviewed with the students the first week of school and periodically throughout the year as needed.

Our students do not have the pads and helmets required for physical contact sports. To protect their safety, tackling, wrestling, pushing, tripping, hitting, kicking, and other body contact activities are not permitted. The throwing of snowballs, sports equipment, and other objects at another person is also prohibited.

Our PTA has provided us with attractive playground equipment. Students are reminded to use the equipment in the manner for which it was designed. Running and chasing others on the equipment and other unsafe behaviors are not allowed.

Good sportsmanship is expected. Students who swear, berate others or call them names will receive the same interventions as those described above.

### PROBLEMS

#### **Who Should I Talk To?**

Concerns about anything related to the classroom should be shared first with the classroom teacher. If the problem cannot be resolved there, the parent or teacher may bring the problem to the principal for support.

### REPORTING STUDENT PROGRESS

The purpose of the reporting system implemented in the Roseville Area Schools is to communicate to families about academic achievement, progress and learning-related behaviors. It is intended to inform about learning and personal successes and to guide improvement efforts.

**Academic Achievement:** A summary of the degree to which the student demonstrates he or she knows or can do something according to grade level standards and expectations.

**Progress:** An observation of individual gains the student is making in learning, regardless of grade level expectations.

**Learning Related Behaviors:** A reflection of how the student learns, (follows directions, completes work on time, is physically/verbally considerate).

#### **Reporting System Schedule:**

- |   |  |                                  |
|---|--|----------------------------------|
| • Early Conference: September/October   |  | • Mid-Term Checkpoint: Mid April |
| • Formal Report Card: Late November     |  | • Formal Report Card: Early June |
| • Mid-Term Checkpoint: Late January     |  |                                  |
| • Formal Reporting Conference: February |  |                                  |

### RESERVING THE BUILDING FOR A SPECIAL EVENT

To reserve a space in the building for use outside of the student day call Linda Holly at 651/604-3503 or Email her at [Linda.Holly@isd623.org](mailto:Linda.Holly@isd623.org). Keep a copy of your request and the confirmation.

### SODA POP

In order to promote healthy nutrition, soda pop is not allowed at lunch or snack time. Milk is included with hot lunches and can be purchased by students bringing cold lunches from home. A fruit juice vending machine is available at lunchtime. The cost is \$.75. The machine accepts dollar bills, quarters, dimes, and nickels.

### STUDENT SECURITY

**Emmet D. Williams Elementary School is located in a very safe area. Like the vast majority of elementary schools, we never have had a situation that placed our students in danger. However, we have put a number of security precautions in place to maintain student safety.**

- All entrances are locked during the student day except for the main entrance next to the office.**
- Parents and other visitors must sign in at the office and wear a visitor label while in the building.**
- Students are released only to parents or to another adult with written permission or phone call from the parent.**
- Students must be signed out and picked up in the office. They will not be released at the classroom or parking lot.**
- Fire, storm, lock-down and evacuation drills are practiced throughout the school year.**
- In case of evacuation of the building because of fire or other emergency, the students will be taken to Resurrection Church on the corner of County Road D and Victoria. Information will be available at the District Office (651-635-1600).**

### TOYS & NUISANCE ITEMS

Toys, electronic games and devices, cosmetics, pagers, cell phones, stuffed animals and other favorite possessions often find their way into a child's backpack. These items can cause a disturbance on the bus or a distraction in school. Occasionally, having a prized possession stolen upsets a child. Parents should supervise the bringing of personal items to school and communicate with the classroom teacher if a child is bringing an item of value. Children are not allowed to trade or give away personal possessions at school. Electronic games are not permitted at school.

### TREATS IN THE CLASSROOM

EDW is concerned for the health and safety of all students. In alignment with this concern we will no longer distribute treats (birthday etc.) in the classroom. If you are interested in honoring your child's birthday in a different manner please contact your child's classroom teacher.

### Classroom and School-wide Celebrations

EDW seeks to create a fun educational environment for all learners. To encourage a sense of building wide community we have a fall, winter and spring celebrations. In the fall we celebrate community, team-building and our Responsive Classroom C.A.R.E.S. (Cooperation, Assertion, Responsibility, Empathy, and Self-Control). We celebrate Reading during our winter gathering, and at the end of the school-year students and teachers engage in a celebration of learning with picnics and classroom community events. \*\*Classroom celebrations are not directly linked to calendar holidays.

**VISITING IN THE CLASSROOM & MEETING WITH TEACHERS/STAFF**

Communication with parents/guardians is of utmost importance to every staff member in our building. We want to be able to take the time necessary to answer parents' questions and address their concerns effectively. Talking with a parent while students are present makes effective conversation difficult and is disruptive to the class. Before and after the student day, teachers often have team, staff, or other meetings scheduled and are not always available if a parent stops by.

We ask parents/guardians to call in advance so the teacher can devote the time needed for a productive conversation. This also allows the teacher to prepare any materials or information that might be helpful for the parent.

**Visiting the Classroom**

Parents/guardians/visitors are asked to check with the teacher in advance if they would like to visit the classroom.

**Volunteering in Our School**

We have a very active community of volunteers. We appreciate having help in the Media Center and classrooms. During the year, we have special activities that require extra hands. Some parents who cannot come to school during the day help by "cutting and pasting" at home. In addition to classroom teachers, the PTA organizes volunteer activities and would love to hear from you.

**WELCOME TO THE SCHOOL YEAR!**

We value all children and family members at EDW and look forward to serving you. Please contact us often.  
The role of parents/guardians in educating children cannot be understated.  
You are key to your child's success!

## EMMET D. WILLIAMS STEPS TO SUCCESS

### EDW Behavior Expectations

These expectations are to be used as guides for personal behavior.

**BE PREPARED FOR LEARNING**  
**COOPERATE WITH OTHERS**  
**BE KIND TO ALL**  
**SHOW RESPECT FOR SCHOOL AND PERSONAL PROPERTY**  
**DO YOUR BEST**

### Bullying

Bullying is conduct that interferes with student's ability to learn and a teachers' ability to educate students in a safe environment. Bullying is prohibited on school district property or at school-related functions. Bullying is any unprovoked, repeated or aggressive action or threat of action that is intended to cause or is perceived as causing fear, distress or harm to another person. Bullying includes but is not limited to:

- Name-calling
- Taking or damaging a person's belongings
- Making a person do things he or she does not want to do
- Cursing or swearing
- Abuse of power (bus patrols, for example)
- Hand gestures ("L" for "loser", for example)
- Hitting, kicking, tripping, shoving, biting, or otherwise inappropriately touching a person
- Bullying can also occur through electronic means via Web postings, e-mails, chat room and text messaging
- Taunting
- teasing and put downs
- Saying or writing inappropriate things about a person
- Deliberately excluding a person from activities or conversations
- Threatening a person with bodily harm
- Non-verbal behavior that impedes another's education

**It is the intent of EDW staff to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying that occur.**

Behavior expectations are to be taught and reinforced on an ongoing basis so that all members of the school community experience success as learners. All EDW staff will be responsible for supporting students so they meet the expectations on a consistent basis. Parents and guardians will be informed of the elements of this plan and will be asked to partner with staff on behalf of our students. Ultimately, students will be responsible for using these expectations as guides for personal behavior as they become self-directed learners.

## BE PREPARED FOR LEARNING

Because school is a place for learning, everyone in the EDW community is expected to be prepared for learning at all times.

### Behaviors that are consistent with this expectation include:

- Having school supplies ready
- Following school expectations and procedures
- Being on time and having good school attendance

### Behaviors that are not consistent with this expectation include:

- Failure to have learning materials ready
- Failure to follow homework and assignment requirements
- Distracting yourself or others
- Bringing nuisance items to school (i.e. electronic games, CD players...)
- Wearing clothing that may distract or offend others

### Behaviors listed below may result in response from administrative team member:

- Gambling, selling or trading items
- Tardy/truancy (see attendance policy in handbook)
- Chemical use/possession/sales
- Chemical use/possession/sale\* (includes look alike drugs, tobacco, alcohol, chemicals, paraphernalia)

- Getting enough rest, eating nutritious foods, dressing appropriately
- Following assignment and homework expectations

### Be Prepared for Learning Continued:

#### Staff response to students who are not prepared for learning may include:

- Conference with student
- Confiscation of nuisance items during school – item will be returned at end of day
- Removal from group
- Problem/Solution Form
- Parent contact
- Behavioral referral
  
- Loss of school privilege
- School community service
- Detention
- Administrative intervention

#### Additional action for chemical use/possession/sales

- Referral to chemical health specialist
- Notification of police
- School suspension

## COOPERATE WITH OTHERS

Cooperation means working together so everyone is a successful learner.

### Behaviors that are consistent with this expectation include:

- Responding politely to others
- Supporting group projects and tasks
- Valuing friendships – be a friend to all
- Showing respectful behaviors so that others may learn
- Inviting others to join your activity
- Focusing on learning and complete assignments
- Sharing the work
- Being a positive role model
- Keeping your word
- Sharing compliments with others
- Encouraging others

### Behaviors that are not consistent with this expectation include:

- Refusing to do your work
- Failure to follow directions
- Distracting other learners
- Disorderly conduct – showing inappropriate behaviors

### Staff response to students who violate this expectation may include:

- Conference with student
- Removal from group
- Problem/Solution Form or Behavioral referral
- Parent contact
- Loss of school privilege
- School community service
- Detention
- Notification of police
- School suspension

**BE KIND TO ALL**

**Being physically and verbally kind helps maintain a positive learning environment.**

**Behaviors that are consistent with this expectation include:**

- Using appropriate language at all times
- Maintaining space boundaries between your body and the bodies of other learners
- Taking responsibility for your words and actions
- Treating everyone with respect
- Understanding that all learners have the right to be safe
- Welcoming visitors and new students to our school community
- Offering help to others who may need it

**Behaviors that are not consistent with this expectation include:**

- Name calling
- Arguing with others
- Using inappropriate language (verbal or written)
- Using a loud voice or yelling at others
- Running, kicking, hitting, pushing...
- Play fighting
- Being disrespectful toward others
- Threats
- Verbal, physical or written assault
- Possessing dangerous or harmful articles or threatening to use dangerous or harmful articles
- Harassment – sexual, religious, racial...

**Staff response to students who violate this expectation may include:**

- Conference with student
- Removal from group
- Problem/solution form
- Parent contact
- Behavior referral
- Loss of school privileges
- School/community service
- Detention
- Administrative intervention
- In or out of school suspension
- Notification of police
- Assignment to another program
- Expulsion

## SHOW RESPECT FOR SCHOOL AND PERSONAL PROPERTY

It is the responsibility of everyone at EDW to take care of the school building, the school grounds, and personal property.

### Behaviors consistent with this expectation include:

- Organizing and caring for materials
- Maintaining cleanliness throughout the school
- Asking permission to borrow items from others
- Returning borrowed equipment, books or learning supplies in good condition
- Keeping common areas of the school clean (bathrooms, hallways, media center...)
- Cleaning up after yourself in the cafeteria
- Using playground equipment safely

### Behaviors that are not consistent with this expectation include:

- Throwing food in the cafeteria or leaving trash on the table
- Playing with water and paper towels in the bathroom
- Taking items that don't belong to you
- Returning things borrowed in poor condition
- Littering
- Writing on school/another person's property or materials
- Vandalism/damage to school property
- Damage to personal property of others
- Trespassing
- Theft/robbery
- Tampering with fire alarms
- Arson

### Staff response to students who violate this expectation may include:

- Conference with student
- Removal from group
- Problem/solution form
- Parent contact
- Behavior referral
- Loss of school privileges
- School/community service
- Detention
- Administrative intervention
- In or out of school suspension
- Notification of police
- Assignment to another program
- Expulsion

**DO YOUR BEST**

EDW students are expected to do their personal best at all times.

**Behaviors that are consistent with this expectation include:**

- Having a positive attitude
- Being dependable and reliable
- Accepting responsibility for your own actions
- Using self-control and discipline
- Asking for help when you need it
- Being honest
- Working hard
- Making positive choices
- Being patient and persevering
- Doing your own work
- Setting personal goals
- Developing talents
- Facing challenges with a positive attitude

**Behaviors that are not consistent with this expectation include:**

- Being dishonest
- Avoiding work
- Blaming others
- Making excuses
- Not following through on commitments
- Handing in incomplete, late or missing assignments
- Making irresponsible choices

**Staff response may include:**

- Conference with student
- Removal from group
- Problem/solution form
- Parent contact
- Behavior referral
- Loss of school privileges
- School/community service
- Detention
- Administrative intervention

**Learning Environments: Classrooms, Media Center, School Programs**

- Be prepared for learning
- Cooperate with others
- Be kind to all
- Show respect for school and personal property
- Do your best

**Hallways:**

- Walk safely on right hand side of hallway
- Use a quiet voice and respectful language

**Cafeteria:**

- Be respectful to adults and students.
- Stay seated until dismissed by the supervisor.
- Eat your own food only
- Clean the area around your table – on and under it

**Playground:**

- Play SAFELY!
- Cooperate with others
- Be physically appropriate: No play-fighting, tackle football, wrestling, pushing, shoving.....
- Be verbally appropriate: Use kind words when talking to others, do not argue, talk back
- Listen to the supervisors and follow their direction at all times
- Share equipment with others
- Line up when the supervisor blows the whistle
- Report injuries to the supervisor

**Bathrooms:**

- Use bathrooms appropriately: Do not litter, play with water or paper towels...

**Bus:**

- Follow the bus rules and procedures at all times
- Treat the bus driver and passengers with respect
- Be safe and help others to be safe at all times

