

# School Rules & Expectations



**Marbletown Elementary School**  
**2017 - 2018**

# Introduction

Dear Parents & Guardians:

We believe in our students. We want to teach students to be safe, respectful and responsible. Only if we know the rules and expectations can we take responsibility to carry them out. This booklet has been created so that all of us know and understand what the rules of our school are and what they mean in everyday behavior.

These rules are fair and apply to everyone. We have many systems in place at the building and classroom level to recognize students who demonstrate positive behaviors. See page 17 for some examples. As the same time, if anyone fails to do what is expected, we use those as opportunities to learn and grow, yet at times there are certain consequences that may follow. These consequences are reminders of what needs to be done. See page 16 for a list of some of our most common consequences.

We need to remember that our school is a community of individuals. When a rule is broken, it hurts the whole community. It also hurts the individual. It might interfere with how one's friends feel. Breaking a rule might also make it difficult for us to learn. It takes time away from class. We don't want that to happen. We want our school to be a good place to learn where everyone is respected.

This handbook is intended to be consistent with our PBIS program and the District Code of Conduct. We have just made it friendlier to our young student population. Please read this School Rules and Expectations Book aloud to your child. Then please sign your name on the memo that was sent home with this handbook and return it to your child's teacher.

# School Rules & Expectations

1. WE WILL RESPECT OTHERS AND THINGS THAT BELONG TO OTHERS. WE WILL BE KIND.

This is how I do it:

- When I have a problem with another person, I talk about it. Together we try to solve the problem.
- I treat others fairly, the way I would like to be treated.
- I share the playground equipment.
- I will keep my hands to myself. This means that I will not hurt others by punching, hitting, pushing, wrestling, tripping, kicking, etc.
- I will cooperate and be a good sport.
- I will only use other people's things if I have their permission.

## 2. WE WILL BE RESPONSIBLE AND HONEST ABOUT THE CHOICES WE MAKE.

This is how I do it:

- I clean up after myself.
- I cooperate with teachers and other students when asked to do the right thing.
- I admit it when I do the wrong thing.
- I make a plan when requested to do so.
- I stick to my plan.
- When I'm upset, I look for good ways to express my feelings.

### 3. WE WILL KEEP SCHOOL A SAFE AND CLEAN PLACE IN WHICH TO BE.

This is how I do it:

- I will follow the playground, school bus, and lunchtime rules.
- I will walk calmly and quietly.
- I will use the bathroom properly.
- I throw away garbage.
- I use school tools (pencils, rulers, scissors, etc.) safely.
- I will keep my hands to myself. This means that I will not hurt other by punching, hitting, pushing, wrestling, tripping, kicking, etc.

#### 4. WE WILL BE READY AND PREPARED FOR LEARNING.

This is how I do it:

- I will have books, pens, pencils, and all material ready at the beginning of class.
- I will have any other materials for which my teacher asks.
- I will put away items that may distract me and others when asked.
- I will be in a listening, learning position when the teacher is teaching.

5. WE WILL BE HONEST. WE WILL DO OUR OWN WORK TO THE BEST OF OUR ABILITY.

This is how I do it:

- I will tell the truth.
- I will do my classwork and homework.
- I will ask the teacher for help when I really need it.
- I will be quiet at quiet times including test times.

## 6. WE WILL FOLLOW THE RULES OF OUR CLASSROOM.

This is how I do it:

- I listen to the teacher and cooperate with my classmates.
- I will respect the rules of the class.

7. WE WILL DRESS PROPERLY FOR SCHOOL AND RECESS.

This is how I do it:

- I will dress properly for the weather.
- I will wear sneakers for gym.

8. WE WILL SHOW RESPECT IN THE WAY WE SPEAK TO OUR CLASSMATES AND TO ALL ADULTS.

This is how I do it:

- I speak to others nicely. I say “please” and “thank you” and “excuse me.”
- I don’t make fun of other people, tease, call names, or use bad language.

## 9. WE WILL FOLLOW THE CAFETERIA EXPECTATIONS

This is how I do this:

- I will be safe by
  - Raising my hand before getting up.
  - Entering quietly and walking safely.
  - Keeping my hands and feet to myself.
  
- I will be respectful by
  - Using a voice level 0 – 2.
  - Eating and touching only my own food.
  - Being polite and kind.
  
- I will be responsible by
  - Cleaning up my eating area.
  - Putting trash in the trash can.

## 10. I WILL FOLLOW THE HALLWAY EXPECTATIONS

This is how I do it:

- I will be safe in the hallway by
  - Walking slowly.
  - Keeping my hands and feet to myself.
  - Staying to the right side of the hallway.
  
- I will be respectful in the hallway by
  - Speaking quietly (Voice level 0 -1).
  - Being aware of others around me.
  - Keeping my hands off the walls and displays.
  
- I will be responsible in the hallways by
  - Going directly to my classroom or destination.
  - Nicely reminding friends to follow the hallway rules.
  - Being patient with myself and others.

## 11. I WILL FOLLOW THE PLAYGROUND EXPECTATIONS

This is how I do it:

- I will be safe on the playground by
  - Staying where adults can see me.
  - Using equipment safely (e.g. Down the slide).
  - Keeping my hands and feet to myself.
  - Telling an adult if there is a problem I cannot work out with words.
  - Getting permission from an adult before I leave the playground.
  - Wearing proper footwear.
  
- I will be responsible on the playground by
  - Listening to adults.
  - Lining up straight and quiet when called to do so.
  - Putting away equipment and gathering my belongings.
  - Leaving electronic devices at home.
  
- I will be respectful on the playground by
  - Using kind words and actions.
  - Taking turns and sharing.
  - Allowing everyone to play.
  - Respecting school property & equipment.
  - Entering/leaving the building quietly (Voice Level 0 – 1) and safely.

## 12. I WILL FOLLOW THE BUS EXPECTATIONS

This is how I will do it:

- I will be safe on the bus by
  - Using Voice Level 2 – Conversational
  - Staying seated with my feet facing the front of the bus.
  - Keeping the aisles clear.
  - Crossing the street only after the bus driver signals me.
  
- I will be respectful on the bus by
  - Listening to my bus driver.
  - Keeping my hands and feet to myself.
  - Using kind words.
  
- I will be responsible on the bus by
  - Treating others the way I want to be treated.
  - Checking to make sure I have all my stuff before getting off the bus.

### 13. WE WILL ALL HELP TO MAKE SURE THE RULES ARE FOLLOWED.

This is how I do it:

- If someone bothers me, I will first check myself to see if I am acting properly.
  
- Then I will follow these steps:
  1. If others bother me, I will ask them nicely to stop.
  
  2. If they don't, I will use "I" statements to tell them to stop.
  
  3. If they still don't, I will ask for help from an adult.
  
- I will speak up if I see unsafe situations.

## CONSEQUENCES

If a student fails to follow a school rule, we first review the rules and help them understand where they made a mistake. At times, there may also be consequences. Some possible consequences include:

- An adult will remind me about what I should do.
- I will not be allowed to play during recess.
- I will report to the principal
- I will not be able to participate in special activities.
- My teacher will talk to my parents.
- My parents will have to come to the school to speak with the principal.
- I will be suspended from school for 1-5 days.

This year our School Improvement Team is also working to pilot a Planning Room. This will be a place where students will work with an adult to identify their mistake and collaboratively develop a plan so it will not happen again.

## **POSITIVE RECOGNITION**

If students follow the school rules, there are many possible ways they will be recognized for being a positive role model. One or more of the following may be earned depending upon the particular circumstances.

- High Five (blue) tickets
- Golden Gander Certificates
- School Spirit Fridays
- Posting of student work.
- Student's name and activity may be read on the morning announcements.
- Picture taken and posted in school or in a newsletter.
- Various classroom recognitions (e.g. earning fun time, recess, an individual or class reward, etc.).

If we all know the rules and expectations, we can make the school safe, fun place to learn and play.

***THANK YOU!***

