



DAVID DOUGLAS SCHOOL DISTRICT #40

Learn • Grow • Thrive

www.ddouglas.k12.or.us

FLOYD LIGHT MIDDLE SCHOOL

10800 SE Washington St.

Portland, OR 97216

(503) 256-6511

OUR VISION

Content, self-motivated people who
take initiative for success.

OUR MISSION

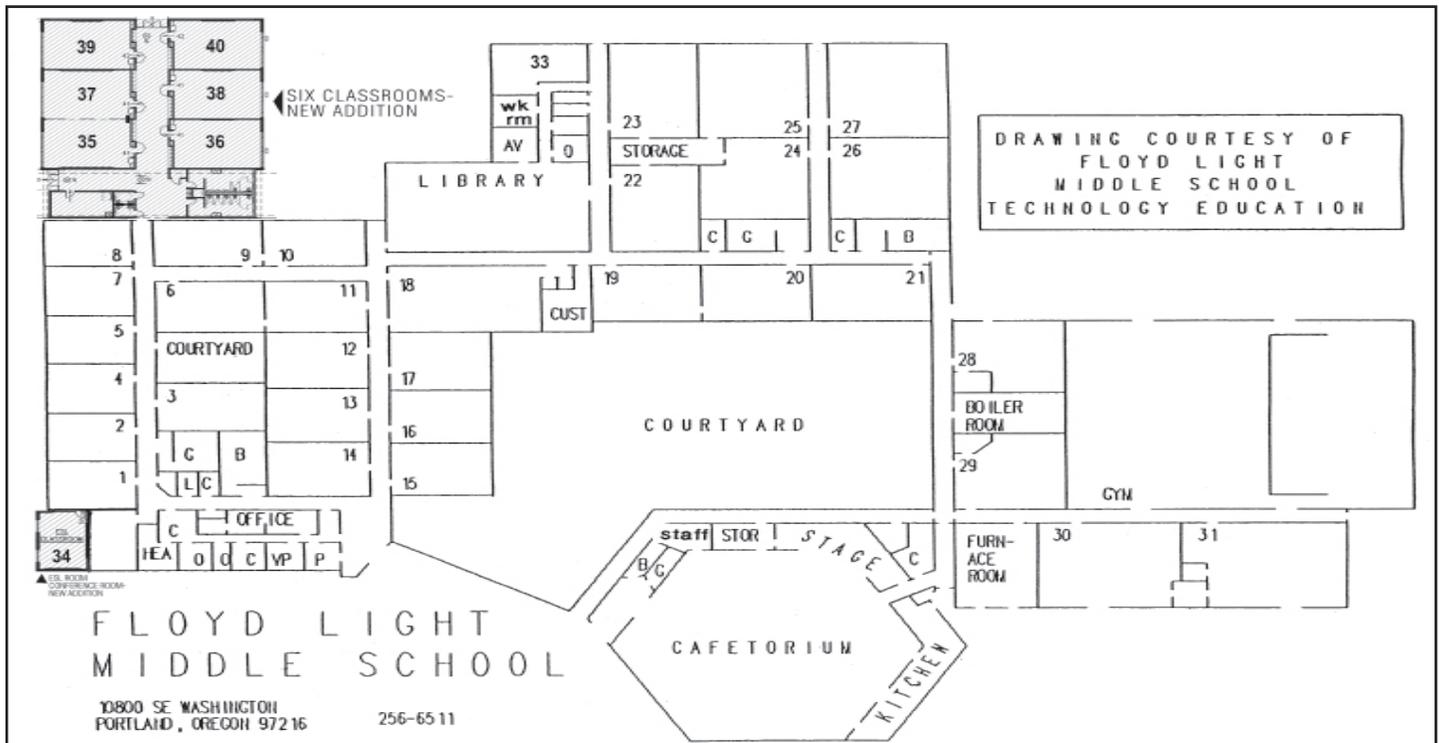
Providing a safe, engaging, supportive,
and rigorous learning environment.



School History

Floyd Light opened its school to students in 1966 for only eighth graders. Seventh graders were added in 1970.

The school was named after Mr. Floyd Light, superintendent from 1953 until his retirement in 1968. The district, formerly David Douglas Union High School District, was unified on July 1, 1959 to David Douglas School District. Floyd Light is part of the David Douglas School District #40. In addition to Floyd Light, the district operates one high school, two other middle schools, nine elementary schools, a community swimming pool and community performing arts center.



Hello Floyd Light Families,

I sincerely hope all of you are doing well! We are really getting back to feeling comfortable in school. Our students, educators, and community are doing a great job.

NOW, let's take it to the next level! The experiences of the last few years, though I never want to repeat it, has made us a much better school. We have more students connected to the internet and more educators ready to serve our community in better ways!

Please get involved in as many activities as possible. We now know how important that is. We have SUN activities, music classes, and many sports.

Finally, be here at school EVERY SINGLE DAY! Of course, if you are sick, please stay home. However, we want you here as much as possible. Google Classroom is wonderful for times when needed, but there is no substitute for being in the actual classroom.

Please contact me for any reason.

Thank you and take care,

Mr. Pease, Principal
Floyd Light Middle School

FLOYD LIGHT MIDDLE SCHOOL

EXCELLENCE • EQUITY • RELATIONSHIP

Doug Pease, Principal

10800 SE Washington • Portland, Oregon 97216
(503) 256-6511

David Douglas School District #40

Ken Richardson, Superintendent

11300 NE Halsey St. • Portland, Oregon 97220
(503) 252-2900

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David Douglas School Board

Donna Barber • Aaron Barrow • Frieda Christopher

Heather Franklin • Hoa Nguyen

Gabriela Saldana-Lopez • Stephanie D. Stephens

Stephanie D. Stephens



Academics

Grading Policy and Report Cards

The grading policy is a vital part of the school program. Grading provides a means of determining a student's progress during the school year and a final evaluation of the skills and knowledge displayed in a given class. Showing fairness to all students is of prime importance in grading. The student must be aware of each teacher's method of grading at the beginning of each course or when the student enters the course. The accumulative grade will be available as the student progresses through each 9 week grading period.

The midterm report is an indication of the student's performance up to a given date. This progress may change after the report is issued. Caregivers are urged to contact individual teachers if any questions or concerns result from this communication. Caregivers are also encouraged to use Parent Vue, an internet based reporting system in which caregivers have access to the teacher's grade book to view their own student's assignments, grades, and attendance.

The letter grade is the percentage of the earned accumulative points in relation to the possible points available through the quarter. The standard grading policy is: 90% minimum for an A, 80% minimum for a B, 70% for a C, and 60% for a D.

- A - Excellent (The student has completed required assignments in a outstanding way.)
- B - Above average (The student has completed the required work in an above average fashion.)
- C - Average (The required work has been completed satisfactorily.)
- D - Below average (This is the lowest passing grade. Only minimum requirements have been fulfilled.)
- F - Unsatisfactory

Advisory Teacher

Each student at Floyd Light Middle School is assigned an advisory teacher. Advisory provides a positive place for students to start their school day and engage in learning. The Advisory teachers' will support student needs,

monitor progress, and be an advocate.

Conferences

The fall conference provides an overview of our programs and is a chance for you to ask questions about testing dates and events throughout the year. It also provides the opportunity to talk about your student's academic progress. Spring conference will be a review of progress made thus far in the school year. Information will be sent home regarding both fall and spring conferences.

Attendance

Floyd Light, along with the State of Oregon, is actively monitoring student attendance and chronic absenteeism.

Research shows students who are chronically absent have a lower probability of graduating from high school than students who regularly attend. Students with chronic absenteeism may be considered for retention. Oregon State Law states that all children between the ages of 7 and 18 years of age must attend school regularly until grade 12 has been completed. The law also states that the only acceptable reasons for absence from school are illness, family emergency, or observance of a religious holiday.

Regular attendance is even more important with our block schedule, due to a greater emphasis on projectbased learning, student presentations, and various graded activities. In other words, if students are not present, they can't do the work! Also, since classes meet every other day for an extended time, students who are absent miss what amounts to two class periods of a traditional 8 period day schedule. **Any student who ends the year with less than 90% attendance (whether or not absences are excused or unexcused) will not be able to participate in our end-of-year activities.**

The staff at Floyd Light has a strong commitment to improving and maintaining excellent student attendance. We encourage caregivers to share this commitment by insisting your child, unless ill, attends school.

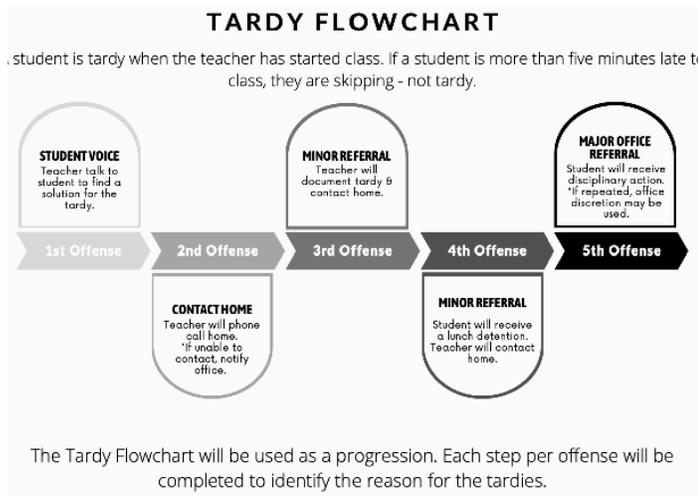
Tardies

A student is considered tardy when they are not in the classroom at the start of the class period. An excused



tardy requires a hall pass from a staff member. Students who are tardy to class or late arriving must check in through the attendance office. Students without an excused tardy, may be assigned disciplinary action beginning with the first unexcused tardy.

A student is tardy when the teacher has started class. If a student is more than five minutes late to class, they are skipping - not tardy.



Prolonged Illness

When a student is absent due to prolonged illness or hospitalization, parents are asked to notify the attendance office so that the information can be recorded and teachers notified. *Assignments may be obtained by calling the office the morning after the third day of illness. Please allow the office one full day to obtain the assignments.*

Awards

Attendance Recognition

There is a strong connection between good attendance, student growth, and achievement. Floyd Light recognizes students who have exemplary attendance (absent and/or late no more than 5 days) are present every day, every period. Students with exemplary and perfect attendance are presented with a certificate at the end of the year.

SOAR Breakfast

SOAR = Student Outstanding Achievement Recognition

When: SOAR breakfast will be held on a Wednesday at

the beginning of each quarter during advisory.

Where: The breakfast will be held in the cafeteria.

How: Students qualify based on the following criteria:

- Attendance 95% or above
- GPA 3.5 or above
- All positive comments on report cards

What: A special breakfast will be held for students that qualify and will include a raffle.

Student of the Month

Students who exemplify specific character traits are recognized monthly. This includes a family breakfast, presentation of a certificate during an assembly, and other weekly acknowledgements.

Falcon Pride Store

Falcon Prides are designed to acknowledge students doing the right thing. They can be given for following school-wide expectations, classroom procedures, or helping others. Falcon Prides can be used monthly to purchase items in the Falcon Pride Store.

End-of-Year-Activities

End-of-year activities such as the Talent Show, the Awards Assembly, and the 8th grade Celebration, are intended to reward students who have been successful throughout the school year. To be eligible for the end-of-year activities, students must:

- Have all fines paid before attending End-of-year activities.
- Maintain attendance greater than 84% through the first three quarters.
- Have less than 20 unexcused tardies through the first three quarters.

Students excluded based on the above criteria can appeal to the school administration. To appeal, the student must have an educator advocate sign off on the appeal.

NOTE: During the 4th Quarter, the following may result in exclusion from End-of-year Activities.

- Excessive absences and/or tardies
- Any referrals - especially those resultings in suspension



Activities/Athletics

Athletic Eligibility

All student athletes are to abide by the FLMS policies and student handbook expectations. Here at FLMS, we have clear expectations around academics, behavior and sportsmanship. Student-athletes who violate any of the previous-mentioned expectations may be disqualified from school sports. School administration and coaches will determine the appropriate discipline. Specific eligibility requirements will be given to students and caregivers each season.

Fees/Permission Slips/Physicals

No student will be allowed to participate in any athletic practice or contest unless the following materials have been completed and returned to school:

1. Insurance verification
2. Physical examination clearance
3. Permission form signed by parent
4. Sport's fee (if applicable)

Conduct

Athletes and caregivers will be required to sign our Code of Conduct and follow it or be assigned disciplinary action. A physical examination and insurance waiver are required for all sports.

WEB - "Where Everyone Belongs"

WEB is a middle school orientation and transition program that welcomes 6th graders into Floyd Light. The WEB Leaders make students feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, the program trains 8th grade mentors to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6th graders to discover what it takes to be successful during the transition to middle school and help facilitate their success. WEB Leaders are chosen through an application process at the end of their 7th grade year. Students must be in good academic standing, with little to no behavior referrals.

Counseling

The Counselors mission at Floyd Light Middle School is to provide a safe and supportive environment for all students regardless of individual differences. They strive to make individual connections with each student. All students will have access to support and learning in the areas of academic, career and personal/social growth. Their ultimate goal is for students to make self-directed, realistic and responsible decisions, and to be successful contributors to society. Floyd Light has two counselors available to work with caregivers and students in the following ways to:

- Help students and caregivers plan an appropriate schedule of classes
- Be available to students with problems and seek out those needing help
- Assist in preparing students to transition to the next grade level
- Confer with caregivers to help identify, recognize and work through student problems.
- Assist in identifying and placing students with special needs
- Supervise the registration and orientation of all students
- Provide resource material and referral information in regards to students' social and emotional needs

Students may make their own appointments to see the counselor by filling out an appointment slip located with the counseling secretary. This should be done before school, during passing periods, at lunch or after school. A student may see the counselor immediately in the case of an emergency.

Parents/guardians may contact the counseling office any time they have questions or concerns regarding their son's/daughter's educational welfare. Conferences can be arranged in which problems can be resolved. It is the desire of the counseling department to help students learn how to solve problems. Being aware of the situation is the first step toward changing it!



General Information

Daily Planner

Each student at Floyd Light will be issued a daily planner. The student is required to bring it to every class except for P.E. All assignments including due dates and all school activities should be written in the planner. This daily planner will also contain the student handbook. There is a replacement cost is \$5.00 if it is lost or destroyed prior to the end of the year.

Breakfast/Lunch

For the 2022-2023 school year all breakfast and lunch will be provided free of charge to all of our students.

Leaving Campus

Floyd Light's closed campus policy means a student is not allowed to leave the school grounds without first signing out in the attendance office. Students must present a note from home or a verbal authorization from a parent, from the nurse, or from an administrator in order to check out and leave the school grounds. A parent must come in the office and sign a student out.

Bus Pass Program

All eligible school bus riders will be required to register to ride the bus. Registered students will receive an RFID David Douglas School Bus Pass. This pass will be required to ride DDSD school buses. Please see the Bus Pass Program page for more information: <https://www.ddouglas.k12.or.us/departments/transportation-information/bus-pass-program/>.

School Closures/Delayed Opening

In the event that the weather is so bad children cannot be transported or attend school safely, the district will close school for the day. In some instances, the district may decide to open one or two hours late. Buses will run regular routes but will pick up students one or two hours later than usual. In the event of a delayed opening, school will be dismissed at the regular time of 3:00 PM. School closures and delays are announced between 5:30 and 7:30 AM on all major Portland area radio stations. Please do not call the school.

Fines

Students may be assessed for lost PE locks, damaged textbooks, instruments, or failing to return athletic and/or music uniforms. Students who do not pay fines will not be eligible to attend any of the End-of-Year activities.

Student I.D. Cards

Student Body Cards/ID Cards will be given to all students. Students are required to show their card card for admission to school activities throughout the year. There is a \$5 replacement fee for lost cards.

Visitors

The district is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must report to the school office upon entering school property. We welcome parents who would like to visit a classroom. Please call the school prior to arriving so we can notify the staff.

Student Health Services

To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD).

To provide for your child's special medical or mental health needs (for example diabetes, seizures or school anxiety) it is important to promptly tell the school and school nurse:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that affect their immune system.
- When your child has a health condition need that requires specialized care at school.

Student Insurance

Families may purchase insurance at a nominal cost to protect students from the time they leave home until they return. Students are required to have insurance through the school, or other coverage under a family plan, if they participate in certain inter-school sports (ORS 332.435, SBP



6420). Additional information about school insurance will be given to students to discuss with parents.

Check Acceptance Policy

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and phone number. If your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. If your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

Positive Behavioral Interventions and Supports (PBIS)

Several recent studies have shown that punishment alone does not change student behavior. Just like academic subjects, behavior must be taught, practiced, and reinforced. This is the heart of the PBIS system. We teach school-wide expectations, provide opportunities for students to practice these expectations, and positively reinforce students who are demonstrating the expectations. Students still have the consequences, but they are coupled with education and the re-teaching of expected behaviors.

We expect all students to display these three traits for both their school environment and the people around them.

Be Respectful

- Self
- Others
- Property

Be Responsible

- Accountability
- Maturity

Be Safe

- Physical
- Emotional

Standards of Conduct

In accordance with O.A.R. 581-021-0055
(State law) Standards of Conduct:

- (1) Students shall comply with the written rules of the school district board, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion.
- (2) Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:
 - (a) Theft;
 - (b) Disruption of the school;
 - (c) Damage or destruction of school property;
 - (d) Damage or destruction of private property on school premises or during a school activity;
 - (e) Assault or threats of harm;
 - (f) Unauthorized use of weapons or dangerous instruments;
 - (g) Unlawful use of drugs, narcotics, or alcoholic beverages;
 - (h) Persistent failure to comply with rules of the lawful directions of teachers or school officials.

Staying Safe at FLMS

School shootings and other violent acts are extremely rare, but are highly publicized when they occur. Floyd Light is a very safe place for students. We have a zero tolerance policy for fighting, assault, and harassment. Students who do so will face severe disciplinary action. State Law also provides for the automatic expulsion of any student who brings a weapon to school. (See Rights & Responsibility Handbook for definition of weapon) Everyone plays an important part in keeping Floyd Light safe. **If any student hears a threat to cause harm, the threat must be taken seriously, and immediately reported to a trusted adult.** This includes any threat of suicide. Saying "I was just kidding" never makes it OK to threaten another. In the majority of the recent tragic acts of school violence, those who committed the crime told others BEFORE they acted. For the safety of everyone, all threats must be **TAKEN SERIOUSLY AND REPORTED.**

Harassment Policy

Harassment is any unwanted or unwarranted behavior that is ongoing and makes a person feel uncomfortable, unsafe, intimidated, humiliated, or affects a student's ability to learn. Harassment can be verbal, non-verbal, or physical.



David Douglas School District recognizes the following behaviors as examples of harassment: bullying, intimidation, and sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that creates a hostile learning environment.

Racial harassment includes name calling, using racial or derogatory comments, wearing or possessing items depicting or implying racial hatred or prejudice. Students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred.

Any student who is subjected to or knows of sexual harassment is encouraged to immediately notify school staff. Violations of this policy may result in disciplinary action by school authorities.

Personal Property/Electronic Devices

The school telephone is only to be used in the event of an emergency. Students are not allowed to phone home for such things as permission to go to a friend's house or if they forgot to get a note for a bus pass. If a student needs to call their caregiver (by cell phone or office phone) due to illness, they must first check in to the office for permission.

Cell phones, electronic devices, or earbuds/headphones must remain turned off during the school day. If a cell phone is taken away from a student it is turned into the office. On the first offense, it is returned at the end of the day. On the second offense, the caregiver must pick up the device. On subsequent offenses, further administrative action will be taken.

Physical Altercations/Involvement

Students involved in physical altercations where blows are exchanged will be suspended regardless of who starts the fight. If you are able to get away from a fight and don't, it is not "self-defense".

Promoting, encouraging or recording fights is strictly

forbidden. If you are caught doing anything that promotes violence, you will receive disciplinary action.

Obscenity

Students who write or use obscene language or gestures are a discredit to themselves and to the school. Those who do so, may expect to be disciplined. Blatant profanity may result in suspension.

Public Display of Affection (PDA)

Excessive public display of affection does not show personal dignity or consideration for others. Hand holding, kissing, embracing, lying or standing against each other is not acceptable conduct and warnings will be followed by disciplinary action.

No Sales and Distribution

Floyd Light Middle School is not an open market. Students may not bring items to school to sell or trade. Personal items should not be brought to school with the intent to sell or trade.

Food/Drinks/Gum

Any food or drink, including candy, must only be consumed in the cafeteria and classrooms (by teacher permission). Only water is allowed outside the cafeteria. Floyd Light is a completely gum free zone.

Equal Education Opportunity

No person shall, on the basis of age, disability, marital status, national origin, race, or sex, be subjected to discrimination under an education program or activity administered or authorized by the Board of Directors. David Douglas Public Schools will ensure that all students with disabilities ages 5 through 21 residing within its attendance area have available to them a free and appropriate public education in the least restrictive environment. The rights of children with disabilities and their parents will be protected in accordance with state and federal laws.

The district provides specially designed instruction for students with special education needs. Support services in speech correction, reading and home tutoring are



also available. Students with greater academic or therapy needs may receive services from the Multnomah Education Service District or other county or state agencies. All special education services including testing and transportation, where appropriate, are provided without charge to parents.

The district must locate and identify students who have disabilities. If you, or someone you know, has a child with a disability who may be in need of special education or related services, you can initiate a referral through your local school or contact the district compliance coordinator (Student Services Director) at 503-261-8209.

Summary of Disciplinary Actions

Detention

Detention is a disciplinary action for minor infractions. Most detentions are assigned during the lunch period. An accumulation of assigned days of lunch detention in one semester will result in a loss of full privilege status.

Lunch Detention Guidelines

1. Students are to bring some type of schoolwork to do or a library book to read.
2. If assigned to lunch detention students are to report to the assigned detention room for their recess time. After detention students will be escorted to the cafeteria for lunch. If a student has also lost their full privilege status, they will be assigned to a detention table in the cafeteria where they will remain for the balance of the lunch period.
3. If students are late, an extra day of detention may be assigned.
4. If a student skips detention, extra days will be added or the student will serve after school detention for twice the amount of time. If skipping detention becomes chronic, suspension will be considered.

Student Full Privilege Status

This status is given to all students at the beginning of the school year. It indicates that a student is in good standing at Floyd Light Middle School, and entitles the student to participate in all after-school activities, attend assemblies,

attend school social activities and parties, a web leader, and be a spectator at all after-school activities.

If a student fails to show reasonable responsibility, this status will be removed and he/she will lose the above privileges until they are returned by principal or vice-principal.

A student's full privilege status may be removed for any of the following reasons:

1. Suspension from school
2. Behavioral referral(s)
3. Poor attendance or excessive tardies

If a student's full privilege status is removed, the student will be under these restrictions:

1. No participation in any student activities
2. No assemblies
3. Student will be placed on lunch detention
4. Student must leave school at 3:00 PM and not return until 8:00 AM the next morning (Wednesday 9:30)
5. Failure to comply with any of the above penalties could result in suspension.



Student Technology Acceptable Use Policy Grade 6-12

COMPUTER USE AND ONLINE ACCESS:

The David Douglas School District provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

STUDENT SAFETY:

The David Douglas School District uses a filtering system to track and monitor all computer and Internet use on our network. The system is designed to prevent access to educationally inappropriate sites.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

UNACCEPTABLE USES:

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc

Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).



STUDENT COMPUTER AND ONLINE RESPONSIBILITY:

Every student is expected to follow the school rules as well as the rules and conditions listed below. It is expected that students will show good citizenship and ethical behavior at all times.

1. I AM RESPONSIBLE FOR MY ONLINE ACCOUNTS AND GSUITE ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will not use profanity, vulgarities, racial slurs or any other inappropriate language as determined by school administrators in my email messages, online postings, and other digital communications with others.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email, Google Apps, and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. I AM RESPONSIBLE FOR MY USE OF THE DAVID DOUGLAS SCHOOL DISTRICT NETWORK.
5. I will use school computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any District computer resources unless authorized by school administrator/teacher as part of a school assignment. I will not hack or access other student's accounts. I understand the use of the David Douglas network for illegal or commercial activities is prohibited.
6. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
7. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
8. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE DAVID DOUGLAS NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
9. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).
10. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

Student Violations of Technology Acceptable Use Policy Could Result in:

- Notification of parents
- Suspension of computer privileges
- Detention, suspension, expulsion from school and school-related activities
- Legal action and/or prosecution

FLMS

| | Safe | Respectful | Responsible |
|-----------|---|---|--|
| Planner | <ul style="list-style-type: none"> - Write your name and advisory teacher's name on your planner. | <ul style="list-style-type: none"> -School appropriate decorations. -Leave pages in the planner. | <ul style="list-style-type: none"> -Follow teacher instructions for use in each class. -Read and use information provided. -Keep it with you at all times (except PE) |
| Hallway | <ul style="list-style-type: none"> -Have a hall pass anytime you leave class. | <ul style="list-style-type: none"> -Wait until the teacher is done with instruction to ask for a hall pass. -Show the hall pass when an adult requests to see it. | <ul style="list-style-type: none"> -Only go where the hall pass says. -Return to class quickly. -Return Hallpass to your teacher. |
| Cafeteria | <ul style="list-style-type: none"> -Walk at all times. -Report any spills to an adult in the cafeteria. -Keep hands to yourself and feet under the table. -Stay seated until you are dismissed. | <ul style="list-style-type: none"> -Clean up your area when you are done eating. -Use quiet, indoor voices. -Follow directions the first time. | <ul style="list-style-type: none"> -Wait patiently in line. -Leave food and drink in the cafeteria. -Bring your ID card with you. |
| Recess | <ul style="list-style-type: none"> -Once you go outside or to the library, stay there. -Use recess equipment appropriately. -Stay inside recess area. | <ul style="list-style-type: none"> -Follow staff instructions promptly. -Use kind words and actions. | <ul style="list-style-type: none"> -Once outside, stay outside. -Put equipment away. -Return inside as soon as the bell rings. |

| | | | |
|-----------------------|---|--|---|
| Arrival/ Dismissal | <ul style="list-style-type: none"> -Once at school stay at school -Walk at all times -Keep hands and feet to self -Use crosswalk -Be cautious of busses and cars | <ul style="list-style-type: none"> -Respect your property and others -Follow all adult directions first time -Be Kind & Helpful -Be a positive digital citizen | <ul style="list-style-type: none"> -Follow all adult directions first time -Wait patiently behind the yellow line -Quickly eat breakfast -Remove earbuds, and store phone |
| Assemblies | <ul style="list-style-type: none"> -Walk at all times. -Keep hands and feet to yourself. | <ul style="list-style-type: none"> -Be active listeners: eyes forward and voices off. -Respect others' space. -Show appreciation in a positive manner. | <ul style="list-style-type: none"> -Follow staff instructions promptly. -Listen and be cooperative. -Sit with your Advisory. |
| Restroom | <ul style="list-style-type: none"> -Wash hands thoroughly -Sign in and out of class | <ul style="list-style-type: none"> -Give others privacy -Keep phones away -Enter and exit class quietly | <ul style="list-style-type: none"> -Use restroom assigned to your current classroom -Use the restroom quickly and return to class promptly |
| Office | <ul style="list-style-type: none"> -Be aware of emergency situations and stay clear of responding adults. -Always check in with your teacher. -They should know where you are. | <ul style="list-style-type: none"> -Wait patiently. -Politely state your purpose. -Use quiet voices. -Honor the privacy of others. | <ul style="list-style-type: none"> -Check in with office staff. -Have a paper hall pass that is specific for the Student Center/Front Office. -Ask permission to cross behind the counter or to use the phone. |
| Busses | <ul style="list-style-type: none"> -Be safe around vehicles and bus -Stay visible -Remain seated, keep aisle clear | <ul style="list-style-type: none"> -Be kind to other students and community members -Dispose of trash properly | <ul style="list-style-type: none"> -Keep belongings with you at all times -Take everything with you when you exit the bus |

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| Substitute | -Follow all classroom expectations. | -Treat substitutes as you would a guest in your home. -Listen and be cooperative. | -Follow teacher instructions promptly. -Be helpful if they don't know all the routines or have questions. |
| After School Activities | -Remain in designated spots. -Walk at all times. -Talk with a caregiver about when and where you will be and what time you will be picked up. | -Be a supportive and appropriate spectator. -Display good sportsmanship. -Clean up after yourself. -Leave only when the social/game is over. | -Use inside voices. -Make transportation arrangements prior to the game/social. |
| Before School/At Home | -Stay home when sick -Take care of your chromebook -Use social media responsibly | -Communicate appropriately with teachers -Be considerate of others -Be Kind & Helpful | -Eat a healthy breakfast -Be prepared to learn with supplies -Get enough sleep |
| Library | -Bring a pass that clearly lists the library as your destination. -Do not visit the library the first or last 10 min of class | -Use kind words and actions. -Keep food, drinks and gum outside of the library. -Keep a voice volume of 0-1 at all times. | -Take care of our books the best you can. -Phones should be off and away. -Ask for a bathroom pass when needed. |
| Technology | -Keep track of chromebook at all times | -Use technology only during approved time -Keep phones away unless instructed | -Charge chromebook each night -Bring chromebook to school every day |
| In Class | -Keep your belongings with you at all times -Use supplies appropriately -Keep hands and feet to yourself | -Follow directions from teachers -Sit in assigned seat | -Be prepared to learn -Follow teacher's directions -Bring your fully charged chromebook everyday |