



**ABCs
of
Student
Behavior
Expectations**

TABLE OF CONTENTS

Assemblies	1
Dress Code	4
Equipments Use	5
Hallway Expectations.....	6
Recess and Playground.....	6
Wheels	8
TABLE OF CONTENTS	9

A

Assemblies:

Students are expected to move to and from a school assembly in an orderly manner and sit flat in their assigned area. Students may talk quietly until the assembly is to begin, and then respond immediately to the quiet signal when an adult starts the ACE Chant or uses "Floor Basics". Teachers are expected to sit near students and to move a student to his/her side who is not using appropriate behavior. If a student needs to be reminded more than twice, he/she should be sent to the office for the remainder of the assembly.

Programs, assemblies, and any activity in which people are presenting to a group are excellent opportunities to encourage our six character traits. Staff is expected to model these characteristics as well. Prior to attending an assembly, teachers should review the following expectations:

1. Walk in quietly and sit where directed, with legs crossed if seated on the floor.
2. Keep hands and feet to yourself.
3. Talk softly while watching for the quiet signal (hand held up by adult in charge).
4. Get quiet immediately upon seeing the quiet signal.
5. Be attentive during the assembly and stay seated.
6. Clapping to show appreciation is great. No booing, whistling, hooting or other rude behavior will be tolerated.
7. Use the bathroom prior to the assembly or wait until it is over.

Assembly Procedures:

- Cones will be used to designate a center aisle at each assembly.
- Classes will be called K-5 with 5th being called first to provide "borders" for K-4.
- Presenters will indicate how far up (close to the stage) to start sitting.
- Adjustments, if needed, will be made to rows/grade level one at a time.
- Teachers will supervise by sitting on the perimeter.



On occasion when the building administrator is unable to attend assemblies, a teacher will be designated to provide leadership. This teacher's class should arrive early so the teacher can

direct the seating of students in their designated areas. This staff member will be responsible for introducing the speakers and thanking them at the end of the program.

Classes are expected to be seated and ready at the posted assembly time. If Specials classes are canceled because of the assembly, each specials teacher supervises the class they would have taught during that time. The classroom teacher may have his/her regularly scheduled planning time.

To avoid the problem of one subject being pre-empted and one group of teachers losing planning time, the schedule will rotate. Subjects may include: Citizenship, cultural (music and arts programs), recognition, and curricular-specific.



Evening Assemblies

At evening programs and special events, we ask the following two procedures be followed:

1. Children may not attend without adult supervision.
2. The enforcement of the above assembly rules is the responsibility of each parent/designee.

B

Body Basics:

In order to reinforce the behavior expectations as Aspen Crossing Elementary, try to use the same language at home that we use at school. "Body Basics" is an expectation that we have for all students that are part of the ACE Family. The words "Body Basics" are used when students are expected to be in a seated position at a desk or table. "Line Basics" are used when students are walking in a line or lining up. The words "Floor Basics" are used when students are sitting on the floor in class or at an assembly. These three simple phrases are used throughout all grade levels. This common language helps integrated arts teachers; guest teachers and parent volunteers all speak the same language.

The expectations for "Body Basics" are listed below:

"Body Basics"

1. Sit down
2. Back straight
3. Hands on desk
4. Eye contact
5. Quiet

"Line Basics"

1. Stand straight
2. Face front
3. Hands at side
4. Walk slowly
5. Walk quietly

"Floor Basics"

1. Eye contact
2. Feet flat
3. Hands in lap
4. Sit straight
5. Quiet

"Group Basics"

1. Eye contact
2. Participate equally
3. Consider other ideas
4. Stay on task
5. Talk quietly

Please practice using "Body Basics" at home and help our students get off to a great start at Aspen Crossing.

C

Character Counts:

Students will be learning about our six character pillars throughout the school year. These strong character traits are: **Respect, Responsibility, Honesty, Fairness, Truthfulness and Citizenship.**

D

Dress Code: Modesty, cleanliness, neatness, and appropriateness are the standards, which should be observed by all students in their personal dress and grooming. Each student is expected to follow these guidelines:

Hair:

Hair should be clean and neatly groomed. Extreme styles (e.g., hair dyed orange or blue, Mohawk) that might disrupt normal school procedures will not be allowed.

Hats, caps, or visors may be worn outside only.

Shirts:

No see-through, mesh clothing, halter tops, oversized tops, tube tops, strapless tops, spaghetti strap tops, low-cut blouses or shirts, or any other clothing which might reveal a large portion of the body are allowed. Bare midriiffs are not to be shown.

Shorts and Pants:

Students are permitted to wear shorts, skorts, skirts, and dresses that are fingertip length. Low-rider, baggy, or oversized pants or tops are not allowed.

Shoes:

No, skate-shoes, Heelies, flip flops or bare feet are allowed. Students need to wear appropriate footwear for gym class and for cold weather.

Miscellaneous:

Wallet chains, watch chains, or chains of any kind are prohibited. Earrings/ear jewelry worn on the ear are permitted. Clothing that contains pictures, emblems, or writings that are suggestive, lewd, offensive, vulgar, or obscene, that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance that are associated with gangs, or that promote racism are prohibited under District policy. "Special Days" on which special dress is permitted will be designated by the principal (e.g. "Hat Day").

Violation of Dress Code:

If the principal determines that a student's grooming violates the dress code or presents a safety concern, the student will be given an opportunity to correct the problem by selecting clothing from the nurse or by having a parent or designee bring an acceptable change of clothing to school. The student will remain in the office until appropriate clothing arrives. The student will return to class once he/she is wearing acceptable clothing. One simple guideline to consider: if you are questioning whether apparel might be unacceptable, don't wear it to school. Each year there are a few things, including some "fads," that appear at school. These are not listed nor do these regulations cover all problems that may arise. When any "fad" creates a disruption to the learning environment, the school administrator will follow the steps listed above. All staff members are to maintain a high standard of professional dress Monday through Thursday. During these days neither jeans nor shorts are to be worn. Staff members are to follow the same expectations for dress and conduct as students (i.e. no gum chewing). A rule of thumb to determine "professional dress" are those clothes that an individual would change out of once returning home from work. For example, clothing worn to school would not be appropriate for doing yard work, or cleaning house.

E

Equipment use:

General Safety

1. Stay in the designated playground area.
2. Food may not be taken onto the playground.
3. When the recess monitor blows the whistle, students are to look up, and follow any directions given.
4. A pass is needed to enter the building.
5. Do not climb on the outside of the equipment or sit on fence rails.
6. Do not jump off any ledges.
7. Students must wear snow boots and proper attire to play in the field when snow is present. Otherwise, they are restricted to the black top and other cleared areas.

Respect for Others

1. Respect the authority of the supervisors.
2. Name calling and swearing are inappropriate at all times.
3. When another student is accidentally hurt, apologize.
4. Respect other people's wishes. If they don't want to play, they don't have to.

Games

1. Hardballs are not allowed.
2. Tackle football is not allowed.
3. Stones, snowballs, dirt and other objects are not to be thrown.
4. Follow the rules for games (e.g., 4-square, tether ball).
5. When you are finished with play equipment, return it to the storage container before you go on to another activity.

Equipment

1. Use the equipment for what and where it is intended.
2. Do not bring toys or play equipment from home.
3. Take turns on the equipment and with the balls, hoops, and ropes.
4. Do not jump off the playground towers, slides, or swings.



Swings

1. Only one person on a swing at a time.
2. Swing straight forward and back (no swinging side-to-side or twisting).
3. No "underdog" pushing.
4. No standing on any swings.
5. No saving swings.
6. If you are "counting" to get a turn on the swings, one forward/backward movement counts as one swing. One turn = 50 swings

H

Hallway Expectations ("Line Basics"):

Classes are expected to proceed through the hallways silently so they do not interrupt the learning in our classrooms or the work of adults. Students should always have a pass when not directly under the supervision of an adult. When a class is waiting to enter an area, teachers are encouraged to play mental or quiet games that do not disrupt others.

R

Recess and Playground:

Recess is an important and necessary daily activity for children of all grade levels. It provides them a break to renew and refresh their minds and bodies (Sharpen the Saw). Each student in grades 1-5 has one recess daily and lunch for 45 minutes. Kindergartners have one recess with classroom teacher supervision.

Lunch recess is supervised by our classified staff members.

An occasional extra recess may be given to students based upon reaching a class goal the teacher has established. **This additional recess needs to occur between 3:15 p.m. and 3:30 p.m.** Students need to go to recess prepared to go home. At 3:30 p.m., the teacher(s) on duty needs to line up the students according to how they depart from school and students need to walk to the bus loop or the parent drop off. Each teacher must supervise their own class for this extra event. Three essential steps need to be followed for an extra recess:

- the office needs to be notified
- no more than 4 classes (100 students) can participate in this at one time, thus coordination with colleagues is important
- a walkie-talkie must be taken outside by the teacher

Staff members responsible for playground supervision should position themselves on opposite sides of the playground area. When students are playing on the field, one staff member should observe the field, while the other staff member observes the hard court area. Staff members should position themselves near potential trouble spots. For example, wherever there is a competitive activity (e.g. basketball/football) a supervising staff member should be close by to intervene as needed. Behaviors that require immediate intervention include threatening or harassing behaviors, a student intentionally hurting another student, or any unsafe behavior. When a student reports this kind of behavior of another student, the supervising staff member should always investigate the situation.

At no time should staff members supervising recess be engaged in a conversation with each other as this would be unacceptable distance to supervise the entire playground/field area. Violating these expectations is considered a serious matter by the administration.

Inside Recess

In the event that the weather prevents students from having outdoor recess, an announcement will be made over the intercom or shared with the EAs. At recess, students will stay in their grade level classrooms where one room will watch a movie and another room will be available to do classwork, read or play quiet games. Students will then go to the Respectaurant for lunch after recess.

Respectaurant Expectations

The following behavior expectations should be consistently communicated and modeled

1. Teachers on duty escort students to the Respectaurant from outside line-up.
2. Enter in an orderly manner.
3. Form a line at the door listing selected food choice or immediately sit down if you have brought lunch from home.
4. Be patient while waiting in the lunch line.
5. Take only food you're going to eat.
6. Students sit at class designated tables unless an open seating day has been earned by the grade level. (There is a peanut-free table which has restricted seating.)
7. Good table manners are expected.
8. Sit when eating.
9. No throwing food.
10. Use low voices.
11. Use silverware when appropriate.
12. Clean up after yourself.
13. Deposit lunch box into classroom tub.
14. Do not take food out of lunchroom.
15. Flickering the lights is the signal lunch monitors use to get attention when needed.
16. Students must throw trash away, return to their space and be dismissed by the adult in charge prior.

W

Wheels:

Students may ride bicycles to school. It is the responsibility of the parent to determine whether or not a student can ride safely to and from school. Bicycles must be walked on school property at all times. Locking the bicycle in the school bike racks is the responsibility of the student. Students must always wear a helmet when riding a bicycle and obey all safety/traffic rules. Wheels of all other kinds, such as, Heelies, skates, skate boards, or scooters will not be allowed on school grounds.