

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:

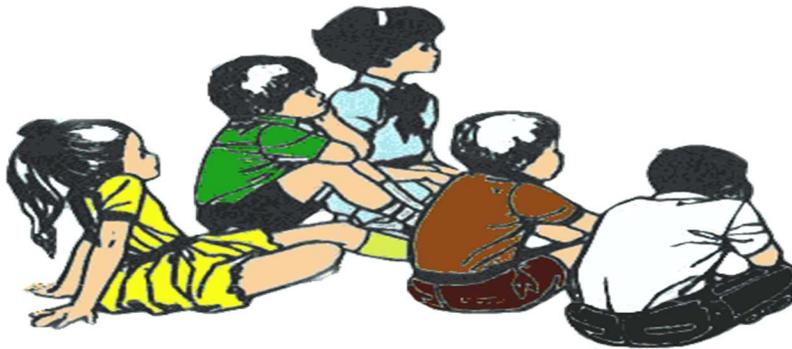
- Cones will be used to designate a center aisle at each assembly.
- Classes will report to gym 10 minutes before assembly is scheduled, with 5th grade reporting first to form an aisle and "borders" for K-4.
- Presenters will indicate how far up (close to the stage) to start sitting.
- Adjustments, if 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 Programs

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:

<u>"Body Basics"</u>	<u>"Line Basics"</u>	<u>"Floor Basics"</u>	<u>"Group Basics"</u>
1. Sit down	1. Stand straight	1. Eye contact	1. Eye contact
2. Back straight	2. Face front	2. Feet flat	2. Participate equally
3. Hands on desk	3. Hands at side	3. Hands in lap	3. Consider other ideas
4. Eye contact	4. Walk slowly	4. Sit straight	4. Stay on task
5. Quiet	5. Walk quietly	5. Quiet	5. Talk quietly

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

C

Second Step:

Students will be learning social/emotional lessons and bullyproofing throughout the year to support their development. They will also learn about our character flags throughout the school year. These character flags are: *This is a class/school that shows kindness. This is a class/school that respects others. This is a class/school that learns from our mistakes. This is a class/school that laughs daily. This is a class/school that tries their best. This is a class/school that takes risks. This is a class/school that cares deeply. This is a class/school that works hard. This is who we are.*

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 should be clean and neatly groomed.

Hats, caps, or visors are to 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 midribs 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, playground 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 and ga-ga 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 Kindergarten-5 has one recess daily and lunch for 55 minutes. Our classified staff members supervise lunch recess.

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 escort students to the Respectaurant from their classrooms and help them get set up for lunch.
2. Enter in an orderly manner.
3. Form a line at the door if purchasing lunch, 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 are going to eat.
6. Students have open seating.
7. Good table manners are expected.
8. Sit when eating.
9. Clean up after yourself.
10. Deposit lunch box into classroom tub.
11. Do not take food out of lunchroom.
12. A signal will be given when the lunch monitors need to get attention.

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 must be pre-approved from the classroom teacher to develop a plan to store these items during the school day.

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