Learning-Leading-Succeeding

Dr. Natalyn Gibbs, Executive Principal

1500 Dickerson Pike
Nashville, TN 37027
Phone (615) 262-6725
Fax (615) 262-6741
http://www.shwabes.mnps.org/site161.aspx
**MNPS Vision Statement**

Metropolitan Nashville Public Schools will provide every student with the foundation of knowledge, skills and character necessary to excel in higher education, work, and life.

**Shwab mission and Vision**

It is our vision that the faculty and staff of Shwab Elementary School will provide high levels of data-driven instruction with a focus on overall student growth.

Our mission is dedicated to helping all students achieve grade level benchmarks as measured by district and state assessments while exhibiting good citizenship.

Our school colors are blue, yellow, and red.

Our school mascot is the bee.
Dear Shwab Elementary Families,

We are excited to be a part of your child’s memories and be responsible for shaping the minds of our future leaders! As the principal of Shwab Elementary School, I want to welcome you to our school for the 2015-2016 school year. I feel privileged to have the opportunity to work with such trained professionals, highly qualified and dedicated staff, wonderful students, and supportive parents.

This will be my fourth year as Principal at Shwab, and I am thrilled at the opportunity to get to know all of you and engage in the educational process together. The elementary years are critical times of development for students and families alike, and I look forward to working with all of you to make this year a huge success. I am an educator who brings a firm commitment to students and families as well as a love of learning and problem solving.

Our faculty and staff are committed to working with students and their families as a team. Our rigorous curriculum is directly aligned to the Tennessee State Standards. To help each student achieve his/her full potential, the school provides enrichment and intervention supports. We believe in knowing each child by “name and need.”

There are bodies of research that show that parental involvement in a child’s education benefits the child. These benefits are higher levels of academic achievement, positive attitudes, and greater maturity and responsibility. Because these benefits are so solid, I urge you to take part as much as possible in the life of our school. It does take an entire village to raise a child. Your assistance as a volunteer would be extremely valuable to our students and faculty. Consider becoming a school volunteer. There are many areas where your help would be greatly appreciated.

We welcome our new families as well as our returning families to partner with for an exciting, challenging school year. At Shwab Elementary School, all of our teachers are available to address your concerns. In addition, after you have communicated with your child’s teacher, I am also available to address your concerns. I am willing to meet with you in person, talk with you over the telephone or respond in writing by email. As the instructional leader of this campus, I ultimately am responsible for all decisions made in the best interest of your child (ren).

I look forward to a great school year and connecting with our students and families!!!

Your partner in education,

Natalyn Gibbs, Ed.D.

Dr. Natalyn Gibbs
Executive Principal
Shwab Elementary School
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<td><strong>Principal:</strong></td>
<td>Dr. Natalyn Gibbs</td>
<td><strong>Secretary:</strong></td>
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<td><strong>Assistant Principal:</strong></td>
<td>Dr. Cheryl Bowman</td>
<td><strong>Cafeteria Manager:</strong></td>
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<td>Karen Tomlin</td>
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<td>Rachel Garland</td>
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<td>Laura Hippensteel (Exceptional Ed/Grade Level Chair)</td>
<td>Julia Purcell</td>
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<td>Stephanie Ward</td>
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<td>Stephanie Sowienski (Exceptional Ed/Grade Level Chair)</td>
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<td>Alisha Woodall (Exceptional Education)</td>
<td>Haley Unhru</td>
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<td><strong>First Grade</strong></td>
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<td>Ted Hinson</td>
<td>Tiffany Adwaters (Grade Level Chair)</td>
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<td>Terry Justusson</td>
<td>Treaundra Arms</td>
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<td>Tanisha Wesby (Grade Level Chair)</td>
<td>Angela Smith</td>
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<td><strong>Third Grade</strong></td>
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<td>Jenny Crews (Grade Level Chair)</td>
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<td>Latinya Johnson</td>
<td>Cassandra Mychajlowycz</td>
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<td>Kathrine Knies</td>
<td>Dontay Mathis</td>
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<td>Gladys Lake (Exceptional Education)</td>
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<td><strong>Specialists</strong></td>
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<td>Dr. Jeremy Coles (Psychologist)</td>
<td>Trish Bess (Physical Education)</td>
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<td>Piper Nyman (Librarian) Lori Partin (Instructional Coach)</td>
<td>Michelle Garner (Art-Related Arts Chair)</td>
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<td>Lori Partin (Instructional Coach)</td>
<td>Rebecca Tarby (Music)</td>
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<td>Charlie Traylor (School Counselor)</td>
<td>Stephanie Taylor (Technology)</td>
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<td>Danielle Thweatt (School Counselor)</td>
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<td>Mary Patteson Sherril (Speech Pathologist)</td>
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<td>Dr. Shelia Woodruff (Instructional Specialist)</td>
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<td><strong>Paraprofessionals</strong></td>
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<td>Ellen Bond</td>
<td>Shana Minter</td>
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<td>Sheletha Fykes</td>
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<td>Christopher Gill</td>
<td>Edward Tuggle</td>
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<td>Brenda Hartman</td>
<td>Tammy Williams</td>
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<tr>
<td>Sheron Legon</td>
<td>Ariel Williams</td>
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For your convenience, the following topics appear alphabetically in this handbook:

Absences
Arrival and Dismissal from School
Birthday Parties/Celebrations
Breakfast and Lunch
Bullying
Bus Riders
Cell Phone Use
Changes in Transportation
Classroom Assignments
Classroom Parties and Celebrations
Conferences
Custody
Early Dismissals and Tardiness
Emergency Information
Fees
Grades
Homework
Illness
Liability for Library Books and Textbooks
Media Permission
Medications
Money
Parent Connection
Parent-Teacher Organization
Physical Education
School Closing
School Lockdown
School Visitors
Standard School Attire
Valuables
Absences MNPS  MNPS policy #SP.6-113

Always bring a note when you return to school to explain your absence. A note must accompany your child upon his/her return to school if the absence is to be excused.

- Excused Absences: student illness, death in the family, religious holidays, or family emergency when student is needed to help with family responsibilities
- Vacations are unexcused. Teachers are not required to give make-up work.

Regular attendance is extremely important! Please make every effort to have your child at school each day. If a student has five or more unexcused absences, a referral will be made to the Metro Schools Attendance Office or to the Attendance Review Board, which is an arm of the Metropolitan Nashville/Davidson County Juvenile Court.

Make up Work – Students with an EXCUSED absence shall be provided the opportunity to receive assignments missed during the absence and to make up the work upon their return for the full grade. Make up work must be requested by the student or parent no later than three days after returning to school. The work should be turned in at a mutually agreed upon time frame between the teacher and the student. The attendance record is not changed when missed work is completed. At the Pre-K-12 level, students with UNEXCUSED absences will be provided the opportunity to make up work at the discretion of the classroom teacher or building administrator. A suspension is an unexcused absence.

Arrival and Dismissal

- With the exception of Pre-K students, children should arrive between 7:30 a.m. and 8:00 a.m. Pre-K students should arrive between 7:45 a.m. and 8:00 a.m. Children will not be allowed in the building before 7:30 a.m. and should never be dropped off before time. This time is not negotiable. It is unsafe and neglectful to drop off children when supervision is not in place. Students arriving before 7:45 a.m. will be directed to the cafeteria. Students are allowed to go to their classrooms at 7:45 a.m. Students must be seated and ready to begin the instructional day when announcements begin at 7:55am. Students arriving after morning announcements are tardy and must be signed in by an adult in the office. With the exception of Pre-K, students are dismissed at 3:45 p.m. Children must be picked no later than 4:00 p.m.

- In order to ensure the safety of all children during arrival, cars are requested to proceed onto the school campus at a slow rate. All vehicles will enter the driveway closest to the marquee (School Sign). Cars will pull up to the front of the school using the right lane only. Students should not exit the car until directed to do so by an adult. All vehicles should exit the campus using the opposite side entrance/exit where the majority of vehicles are parked. If you plan to park your car, please park in an unassigned parking space.
• Dismissal begins promptly at 3:45. Children must be picked up by 4:00 with the exception of Pre-K (dismissal is at 2:00). Provisions must be made for children to be picked up ON TIME. When parents are late picking up their children, they will be asked to sign a late pick-up record sheet as well as provide identification.

• During dismissal, vehicles will enter the driveway closest to the marquee (School Sign) utilizing both lanes. Students will not be allowed to transition to their vehicle until ALL vehicles are stopped and until an adult is able to escort them to their vehicle. Parents are asked to remain in their cars at all times. We do not want people grabbing or motioning to students during dismissal. Students must be focused on Shwab staff who are directing them during this time. No car may leave until all cars are loaded and the signal to depart has been given by supervising staff.

• Any parent that is picking up a student who walks must stay in the Parent Waiting section next to the entrance to the Shaddy Hills’ entrance. We ask that parents do not wait under the front porch, as this presents a safety issue and disrupts our dismissal process.

Birthday Parties and Celebrations
Birthday parties are not allowed during school hours. If parents wish, they may send in a healthy snack (See policy at www.mnps.org) to be eaten during lunchtime in the cafeteria. Exceptions have been made for parents to bring cupcakes before or during lunchtime. Birthday party invitations may not be given out at school, unless invitations are brought for every child in the classroom. Parents are encouraged to talk with the teacher and assist in approved classroom celebrations. A parent/guardian who does not want his/her child to participate in a celebration due to religious reasons should send a letter to the classroom teacher and appropriate accommodations will be made.

Breakfast and Lunch
Breakfast and lunch are served daily free of charge for all MNPS students. A brunch will be served on half days (dismissal at 11:30 a.m.). Students should arrive by 7:50 a.m. if eating breakfast. Students who arrive after 7:50 a.m. who wish to eat breakfast will be given a Grab & Go snack form the front office/cafeteria.

Bullying
MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal must take prompt action to prevent future harm. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior.
"This policy addresses conduct that takes place off school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind. Bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Any incidents that occur in an after-school program will be referred to the afterschool program provider for discipline."

**Bus Riders**

A bus driver’s job is an EXTREMELY difficult task. The school makes every effort to support them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school. The expectations for behavior on the bus are:

- Obey the bus drivers’ instructions
- Remain in your seat on the bus
- Keep your hands, feet, and objects to yourself
- Talk quietly

**Cell Phone Use**

Students who bring cell phones to school do so at their own risk. No searches or investigations will be conducted for lost or stolen devices. Cell phones must be kept in backpacks at all times and may at no time be used during instruction. A student who violates this policy will have the cell phone confiscated and it will have to be picked up by a parent from the school office.

**Changes In Transportation**

Parents are requested to be certain that their children know before coming to school how they are to go home each day, who will pick them up, and any other critical details. If you need to alter your child’s usual mode of transportation, you must notify your child’s teacher in writing. Please do not call the school to alter modes of transportation unless an emergency situation occurs.

**Classroom Assignments**

Parents have a right to have input in their child’s education, and requesting a teacher is one way in which to do that. Classrooms must be balanced by gender, ethnicity, and ability levels. If you are interested in requesting a specific teacher for your child for the next school year, you should submit your request in writing to the front office. The request should include:

- Child’s Name & Date
We invite you to work with the school to make the best educational opportunities possible for your child during the coming year. You are encouraged to schedule a parent-teacher conference during the school year when you need to talk with your child’s teacher. In order for the teacher to be free to talk with you, please arrange a conference before arriving at school. It is inappropriate to expect an individual conference during instructional time or when teachers are supervising students.

**Custody**

Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent’s visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

**Early Dismissal**

Excessive tardiness and early dismissals significantly lessen your child’s instructional time and will negatively affect his/her overall education, as well as interrupts the learning of the other students in the class. Please refrain from early dismissals and bringing your child late to school, except in emergency situations. **No student will be dismissed after 3:30 p.m.** Exclusions to this policy include: doctor’s appointment or an emergency situation, or other activities approved by the principal.

All parents and visitors must come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student information sheet. Anyone picking up a child must show identification and be an authorized person listed on the child’s information car.

Any student arriving after morning announcements must report with his or her parent to the office and obtain a tardy slip before going to the classroom.

**Emergency Information**

The Student Emergency Information Sheet is **EXTREMELY IMPORTANT**. Please complete it and return it to school as soon as possible. Telephone numbers, cell phones, work phone, pagers, and emergency contacts are especially important in the event of illness or emergency. Should these numbers change during the school year, please notify the school office.
immediately, so that we may update our records. This is for the safety and security of your child.

**Fees**
On occasions, parents may be asked to pay for field trips, donate items used for special activities, or class snacks.

**Grades**
MNPS assists students and parents in monitoring student academic progress by:
1. Sending student TCAP results home annually
2. Sending Progress Reports home in the middle of each grading period
3. Sending Report Cards after each grading period
4. Making GradeSpeed accessible to parents for daily monitoring of academic progress

**Homework**
Homework is an extension of classroom learning. The specific type, length, and frequency of assignment will vary according to grade level and subject matter. Parents are encouraged to check with their children daily to ensure homework assignments are not overlooked. Homework assignments will be clear and concise, of reasonable length, and related to work from class. All classes will have homework at least *four nights* each week. It is suggested that the amount of homework not exceed 30 minutes for grades K-2 and 45 minutes for grades 3-5.

**Illness**
- Your child’s health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home *a full 24 hours without symptoms* before returning to school.

- **Head Lice** – If your child should become infested with head lice, it is the policy of the district that he/she may not return to school until you have obtained a statement from your physician or the Health Department stating that your child is nit free. You may visit Lentz Health Center for a health care release (free of cost). A student’s absence will only be excused for three days following being sent home for infestations.

- **Strep Throat** – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.

- **Communicable Disease** – If a child develops chickenpox, mumps, measles, strep throat, or “pink eye”, your child must have a doctor’s statement stating the child is not contagious and may return to school.
Liability for Textbooks and Other School Materials
It is the responsibility of the school principal to protect school properties including textbooks, band instruments, electronic gear, and other loaned materials and equipment. The principal or principals’ designee may apply any or all of the following sanctions against pupils who refuse or fail to pay for lost or damaged materials at the replacement cost:

- Refuse to issue any additional textbooks until restitution is made.
- Withhold grade card in all subjects, diplomas, certificates of progress, or transcript until restitution is made.
- Exclude students from school events.

Lost and Found

- Place lost articles in the lost and found which is located in the Shwab Elementary Office.
- Report articles as soon as they are missing.
- Please have your child check the baskets for their missing items.

Media Permission
Throughout the school year, television, radio and print reporters may cover activities at our school. Students may only be taped, interviewed, or photographed with parental permission. So we can abide by your wishes, please complete the media permission located in the Student Code of Conduct handbook and return to your school.

Students will also be given the opportunity to visit educational websites. Students will only be able to participate in these activities with your written permission. This permission is also included on the signature page of the Code of Conduct Handbook, if you would like for your child to participate.

Medication
A student may not take medication at school without WRITTEN PERMISSION FROM THE PARENT AND A DOCTOR. SPECIFIC INSTRUCTIONS OF THE AMOUNT AND TIME OF DOSAGE MUST BE CLEAR. THE MEDICATION MUST ALSO BE IN ITS ORIGINAL CONTAINER. Permission slips are available in the office. We discourage bringing antibiotics to school. Most medications can be given conveniently before a child comes to school and then immediately after getting home in the afternoon.

Money
Please do not allow your child to bring money to school for anything other than lunch snacks, supplies, field trips, or school-sponsored fundraisers. When sending money to school, please secure it in a sealed envelope with the following information on the outside on the envelope:

- Child’s name
- Teacher’s name
• Amount enclosed
• Purpose of sending the money

**Parent Connection**
Now you may access your child’s assignments and grades from home. GradeSpeed Parent Connection is a free internet web based program that allows you to access your child’s grades, assignments, attendance and teachers. Parent Connection has provided a much needed tool towards parent involvement, student accountability and teacher-parent communication. Workshops and written communication will be provided throughout the year at the school to help parents access this program.

**PTO**
Our School’s Parent Teacher Organization needs your support! Parents are strongly urged to become active members and participants. Meetings will be scheduled monthly. Please look for regular communication detailing upcoming events and programs.

**Physical Education**
Physical education is a purposeful and vital part of your child’s education. It is required by the State Department of Education and is part of the District curriculum. Please do not request that your child be excused from physical education except in extreme cases. School Board policy states that if a parent sends a note asking that a child not participate in physical education due to illness or injury, the request should be honored for up to three days. To be excused beyond the third day requires a physician’s statement as to the nature of the problem and the probable duration of the disability. Please send your children to school each day in suitable shoes to play outside and in the gym.

**School Closing**
When it is necessary to dismiss early or close schools, local radio and television stations will notify the community. You can also find this information on the MNPS website at mnps.org. The news media will begin making school closing announcements as early as 5:00 a.m. The MNPS call-out system will also alert you to school closings due to weather or emergency situations.

**School Visitors**
We welcome visitors to our school; however, teachers should not be interrupted during instructional time. Visitors should have a specific purpose for their presence in the building, e.g., volunteering for a teacher or event, participating in a scheduled conference with a teacher and/or principal, or accompanying a field trip. If you are visiting or volunteering please report directly to the office, sign in, and obtain a visitor’s badge. Faculty and staff members will question anyone who does not have a visitor’s pass.
School Lockdown
There will be occasions when the school will be having an official lockdown. The school may be practicing a drill or may be following the directions from Central Office or the local police due to a dangerous situation existing in the immediate area. During these times, a sign will be placed on the front door, School Lockdown. District policy does not allow the doors to be unlocked for anyone until an all clear is received. Please remember the school is responsible for the safety of children first and foremost.

Standard School Attire Quick List
All shirts must have short or long sleeves and must have a collar (polo, dress-style, or turtleneck). Any solid colored shirts are acceptable. All shirts must be properly buttoned and tucked inside pants, shorts or skirts.

All pants, shorts, skirts, skorts or jumpers must be navy blue, black or any shade of khaki. Shorts, jumpers, dresses, skirts or skorts must extend below the fingertip.

A solid colored, single blazer, suit jacket, vest, sweater, or cardigan is permitted as an item that may be worn over the Standard Attire top. Hooded sweatshirts are not allowed. Outerwear such as raincoats, windbreakers and cold-weather jackets and coats may not be worn in school.

Appropriate footwear must be worn at all times. Open toed and house shoes are not permitted.

Valuables
Toys, games, trading cards (of any kind), music players, game players, headphones, and other like items, should not be brought to school unless requested by a teacher IN WRITING for special purposes. If an item of this nature is brought without the teacher’s permission, the item will be held at school until picked up by a parent. At the end of the school year, all unclaimed items will be discarded.
**Positive Behavior Intervention and Supports (PBIS)**

Shwab implements a model known as PBIS to help reinforce positive behavior. PBIS is a research-based system designed to support academic and social success of all children in school. Attention is focused on creating a set of clear standards and expectations for appropriate student behavior based on school wide rules (Be Respectful, Be Responsible, and Be Safe) throughout the building.

Bee Bucks are handed out by faculty/staff to those students' following the school rules. Students need to earn an average of 4 Bee Bucks per day to potentially participate in an end of the week Reward Party. Reward Parties are optional, students can choose to save their Bee Bucks and not spend them on the weekly reward. Examples of Reward Parties include, Zumba/Hip Hop Dance, Olympic Day, Game Day, and Tug of War.

Shwab Elementary has used the PBIS framework for six years. Since then, it has provided our school with several benefits to include:

1. Increase classroom instruction time, which leads to increased academic performance.
2. Decreased behavioral disruptions.
3. Consistency of expectations for all students in all school settings.
4. Improved school climate.
The Behavior Matrix below outlines expectations and standards for students throughout the school. These expectations are practiced school-wide during the first full week of school as well after the Winter break.

**Student Expectations (Behavior Matrix)**

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<th>BE RESPONSIBLE</th>
<th>BE SAFE</th>
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| CLASSROOM   | *Use appropriate language at all times.*
|             | *Listen when the teacher/someone else is talking.*
|             | *Work nicely so you do not disturb others with your words or actions.*
|             | *Demonstrate a pleasant attitude.*
|             | *Wait patiently for your turn.*
|             | *Use indoor voices.*
|             | *Listen and follow directions.*
|             | *Do your BEST work.*
|             | *Complete your own work.*
|             | *Stay in assigned area.*
|             | *Bring all signed materials to school in a timely manner.*
|             | *Use school and personal property appropriately.*
|             | *Use your time wisely.*
|             | *Complete your assignments in a timely manner.*
|             | *Turn your work into the appropriate place.*
|             | *Tidy up your work area.*
|             | *Always walk when moving from place to place.*
|             | *Keep hands, feet, and other objects to yourself.*
|             | *Line up appropriately.*
# SHWAB ELEMENTARY’S BEHAVIOR MATRIX

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| ARRIVAL     | "Watch where you are going.  
              "Use indoor voices in the building.  
              "Use appropriate language at all times." | "Be on time and ready to learn.  
                                               "Bring all needed materials to school.  
                                               "Walk directly to the appropriate area before, during, and after breakfast.  
                                               "Listen and follow directions." | "Keep hands, feet, and other objects to yourself.  
                                                                             "Remain in designated areas under adult supervision at all times.  
                                                                             "Keep all objects inside your backpack and to yourself.  
                                                                             "When outside walk on the right side of the sidewalk.  
                                                                             "Walk on the blue and yellow squares on the right side of the hallways." |

| DISMISSAL   | "Walk directly to bus or to designated area for pickup.  
              "Remain in your place in line.  
              "Use indoor voices in the building.  
              "Use appropriate language at all times." | "Have all needed materials ready (homework, books, notes).  
                                               "Walk directly in line to bus or to designated area for dismissal.  
                                               "Know how you are getting home.  
                                               "Car riders should look for your ride and listen for your name.  
                                               "When your name is called report to your pole and wait for a teacher to take you to your car.  
                                               "Listen and follow directions." | "Remain in your place in line and walk facing forward.  
                                                                             "Keep hands, feet, and other objects to yourself.  
                                                                             "Keep all objects inside your backpack and to yourself.  
                                                                             "Stay behind the red line until your name is called.  
                                                                             "When outside walk on the right side of the sidewalk.  
                                                                             "Walk on the blue and yellow squares on the right side of the hallways." |
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<td><strong>HALLWAY</strong></td>
<td><em>Speak only when spoken to by an adult.</em>&lt;br&gt;<em>Use appropriate language at all times.</em></td>
<td><em>Listen and follow directions.</em>&lt;br&gt;<em>Raise your hand to speak to an adult.</em>&lt;br&gt;<em>Go straight to designated area/location.</em>&lt;br&gt;<em>Arrive at destination in a timely manner.</em>&lt;br&gt;<em>Know where you are going.</em></td>
<td><em>Remain in your place in line and walk facing forward.</em>&lt;br&gt;<em>Walk on the blue and yellow squares on the right side of the hallways.</em>&lt;br&gt;<em>Keep a reasonable distance from the student in front of you so as to prevent accidental tripping or stepping on their heels.</em>&lt;br&gt;<em>Keep hands, feet, and other objects to yourself.</em></td>
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<tr>
<td><strong>CAFETERIA</strong></td>
<td><em>Use appropriate language at all times.</em>&lt;br&gt;<em>Enter and exit quietly.</em>&lt;br&gt;<em>Use good table manners (food on your tray, chew with your mouth closed, use your utensils appropriately)</em>&lt;br&gt;<em>Use school appropriate language.</em>&lt;br&gt;<em>Use indoor voices.</em></td>
<td><em>Listen and follow directions.</em>&lt;br&gt;<em>Bring lunch money and/or lunch with you.</em>&lt;br&gt;<em>Memorize your pin number.</em>&lt;br&gt;<em>Get everything you need before you sit down.</em>&lt;br&gt;<em>Clean up after yourself.</em>&lt;br&gt;<em>Throw all trash in the trash can.</em>&lt;br&gt;<em>If you spill your food, clean it up, or tell an adult.</em>&lt;br&gt;<em>Keep all food and drinks in the cafeteria.</em>&lt;br&gt;<em>Use your time wisely.</em>&lt;br&gt;<em>Raise your hand if you need help.</em></td>
<td><em>Always walk.</em>&lt;br&gt;<em>Stay in your seat.</em>&lt;br&gt;<em>Keep hands, feet and other objects to yourself at all times.</em>&lt;br&gt;<em>Hold your tray with two hands.</em>&lt;br&gt;<em>Watch where you are going; be careful of spilled food on the floor.</em></td>
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</tbody>
</table>
## SHWAB ELEMENTARY’S BEHAVIOR MATRIX

<table>
<thead>
<tr>
<th>Expectation</th>
<th>BE RESPECTFUL</th>
<th>BE RESPONSIBLE</th>
<th>BE SAFE</th>
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</thead>
<tbody>
<tr>
<td>RESTROOM</td>
<td>*Speak only when spoken to by an adult.</td>
<td>*Listen and follow directions.</td>
<td>*Only one person per stall.</td>
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<tr>
<td></td>
<td>*Use appropriate language at all times.</td>
<td>*Use school property and personal property appropriately.</td>
<td>*Close and lock stall door carefully and quietly.</td>
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<td></td>
<td>*Quickly take care of business so others are not kept waiting.</td>
<td>*Always flush.</td>
<td>*Keep floor and sink area dry and clean.</td>
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<td></td>
<td>*Wait patiently for your turn at the restroom and water fountain.</td>
<td>*Go directly to and from the restroom.</td>
<td>*Keep hands, feet and other objects to yourself.</td>
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<tr>
<td></td>
<td>*Give people privacy.</td>
<td>*Wash hands after using the restroom.</td>
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<td>*Put paper towels in the trash can.</td>
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<td>*Use no more than 2 pumps of soap and 3 pumps of paper towels.</td>
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<td>*Keep walls, stalls and floors clean.</td>
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<td>*Report any problems to an adult.</td>
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<td></td>
<td>*Leave and enter the building quietly.</td>
<td>*Line up quickly when called.</td>
<td>*Mulch should sit on the ground at all times.</td>
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<td></td>
<td>*Use appropriate language at all times</td>
<td>*Tell an adult if someone gets hurt.</td>
<td>*Walk on sidewalk in a line.</td>
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<td>*Use equipment as intended (e.g. go DOWN slides).</td>
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<td></td>
<td></td>
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<td>*Keep hands, feet, and other objects to yourself.</td>
</tr>
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</table>