

NOME ELEMENTARY SCHOOL



Home of the Nanauyaat! FACULTY HANDBOOK 2025-2026

“Excellence for and from all students”

PO Box 131, Nome, AK 99762
Telephone 907.443.5299 Fax 907.443.2850

Nome Public School District’s Mission Statement:

Nome Public Schools, in active partnership with families and the community, educates and inspires students to become successful and responsible global citizens in an environment that represents our rich cultural diversities and local traditions.

Nome Elementary School’s Shared Vision Statement:

Nome Elementary School provides a positive and welcoming environment where our culturally-diverse students, staff, and community members are valued through mutual respect, collaboration, safe interactions, and enriching experiences. Clear and high expectations serve as guidelines to reach success and wellness for all students in this rapidly-changing world.

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NOME ELEMENTARY SCHOOL FOUNDATIONS

Our Mission: *Nome Public Schools, in active partnership with families and the community, educates and inspires students to become successful and responsible global citizens in an environment that represents our rich cultural diversities and local traditions.*

Our Vision: *Nome Elementary School provides a positive and welcoming environment where our culturally-diverse students, staff, and community members are valued through mutual respect, collaboration, safe interactions, and enriching experiences. Clear and high expectations serve as guidelines to reach success and wellness for **all** students in this rapidly-changing world.*

Collective Commitments: In order to achieve the shared vision of our school, each member of the Nome Elementary School staff commits to the following:

- ☐ I will be a positive, contributing member of my collaborative team and school community.
- ☐ I will speak to be understood and listen to understand.
- ☐ I will work with my colleagues to understand and teach the essential learnings of our agreed-upon curriculum, using a variety of instructional strategies to promote success for all students.
- ☐ I will monitor each student's learning on an ongoing basis through classroom and team developed formative assessments.
- ☐ I will use evidence of student learning to inform and improve my teaching practice, with the help of my professional community and other available resources.
- ☐ I will engage in meaningful, job-embedded staff development to enhance our professional skills.
- ☐ I will bring my best self to our purpose every day, remaining professional and dedicated in my work.
- ☐ I will celebrate the successes of our students, colleagues, and myself with my educational community, recognizing the small steps toward our goals.
- ☐ I will actively aspire to be knowledgeable of each individual student, and culturally responsive in my approach to meeting the needs of each student.
- ☐ I will keep parents informed of the progress of their children, and provide resources, strategies, and information with which they can support their children.

Our Schoolwide Goals:

- ☐ Every Nome Elementary School student will experience personal growth and success on their individual path to academic success.

- All Nome Elementary School teachers will implement effective instructional strategies for continuous student growth and learning, for all students.
- All members of the Nome Elementary School community will be positive influences in the creation and maintenance of a safe and orderly learning environment.

SCHOOL CALENDAR

Final School Calendar 2025-2026																											
Due Date: July 1, 2025																											
District Name: Nome Public Schools														School: ALL													
Approved By: Jamie Burgess														Title: Superintendent													
Jul-25							Aug-25							Sep-25							Oct-25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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# of Inservice Days: 0							# of Inservice Days: 3							# of Inservice Days: 0							# of Inservice Days: 1						
# of Student Days: 0							# of Student Days: 0							# of Student Days: 21							# of Student Days: 23						
# of Teacher Days: 0							# of Teacher Days: 5							# of Teacher Days: 22							# of Teacher Days: 23						
Nov-25							Dec-25							Jan-26							Feb-26						
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# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0						
# of Student Days: 16							# of Student Days: 15							# of Student Days: 19							# of Student Days: 18						
# of Teacher Days: 20							# of Teacher Days: 16							# of Teacher Days: 21							# of Teacher Days: 20						
Mar-26							Apr-26							May-26							Jun-26						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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# of Student Days: 17							# of Student Days: 21							# of Student Days: 20							# of Student Days: 0						
# of Teacher Days: 17							# of Teacher Days: 22							# of Teacher Days: 22							# of Teacher Days: 0						

ATTENDANCE

Attendance must be recorded in PowerSchool by 8:20 A.M. of each school day.

- ☐ Mark any student not present at that time as “Absent.” All other changes will be made in the front office.
- ☐ When informed by a family of an absence, please provide that information to the attendance secretary.
- ☐ If a student comes to school tardy, the update will be made by office staff, and a tardy slip given to the student to present to the teacher. If a late student arrives in class without a tardy slip, please direct them back to the office.
- ☐ Students leaving during the school day must be signed-out in the office, and attendance will be updated by office staff.

LUNCH & BREAKFAST COUNTS

Teachers must submit daily lunch and breakfast counts in PowerSchool by 8:20 A.M. of each school day. For your classroom:

- ☐ Submit the number of students planning to eat school lunch that day.
- ☐ Submit the number of adults planning to eat school lunch that day.**
- ☐ Submit the number of students planning to eat school breakfast the following school day.*
- ☐ Submit the number of adults planning to eat school breakfast the following day.**

*It is appropriate to add meal counts for students who are absent.

**Breakfast cost is \$6.75, lunch cost is \$10.25.

CONTRACT DAY

The contract day for Nome Elementary School certified staff is 7:45 AM to 3:45 PM, and 7:30AM to 3:30PM for classified staff. This is exclusive of a 30-minute duty-free lunch time which will be designated in each staff member’s schedule. In the occasional event of a change in the expected schedule of a contract day, staff will be notified by the principal or designee.

LEAVING DURING THE CONTRACT DAY

There is a sign out/in sheet located in the front office. If leaving the school building during the contract day prior approval is required from a principal, and the staff member **must** sign out/in on the sheet provided. This includes making trips to other NPS campuses or community partner locations for school business. Leaving for lunch does not require approval, but does require signing out/in.

LESSON PLANS

Teachers are **required** to submit lesson plans to the principal or designee by 8:00 A.M. on the first student school day of each week. Lesson plans will be completed in “Planbook,” and outline instruction for each day of the week. Plans should be presented in a manner easily followed by a substitute. Lesson plans must notate the Alaska State Standards being addressed, align to the grade-level instructional pacing guides, and reflect implementation of district-approved programs including Bookworms ELA and Eureka Math instructional materials. Cultural relevance and sensitivity should be incorporated into lessons. Resources are available and assistance may be requested.

STAFF ABSENCES

When planning leave, it is the staff member’s responsibility to know what leave time is available to him/her, and to understand the stipulations of sick leave use as defined in Article IX, Section A of the Negotiated Agreement. Request of leave shall be made using the online platform linked/bookmarked on the Nomeschools.org website. Necessary substitutes will be contacted by the front office only.

In the event of an unplanned absence, please contact in order (or simultaneously): 1) Principal, 2) Assistant Principal, 3) School Secretary, until one has acknowledged the notice of your absence. You must have lesson plans prepared for the school day for your substitute, including notification of any scheduled tutoring or other duty responsibilities. Unplanned leave requests must be entered by 4PM the day of the absence.

EMERGENCY SUB. PLANS

All teachers **must** have a full week’s worth of emergency, stand-alone lesson plans and materials on file with the front office by the given due date, within the first

month of school. These plans must be tied to Alaska State Standards for your grade level, and will be utilized in an emergency when you cannot provide substitute plans. These plans are due in the Google Drive by 3:45 P.M. on September 22, 2023.

DUTY SCHEDULES

In order to maintain a safe school environment and promote school culture all available staff will be assigned recess, lunch, and bus duty responsibilities. The schedules will be published by the first teacher work day each year.

EVALUATIONS

All certified and classified staff will be evaluated during the school year. Evaluations will be completed by a Type B certificated administrator, per the negotiated agreement and Alaska law. Please refer to the Certified Employee's Evaluation Handbook or Classified Support Staff Evaluation Handbook, as appropriate.

GRADE BOOKS

It is the teacher's responsibility to maintain accurate grade and attendance records. Teachers are required to use *PowerTeacher Pro* (PowerSchool) for reporting grades. A back-up grade book is always encouraged. The following are minimum requirements:

- Spelling, Reading, and Citizenship grades will be updated weekly.
- Math and Writing grades will be updated bi-weekly.
- Science/ Social Studies grades will be updated monthly.

REPORT CARDS

Computer generated report cards will be printed for each quarter, and can be requested by the teacher for February Conferences. **At a minimum, teachers must include a comment for any failing grade (N, F).** Grades must be finalized by 3:45 PM on the following dates:

- 1st Quarter Report Cards – 11/3/23 (End Q1 is Oct. 27, 2023)
- 2nd Quarter Report Cards – 1/26/24 (End Q2 is Jan 19, 2024)
- 3rd Quarter Report Cards – 4/5/24 (End Q3 is Mar. 29, 2024)
- 4th Quarter Report Cards – 6/1/24 (End Q4 is May 31, 2024)

MAKE-UP WORK

In the event of excused absences, students will be expected to make up assignments or tests after an absence from school. Students will be given two (2) days for the first day missed, and one (1) day for each subsequent day missed, not to exceed a total of ten days. Students shall receive full credit if the work is turned in according to this policy.

Students who miss schoolwork because of unexcused absences or suspensions shall be given the opportunity to make-up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure. (BP 6154)

STUDENT RETENTIONS

Grade level retention of students is not well-supported by research. Therefore, such a decision will be made only after careful consideration of student data and documented team conversations to include, at least, the teacher, family, and principal or designee. Required documentation will include interventions, assessment data, Light's Retention Scale, letter of agreement from guardian, and log of conversations with family pertaining to the student's academic achievement and the decision to retain. This process shall begin no later than February, and be completed no later than the end of April.

FIRE ALARMS/EMERGENCY LOCKDOWNS

When the fire alarm sounds, teachers and staff will follow protocol outlined in the red Emergency Management Guide. Be familiar with those procedures and building evacuation routes. Remember to:

- ☐ Make sure lights are off, and doors and windows are closed;
- ☐ Lead your students out of the room and building;
- ☐ Take your red emergency guide and red emergency backpack;
- ☐ Have a current class list in your guide.

In the event of a lockdown you will be notified by administrative staff. Lock classroom doors and lower door and window blinds. Keep students calm and hidden away from doors and windows. Wait for your room to be unlocked by administration or law enforcement.

ASSEMBLIES

When assemblies are announced, designated student groups and teachers are required to attend. If a situation arises and you feel your class's attendance is merited elsewhere, please contact one of the principals and request permission to be exempted. During assemblies, classes will sit together, consolidated in two rows for better proximity to the teacher. Teachers and staff will sit with their classes. When seated on gymnasium bleachers, students are expected to keep feet placed quietly in the foot rest area of the bench where they are seated. Teachers will review appropriate audience behavior before assemblies, and will hold students to those expectations.

FIELD TRIPS

1. Field trips **must** be approved by the principal. Please submit all requests at least one week in advance. <https://forms.gle/ogt7MN1vBpj7ryvF9>
2. **If a bus will be needed for trip transportation** the request must be made at least **two weeks** in advance. Bussing arrangements will be made by the front office, and are subject to contractor availability.
3. If sack lunches will be needed from the cafeteria, please use the attached request form, and submit at least **two weeks** prior to outing.
4. Students must have parental/guardian written permission in order to participate in school field trips. Acquire permission slips at least one day in advance of the field trip. School staff shall work together to provide an "alternative educational experience" for students whose parents/guardians have not granted permission for trip attendance.

Safety & First Aid

1. While conducting a field trip, the school employee shall have a school first aid kit in his/her possession or immediately available.

Supervision

1. Students on approved trips are under the jurisdiction of the Board and subject to school rules and regulations.
2. District personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.

USE OF SCHOOL VEHICLE

Use of a school vehicle is limited to administration of school business. Each staff member wishing to use a school vehicle must register his/her driver's license with the principal or designee, and complete the vehicle use agreement (available from registrar). Vehicle usage must be prearranged with the principal, and the keys must be signed out/in in the school office. Only district personnel whose licenses are on file may drive district vehicles.

DO NOT TRANSPORT STUDENTS IN YOUR PERSONAL VEHICLE AT ANY TIME!

SACK LUNCH REQUEST

NMS Sack Lunch Request Form

(Please submit to NMS at least 2 weeks before need date to ensure fulfillment)

Sack Lunch items: Ham or Turkey sandwich, Fruit cup, Raw vegetables, Chips, Graham crackers, Mustard/Mayonnaise packets, Napkin, and Milk

Group or Teacher's Name: _____

Date Lunches are Needed: _____

Number of Lunches: _____

Time Needed: _____

Grade: _____

Any Allergy or Dietary Restrictions: _____

THANK YOU!!

Teacher's Signature

Date Requested

Administrator's Signature

Date Signed

Received by NMS Services

Date Received

Updated 4/23/2022

HALL PASSES

Student excusal from class should be kept at a minimum.

- Bathroom: Teachers will maintain classroom sign out/in logs for students using the bathroom during class time. Only one student shall be sent to the bathroom at a time, and student must have a pass.
- Other: When sending students to other locations in the building, they must be sent with a pass designating the student's name(s), destination, purpose (briefly), and time. Only send as many students as necessary to complete the task.

FACULTY LOUNGE

The faculty lounge is provided as a meeting place for faculty to take a break, get coffee, prepare materials, and eat. It is not the responsibility of office staff or any specific individual to keep the area clean. Please be respectful of all staff and clean up after yourself. This includes clearing papers and scraps, washing and returning any dishes you use, wiping down your table space, and clearing the refrigerator of your items on a weekly basis. **Students are not allowed in the faculty lounge.**

INSTRUCTIONAL DAY

The instructional day begins at 8:00 A.M. each day. It ends at 2:10 P.M. for K – 2 students and 2:40 P.M. for 3 – 5 students on a regular school day. On minimum days there is no recess, and dismissal times are 1:10 P.M. and 1:40 P.M., respectively. Routines and instruction should begin promptly each day, and students are not to be released early.

FACULTY DRESS CODE

The expectation is that all staff will come to work each day dressed professionally. This can be defined as business casual. Jeans are acceptable, but must be neat and clean. T-shirts supporting NPS and educational values are acceptable.

- Wednesdays – Ugiŋqaaq, Atikŋuk, Qaspeq, Qiipaghaq Day
- Fridays – Blue NPS Day (Nanauyaat, Nanook, Nome Public Schools, etc.)

SPIRIT DAYS

Periodically throughout the year, we will have designated spirit or dress-up days. These may be single-day events, or spread over the course of a week. While school spirit is encouraged and supported, all spirit days and themes **must** be approved by the principal or designee.

SCHOOL PHONE/FAX

Each classroom has a telephone, for teacher use only. Limit phone use so classroom instruction is not interrupted. **Student calls must come from the office, not your classroom.** Long distance calls for school business can be made from school phones.

KEYS

In the event a staff member should misplace his/her keys, it must be reported to the principal immediately. Building security is critical, so please keep keys securely in your possession.

DISTRICT DOCUMENTS

It is the responsibility of each staff member to be familiar with the documents of the district which govern rights, employment, and practice. These include, but are not limited to:

- Nome Public Schools Negotiated Agreement with each bargaining unit;
- Certified or Classified Employee Evaluation Handbooks;
- Nome Elementary School Faculty Handbook;
- Nome Elementary School Family Handbook; and
- Nome Public Schools Board Policies and Administrative Regulations.

USE OF PERSONAL DEVICES

Staff

Personal texting or internet surfing by staff while supervising students is unacceptable. There are times when messaging may be relevant to staff responsibilities and duties, and apps appropriate for use with

students. Please use personal devices professionally during the instructional day.

Students

Students must turn off and store personal electronic devices at the start of the school day in provided safes, not on their person. Devices may not be used until the school day has ended.

If staff would like to institute a “Bring Your Own Device” instructional activity, it must be reflected in lesson plans, relevant to curriculum and programming, and closely monitored for appropriate use. Students’ personal devices may not be connected to the district’s network.

SCHOOL DAY COMMUNICATIONS

Classroom instructional time will be respected and protected as much as possible. To aide in non-disruptive communications during the school day, both email and mailbox distributions will be used. **Check your school email and faculty lounge mailbox each morning, once during school day, and before departing for home.**

School personnel will only interrupt instruction by entering or calling the classroom for time-sensitive matters, such as a student needed by a guardian or visiting agency.

COMMUNICATION TO DISTRICT OFFICE AND BOARD OF EDUCATION

All school district related communications, whether comments, suggestions, recommendations, compliments, complaints, or grievances must be communicated through each link in the chain of command: teacher, principal, superintendent, school board respectively. Board Policy mandates staff follow this channel of communication, and, in the case of complaints, only after documented informal attempts at resolution have been made at the lowest possible level. Be sure to respect the organization’s policy and ethics of professionalism that apply.

OFFICIAL SCHOOL DISTRICT COMMUNICATION

1. News releases to the media (newspaper, radio, Nome Announce, Facebook) must be approved by the District Office.
2. Any correspondence sent outside the school community that relates to school business must be approved by the principal.
3. Classroom communication with families is encouraged. Copies of regular emails and Newsletters shall be provided to the principal.

GUEST SPEAKERS/INSTRUCTORS

Guest speakers and local experts can add great value to our educational program, are welcomed, and encouraged. Permission from the principal must be attained prior to hosting guest speakers. Guest speakers and any other visitors must sign-in at the office and receive a visitor's badge.

TOBACCO/CONTROLLED SUBSTANCES

All Nome Public Schools campuses are drug, alcohol, and tobacco-free. Tobacco products (cigarettes, smokeless tobacco, e-cigs, etc.) will **not** be permitted on the Nome Elementary School campus. Smoking in a personal vehicle on school grounds is prohibited. Staff are expected to report to work free of influence by controlled substances.

PAYROLL

Appropriate district personnel manage all payroll procedures. Payday is the last working day of each month (and 15th of each month for classified staff). All staff members must participate in the direct deposit for paychecks. Any questions regarding payroll should be directed to the District Office.

STUDENT RECORD REVIEW

When reviewing student files, staff must sign the log on the Records Room door, and notate the date and time. Records should be reviewed in the school office only, and promptly returned. Log the time returned.

CONFIDENTIALITY

Educational staff deal with confidential information about students on a daily basis. Conversations about students must be held privately, and only with those that have an educational interest in the student. Educational staff are bound to the Code of Ethics and discretion is demanded in our profession.

BUILDING SECURITY

Our school is a community facility. To assist in the security of the building, please close all windows and lock your classrooms when you leave each day. When entering the building outside school hours, carry your keys to enter and lock any shared work spaces. During the school day, if you notice an individual in the

building without a Visitor's badge, direct them to the office to check in and get a badge.

CLASSROOM AND SCHOOL MAINTENANCE

Classrooms need to be maintained in a safe, orderly, and healthy condition. Encourage students to help care for our school facility. Staff should submit an online Incident IQ request for maintenance or custodial work for situations where health or safety problems are observed. Immediate custodial needs during the school day can be called in to the office for day custodian to be contacted.

REQUESTING MATERIALS

To obtain supplies, a staff member must first complete a Nome Public Schools requisition form and submit it to the principal. If the request is approved by the principal and superintendent, the materials will be ordered and a copy of the requisition will be returned to the teacher. Under no circumstances may materials be purchased before the requisition has been approved. Invoices will not be paid unless the requisition was approved prior to the purchase. Out of pocket purchases by staff will remain the responsibility of the individual.

RECESS EXPECTATIONS

Recess will be outdoors on dry days with temperatures at or above -20F (with wind chill). In the event of rainy days, or extreme cold temperatures, recess will be held by teachers indoors (See "Inside Recess Expectations" below). All students are expected to participate in recess. Teachers must take a radio with them to communicate with the office. Exceptions will only be made for students who have a note from a parent/guardian to stay indoors due to an illness or injury, and those who have an approved alternate plan created by an intervention team. Copies of notes received from families must be provided to the office staff. Students should be dressed appropriately for the weather. Extra gear can be borrowed. In repeated cases of unpreparedness, teachers will contact the family regarding the issue.

Teacher Expectations

- ☐ Actively monitor student behavior by moving around the playground.
- ☐ Monitor Off-Limit areas and redirect students to safe play.
- ☐ Correct any inappropriate behavior.

- Follow-up with recess incidents appropriately and promptly (injury incident forms, student discipline, teacher-notification, etc.)
- Carry a whistle and a clock/watch. Blow whistle two minutes prior to end of recess so students are lined-up safely for teacher retrieval.
- On-duty teachers are the last to re-enter the building with their classes at the conclusion of recess.

Student Expectations

- General
 1. Be Safe, Be Respectful, Be Responsible.
 2. Games will include all who want to play.
 3. Keep body to yourself. Two-Finger Touch Tag is acceptable.
 4. If it looks like fighting, it will be treated as fighting.
 5. Rocks, ice, and snow stay on the ground. Snow building is permissible.
 6. Large puddles and ice slicks are off-limits.
 7. Stay ten feet away from the building, and off the ramp during recess.
 8. Use all equipment as intended: No climbing over railings.
 9. Stay off the fence.
 10. Balls may be used in open areas. If a ball goes over the fence, it may be retrieved by one student, after receiving permission from duty staff. The second time it will be retrieved by staff and kept the remainder of recess.
 11. Line up safely when the whistle is blown at the end of recess.
- Slides
 1. Go down the slide on your bottom, feet first.
 2. One at a time on the slides.
 3. Get off the slide and move out of the way as soon as you reach the bottom.
 4. Do not place rocks, snow, or ice on the slides.
- Swings
 1. Sit with bottom on swing, crown of head toward top.
 2. Swing forward and back only.
 3. Do not twist on the swings.
 4. Swing of your own effort, no pushing.
- Glider and Monkey Bars

1. Form a line on either side.
2. Take turns: Pass the glider to the next person within five seconds.
3. (Do not push or grab students hanging from the bars or handle.)

INSIDE RECESS EXPECTATIONS

Recess is held indoors on days with heavy rain, or temperatures below -20F, including wind-chill. In order to protect the integrity of the Physical Education program of our school, the gym is only available for an indoor recess option:

Mondays & Fridays: 10:50AM-12:05PM, 12:45PM – 12:55PM

Tuesdays & Thursdays: 10:50AM – 11:30AM, 12:10PM – 12:55PM

- Always give the students a choice to go to the gym or stay in the room with the off-duty recess teacher for a quiet recess time (at EACH grade level-this only applies to fifth grade if there are three staff members available during that time). Whatever their choice is, once recess has started, they CANNOT change their mind and walk back and forth between the gym and the classroom.
- In the gym there are only 4 balls (preferably softer than basketballs) for the east basketball hoop and 4 balls for the west basketball hoop. So, 8 total balls in the gym at recess time. East hoop is for the younger students at the recess, west hoop for the older.
- The hula hoops and jump ropes are to be on the north side of the gym, past the wide red line.
- There is NO running in the gym during inside recess.

HALLWAY EXPECTATIONS

1. Teachers must lead class, and have sight of their class at all times.
2. Walk on the right side of the hallway whenever possible.
3. Hands, feet, body to yourself. Do not touch walls, windows, and boards.
4. Face forward.
5. Stop at PAWS points, or other point designated by teacher.
6. Voice Level 0, except for polite reminders at a Voice Level 1 ("The line is moving, please follow closely," etc.).
7. Step out of line to tie your shoe when necessary. Rejoin at the end promptly.
8. Yield to doorways, and oncoming traffic.

9. The lunchroom is not an appropriate pathway for classes during lunch service.

LUNCH TIME EXPECTATIONS

□ General

1. Encourage all students to eat lunch. School lunch is free to students.
2. Students will not have access to a microwave during school. Lunches from home may not be heated.

□ Getting to lunch

1. Teachers will walk students to the front hallway as a class.
2. “Cold Lunch” students may wait on the right, “Hot Lunch” students on the left.
3. Lunch Duty Staff will monitor waiting lines.
4. Straight and tall, off the walls.
5. Leave space for traffic at office doors, main entry, and kitchen window.
6. Students must remain in line to receive a lunch.
7. Wait at “Stop” sign to kitchen to be served.
8. If service is running late, duty staff may have waiting lines be seated in hallway.
9. If students have permission from their teacher to return to the classroom for lunch, they will be overseen by their teacher for the duration of the lunch period.

□ Lunchtime Routines

1. Students receiving school lunch must proceed through Point of Sale (POS) with all served items on tray.
2. Students may trade milk for water after the POS, but must keep all other components on tray through being seated.
3. Offering bar service is only for students who have been served a school lunch, and students may receive multiple helpings.
4. Students will keep conversation to a Voice Level 2: Group Voice.
5. Students will sit at their assigned tables.
6. Tables will be dismissed one at a time to dump trays near the end of lunch.
7. Students choosing not to meet lunchroom expectations will be (progressively):
 - Given a warning
 - Re-assigned to another table
 - Sent to the office for further discipline.

8. Lunchroom Duty Staff will inform the classroom teacher when a student chooses not to eat during lunch, and of any other behavior concerns.
9. There will be two bathroom passes per gender for the lunchroom.

□ End of Lunch

1. Teachers will arrive on time to pick up class.
2. Teachers will approach their class tables, gain the class's attention, and dismiss students to line up calmly.

BUS DUTY EXPECTATIONS

1. Be on time and prepared to go outdoors.
2. Each bus line will be led by staff on duty to the bus.
3. As-needed, support drivers to ensure students are seated safely and respectfully before exiting the bus.
4. Once certain all students are loaded, give "thumbs-up" visibly to drivers.