

**Cumberland Trace Elementary  
Guidelines for Success:  
Behavior Expectations and Procedures For Common Areas  
2021-2022 School Year**

**Mission - Learning as much as we can to be the best we can.**

**Vision - Lifelong Learners and Leaders**

**School-wide Expectations:**

**R - Responsible Leaders**

**O - Outstanding Problem Solvers**

**A - Always Kind**

**R - Ready to Learn**

**Gaining Students' Attention:**

- **Staff member will say, "Give me five" and raises hand**
- **Students will stop, look at the staff member, and raise their hand**
- **Students continue to listen until staff member is finished talking**
- **Teacher will reiterate what Give Me Five means:**
  - **1 - Eyes watching**
  - **2 - Ears listening**
  - **3 - Voice quiet**
  - **4 - Body still**
  - **5 - Hands free**
  
- **Other methods of gaining students' attention are also fine to use. These could be statements such as "Flat Tire," "Hocus Pocus.....everybody focus," etc.**

**Voice Levels:**

**Level 0 - Silence, no talking**

**Level 1 - Whisper talking, talking only so the person next to you can hear**

**Level 2 - Conversation talking, talking to a small group**

**Level 3 - Presentation talking, talking loud enough for a large group to hear you**

## 1. ARRIVAL PROCEDURES (including Morning Meeting)

### Unloading Buses:

One or two buses will unload at a time directly in front of the outside doors. The remaining buses will stay in the line behind the first bus, wrapping around the bus loop. Buses need to stay to the inside of the bus loop to allow the handicapped buses to move around into position to access the handicapped ramps.

Students will begin unloading at 8:00 a.m. and can only be unloaded by the adults on duty. No students will be unloaded before 8:00 a.m.

Once unloaded, students eating breakfast will enter the cafeteria doors, and students NOT eating breakfast will enter the gym doors.

### Unloading Car Riders:

Car riders will begin unloading at 8:00 a.m. No students will be unloaded before 8:00 a.m.

Students must be in the car rider line for dropoff. Front door drop-off is not permitted unless previously approved by Dr. C. Students getting dropped off at the front office must be accompanied by a parent/guardian.

- **Non-Breakfast Eaters:**

- Morning car riders and bus riders NOT eating breakfast will proceed into the gym and go directly to their assigned area. They will place their coats inside their backpacks, and face forward with their backpacks in their laps. Staff members on duty will remind students of these procedures.

### Notes:

- **If a student's class sits to the far right side of the bleachers or the far left side of the bleachers, he/she should sit as far to the side as they can when they arrive. This makes it easier when more students arrive; they do not have to climb over others to find a seat.**
- **Students are not allowed to save seats for others. The classmate who arrives next after them is the person who sits beside them.**
- **Students whose class sits in one of the middle sections will sit in the middle when they arrive. Then, as more students arrive, they can sit on either side of those students and not have to climb over others to find a seat.**
- **Breakfast Eaters:**
  - Morning car riders and bus riders eating breakfast will proceed into the cafeteria and go straight to the breakfast line. Students will wear their backpacks and coats while in line. When they get to the table, students will place their coats inside their backpacks, and lay their backpacks under their seats.
  - **Students will not be permitted to go to the bleachers first and leave their backpacks and coats there prior to getting in the breakfast line.**
  - For social distancing purposes, there will be a seat in between each student.
  - Students will eat breakfast at a Voice level 2. Once students are seated, they should not get up until they are finished eating.
  - Once they are finished with breakfast, students will pick up their backpacks and walk to the gym. They will sit in their class' assigned area in the bleachers.
  - Students that are still eating breakfast once Morning Meeting begins (8:17am) will stay at their seats and finish eating. Once they finish eating, they will raise their hand, and a staff member on

duty will direct them to the gym doors, where they will sit criss-cross on the gray Cumberland Trace markings on the gym floor.

**Students with Instruments:**

Set instruments on the floor by the gym door closest to the playground. Instruments are not allowed in the bleachers or breakfast line.

**All Students:**

Students are not to go to a classroom without a teacher escorting them. Students are not to leave their area without an adult's permission. Once seated in the bleachers, students are not allowed to get up and/or change seats.

When going up and down the stairs of the bleachers, students should be as quiet as possible and take each step carefully. Students should not run up and down the bleachers, skip steps, or jump off the bottom step.

Stomping is not allowed in the bleachers unless adult permission is given.

**Morning Meeting:**

Voice Level 2 while waiting for Morning Meeting to begin. Once Morning Meeting begins, students and staff will be at Voice Level 0.

Transition music will begin at 8:13am. Students and staff will have two minutes to get to their seats and be ready for Morning Meeting to start.

No eating or drinking in the bleachers. Toys are not allowed to be out.

Students and staff will actively participate in Morning Meeting (recite songs, dance movements, clap when appropriate, etc.)

When Morning Meeting is over, each class will dismiss starting with the bottom row of the bleachers. No class shall be dismissed without a teacher present.

Please pick up any trash on the floor of the bleachers as you exit the bleachers.

Students will line up Voice Level 0 as they exit the gym. Students will follow all hallway expectations while traveling to their homerooms.

**Notes: If you are on morning duty, your class will remain in the gym and wait for you to pick them up.**

**R - Responsible Leaders**

- Go directly to the gym or cafeteria
- Leave your area only if you have adult permission
- Follow all hallway expectations

**O - Outstanding Problem Solver**

- Ask an adult if you are not sure where to go

### **A - Always Kind**

- Be patient
- Be polite
- Listen to adults for directions
- Stay in your personal space

### **R - Ready to Learn**

- Move promptly and quietly to your designated area

## **2. HALLWAY AND STAIRS PROCEDURES**

### **Hallway Procedures:**

- Face forward
- Hands by your side or behind your back
- One student behind the other in a straight line
- Walk beside the colored strips next to the right wall
- Arm-length distance apart while traveling
- Go straight to your destination
- Yield to other classes coming down the hallway
- Small groups working in the hallway should be at Voice Level 1 (whisper)
- Hands off the walls at all times
- Do not touch hanging artwork, decorations, Tree in the main entrance, etc.

### **Stairs Expectations:**

- When using the Main stairs, enter and exit the side of the stairs closest to your classroom hallway
- Stay on the right side of your staircase
- No running, jumping, or skipping steps
- Use handrails if needed for stability and safety
- Be mindful of other classes using the stairs to prevent traffic jams

### **R - Responsible Leaders**

- Hands by your side or behind your back
- Walk beside the colored strips next to the right wall
- Use appropriate spacing
- Follow expectations when traveling alone or with a small group

### **O - Outstanding Problem Solver**

- Level 0, even if a student tries to speak to you
- Watch the person in front of you to maintain appropriate spacing

### **A - Always Kind**

- Mouth and body silent (Voice Level 0, hands to self, feet walking quietly)
- Stay in your personal space - Keep hands, feet, and objects to self

### **R - Ready to Learn**

- Go straight to your destination
- Stay with your group/class

### **3. RESTROOM PROCEDURES**

#### **Procedures:**

- Stand with your class outside the restroom at Level 0, and wait your turn
- Boys' restrooms are blue, and Girls' restrooms are orange. Please look to make sure you are entering the correct restroom.
  - Once you enter the restroom area,
    - Use the restroom
    - Flush the toilet
    - Wash your hands for 20 seconds
    - Dry hands - only 1 person at a time at the dryer
    - Return to your class line or classroom at Level 0
- Note: No notebooks or writing utensils are allowed in the restrooms

#### **R - Responsible Leaders**

- Use restroom and hand washing equipment properly
- Keep the restroom and handwashing area clean

#### **O - Outstanding Problem Solvers**

- Remain at Level 0 at all times
- Let your teacher know if restroom supplies need to be refilled (toilet paper, hand soap, etc.)

#### **A - Always Kind**

- Patiently wait your turn to use the restroom - no additional students in the restroom than the number of stalls
- Respect the privacy of others by staying at least an arm's length distance away from them

#### **R - Ready to Learn**

- Use the restroom promptly and exit to the hallway

#### **Suggestions for Teachers:**

- Make a game out of timing students in the restroom. (Set a record time and see if they can beat their record; give extra recess time to the class when they spend no more than 30 minutes in the restroom in one week.)
- Teachers develop a sign-in and sign-out system for when students go to the restroom other than with the group.
- Schedule class restroom breaks with other teachers so as not to have more than one class in the restroom at a time.
- Ensure that students do not bring writing utensils into the bathroom.

## 4. LUNCH PROCEDURES

### Lunch Line:

- Use the restroom and wash hands before entering the cafeteria
- Enter at a Voice Level 0 in a single file line
- Remain at a Voice Level 0 as you go through the serving line
- Get snacks as you go through the line the first time
- If you forget something, patiently raise your hand, and an adult will assist you (Do not get up out of your seat.)

**Note:** No outside food allowed in the cafeteria.

### At the Table:

- Voice Level 2 allowed once seated
- Hands to self
- Feet flat on the floor
- Face forward
- If you forget something, patiently raise your hand, and an adult will assist you (Do not get up out of your seat.)

### End of Lunch:

- Wait for an adult to signal the end of lunch
- Take your tray to the end of the table and dump it in the trash can. (The lunchroom monitors will dump the trays of kindergarten students.)
- Stand at Voice Level 0 in line by the wall until your teacher arrives
- When your teacher arrives, walk out of the cafeteria in a single-file line with hands at side or behind back at Voice Level 0.

### R - Responsible Leader

- Walk! No running is permitted
- Voice Level 0 when in line; Voice Level 2 when seated
- Stay in your assigned seat facing forward
- Clean up your area prior to leaving your seat

### O - Outstanding Problem Solver

- Use Stop, Walk, Talk
- Raise your hand for assistance

### A - Always Kind

- Be patient/wait your turn when in line getting food or waiting to line up
- Use polite words and actions

- Use manners while eating food (mouth closed while chewing, do not play with your food, etc.)

### **R - Ready to Learn**

- Use time wisely; Eat First, Then Talk - don't allow socializing to keep you from finishing your meal

## **5. PLAYGROUND PROCEDURES**

### **Procedures:**

- Line up quietly with appropriate spacing to walk to the playground area
- Once outside, stay in the fenced playground area unless accompanied by a teacher
- If you need to use the restroom during recess time, let your homeroom teacher know, and she/he will escort you to the bus loop doors. The teacher will wait for you to finish and then walk you back to the playground area.
- Use playground equipment correctly:
  - No sitting, crawling, or walking on top of the monkey bars
  - No climbing up the slides - legs first only
  - No jumping out of swings or sideways swinging
  - No walking on top of playground equipment
- Playground balls are to be used in appropriate areas only (not in the shelter)
- No walking on the picnic tables
- No playing tag in the mulch area
- Immediately start lining up when your teacher signals that recess is over

**Note:** An adult must be present if students are at the obstacle course

### **R - Responsible Leaders**

- Follow all playground rules
- Play safely
- Use equipment appropriately
- Stay in the fenced area

### **O - Outstanding Problem Solver**

- Take turns
- Brainstorm Win-Win solutions
- Play fair

### **A - Always Kind**

- Be a good sport
- Invite others to play
- Wipe off your shoes when entering the building

### **R - Ready to Learn**

- Immediately start lining up when the teacher signals that recess is over

**Notes:**

- **Teachers are on duty where the children are. They are actively supervising all areas where children are playing. (Active supervision means walking, scanning areas, watching children – not sitting on the bench visiting. If more than one teacher is outside, they should be supervising different areas – one teacher on the asphalt, one teacher on the field, etc.)**
  - **Two teachers supervising three classes of students are not adequate. When a serious playground accident is being investigated, attorneys try to prove negligence of the supervising staff.**
- **Do not prop open or keep doors unlocked**
- **Take safety kits outside. Teachers may take cell phones outside to communicate with the office.**
- **Everyone should be in the building by 3:00 PM**

## **6. DISMISSAL PROCEDURES**

### **Car Riders:**

- Listen for Mrs. Jennifer to dismiss car riders following afternoon announcements
- Wait for your homeroom teacher to line you up to travel in the hallway
- Walk Voice Level 0 to the cafeteria, and quickly/quietly find a seat
- Wait at Voice Level 0 for Dr. C to call your name and number via speaker
- Walk quickly and quietly to your designated number outside
- Wait still and quiet until a staff member says you can load your vehicle

### **Notes:**

- **One teacher in each hallway will be in charge of lining up car riders and walking them to the cafeteria.**
- **Staff on duty in the cafeteria will hold a microphone up to the radio for students to listen for their name and number. Staff will then assist in getting students in their designated spots outside.**
- **Hang-tags will be provided for adults picking up students in the car rider lane. If a person pulls into the car rider lane without a hang-tag, he/she will be asked to go to the front office to verify that he/she may pick up the child.**

### **Bus Riders:**

Students will...

- Listen for Mrs. Jennifer to dismiss bus riders following afternoon announcements
- Wait for your homeroom teacher to line you up to travel in the hallway
- Walk with a teacher to the gym at Voice Level 0 with appropriate spacing
- Find the colored sticker on the gym floor that matches your bus color
- Sit criss-cross in a line in front of the colored sticker at Voice Level 0
  - Primary students sit towards the front of the line, and intermediate students sit towards the back
- Line up appropriately spaced when Mrs. Cassidy announces your bus color
- Walk with a teacher to the bus
- Sit in your assigned seat on the bus
  - Primary students sit towards the front of the bus, and intermediate students sit towards the back
- Put your mask on, and wear it until you arrive at your home

### **Notes:**

- **Preschool and Kindergarten will be dismissed at 3:25pm and will sit in the front of the lines in the gym.**
- **One teacher in each hallway will be in charge of lining up bus riders and walking them to the gym.**
- **The first week of school, teachers will need to assist students in sitting criss-cross in their designated area.**
- **Staff on duty in the gym will check to make sure each student has a mask prior to loading the bus.**

**Front Office Pick-Up:**

- Wait for Mrs. Jennifer to dismiss front office pick-up
- Walk Voice Level 0 to the front office doors and wait for Mrs. Brittney
- Wait for Mrs. Brittney to open the front doors before walking out to your parent/guardian

**After School and Staff Children:**

- Wait for Mrs. Jennifer to dismiss the After School program and staff children
- Walk Voice Level 0 to your designated location

**Notes:**

- **Front Office Pick-Up are the last to be called for dismissal. Staff children may go to their parent's homeroom at this time, as well.**
- **Front door pick-up is only for parents who need to pick up their children for appointments and must be approved by Dr. C prior to pick-up. Any pick-ups before 3:30pm will count as a Tardy.**

**R - Responsible Leaders**

- Voice Level 0 in hallway and while waiting
- Leave your area only if you have adult permission
- Wear masks on bus

**O - Outstanding Problem Solvers**

- Follow directions quickly
- Ask an adult if you are not sure where to go
- Know how you are getting home prior to dismissal

**A - Always Kind**

- Patiently wait to be dismissed
- Stay in your personal space

**R - Ready to Learn**

- Listen to adults for directions
- Go immediately to your appropriate location once called

## **7. BUS PROCEDURES**

There are 3 Expectations for each student on Warren County Buses in order to have a Safe Bus Ride:

- Be Responsible.
- Use Respect.
- Safety First.

**Riding the Bus:**

- Wait patiently to load the bus

- Sit correctly - bottom in seat, back against seat, feet flat on the floor
- Keep belongings inside your backpack
- Place backpack in your lap
- Keep hands, feet, and objects to self
- Wear your mask
- Sit in your assigned seat

**Listening to the Bus Driver:**

- Driver holds hand up / Level O
- Stop everything immediately
- Look at the bus driver
- Raise hand
- Continue to listen as staff member talks

**Exiting the Bus:**

- Stay seated until the bus comes to a complete stop.
- Exit the bus by using the handrail to keep from falling.

**R - Responsible Leaders**

- Voice level 2
- Stay seated at all times in your assigned seat
- Keep your belongings in your backpack so you can keep up with them
- Keep your mask on

**O - Outstanding Problem Solvers**

- Pay attention to when you are supposed to exit the bus
- Report inappropriate language and/or actions to your bus driver

**A - Always Kind**

- Use kind, polite language and actions

**R - Ready to Learn**

- Learn the bus route so you know when you are close to your home