Evansville Elementary
Eagles
2019-2020

Student-Parent Handbook
2016 National Title I Distinguished School
Dear Evansville Family,

Welcome to the 2019-2020 school year! I am honored and proud to be part of this amazing school. Our students, staff, and parents all work together to make this a great learning environment for kids.

Evansville is a National Title I Distinguished School (2016) and we have exceeded expectations on the state accountability model for the last four (4) years. We are deeply committed to our school mission.

Our school focuses on teaching math with a constructivist, hands-on approach that allows students to understand it at deep levels. In language arts, we use Wit and Wisdom along with a variety of other resources to support the state standards and are entering our third year of working with the University of Wyoming to ensure our student progress in their literacy journey.

We work together with parents to help students learn. We continue our commitment to “Power of an Hour” parent observation program this year. Teachers will ask you to sign up at fall Parent-Teacher conferences. Our goal is to have every student observed before January 30, 2020.

Safety of students is of utmost importance to us. Please review the Be Safe, Be Respectful, and Be Responsible rules found in this handbook with your child.

**End of Day Dismissal** - this time of day creates a great deal of traffic around the school. We would ask that you follow all the guidelines that have been shared with parents about traffic flow. I understand people have places to go, but I know we all agree none of those places are more important than making sure all of our students are safe as they leave to head home for the day!

Thank you,

Wayne Tuttle
Title I District
Parent Guidelines/Policy

The Natrona County School District empowers every learner to grow, excel, and be successful contributors to the local/global community (Board approved Mission Statement, 2010)

Within this context, what follows is district-level written guidelines/policy for establishing the expectations for parent involvement of participating Title I children.

The intent is to encourage Title I schools to further involve parents of participating children in the education of their children through an organized structure that:

A. Involves parents in joint development and review of each building’s Title I and school improvement plans through school improvement plan meetings held at each site;

B. Coordinates and assists participating Title I Schools by holding district parent advisory committee meetings at least one time per year for the purpose of sharing parent involvement activities and developing new activities for buildings implementation;

C. Provides each school with ideas and recommendations for building their capacity to:
   - Partner with schools in improving student achievement
   - Assist parents in understanding the standards and assessments while monitoring their student’s progress and working with educators,
   - Provide support in implementing effective parental involvement,
   - Provide training on helping parents work with their children,
   - Build ties between the school and parents, including education on reaching out to parents and the value of their involvement, and
   - Communicate to parents the information about meetings and programs, effectively,

D. Coordinates and integrates Title I parent involvement strategies with those of Head Start, Even Start, preschool and other parent-student training programs;

E. Annually evaluates the parent policy during one of the district Title I parent advisory committee meetings and through the use of survey data. The evaluation will include content and effectiveness of the policy, participation trends, and possible barriers to greater participation. Methods will be developed to:
   - Compare levels of parent participation,
   - Determine whether the levels of participation of parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background are represented in adequate proportions,
Identify barriers to greater participation,

Assess effectiveness of parental participation activities, procedures, and policy in the improvement of schools,

Report evaluation findings, and

Use evaluation finding to revise policy.

B. Requires buildings to plan specific parent involvement activities and spend a portion of their Title I allocation toward the support of these activities and distribute the district parent involvement fund as needed;

C. Develops school/parent compact for schools to use each year to define shared responsibility with parents for student achievement;

D. Completes the following items at each building’s annual meeting and/or during individual conferences:
   Give timely information about their programs to parents.

   Describe the curriculum, assessments, and proficiency levels required.

   Provide opportunities during School Improvement Planning and/or other meetings for parents to provide suggestions and participate in decision-making.

   Inform parents of their right to submit comments with the school’s plan, if the plan is not satisfactory to them, and

   Review the Parent/Student/Teacher Compacts which describe our shared responsibilities for obtaining high student academic achievement.

   Include a description of parent involvement activities in their school improvement plans.

In summation, at the building level there will be an organized plan for parent involvement; at the district level a Parent Advisory Council will continue to help develop the Title I and Consolidated Grant plans; in addition, it is the district’s responsibility to provide coordination and other support to those involved with program implementation; it is understood when parents are meaningfully involved there are positive effects for the education of children.
Dear Parent or Guardian:

Title One Law requires school improvement plans to be offered in the language native to the reader. If you would like a copy of your child’s school’s improvement plan and need it translated into your native language, please call Norm Cox at (307) 253-5302.

Atención: si no puede leer esta forma en Ingles, por favor ponga una (X) en este lugar, ________ y regrésela a la secretaria de la escuela, Gracias.

Attention: si vous ne pouvez pas lire ce formulaire en anglais, veuillez mettre un (X) à cet endroit, __________ et le renvoyer au secrétaire de l’école, merci.

E mālama: inā'a'ole hiki iā'oe ke heluhelu i kēia palapala ma ka'ōlelo Pelekane, e ho'okomo i ho'okahi (X) ma kēia wahi, __________ a ho'ihoi i ke kākau kula, Mahalo.

注意：如果您不能用英語閱讀此表格，請在此處放置一個（X），_________並將其寄回學校秘書，謝謝。

Chú ý: nếu bạn không thể đọc được mẫu này bằng tiếng Anh, vui lòng đặt một (X) ở nơi này, __________ và gửi lại cho thư ký trường, Cảm ơn bạn.

Title 1
The goal of the 1994 Title I Reauthorization of the Elementary and Secondary Education Act was to enable schools to provide opportunities for impoverished children to meet challenging state performance standards developed for all children. Evansville receives Title I funds which make it possible for us to provide additional resources for all students to help ensure their academic success.

Evansville has a School-wide Title I Program available to all students. We invite all parents and members of the community to participate in our annual School Improvement Planning Process and meetings. During this process, we review our school profile, develop a needs assessment and school goals, write an action plan with strategies and interventions to help accomplish our goals, and formulate a budget to fund our program. We encourage all parents to become active in this process. Your participation and input is an integral part of this program. We use our Title I funds for the following:

- To purchase quality materials
- To provide interventions in reading, math, and writing goals.
- To provide quality professional learning for our teachers
- To support parent education
Mission

• “Empowering Students to Succeed in Attendance, Achievement and Citizenship.”
• The entire staff is committed to maintaining an environment that stresses the following
  • A safe and orderly environment
  • High expectations for success
  • Strong instructional leadership
  • Frequent monitoring of student achievement
  • Effective home-school relations

The Top Six Things You Can Do...

1. Help your child know the Discipline/Positive Behavior Model.
2. EACH DAY, PRAISE your child for EFFORTS SHE/HE MAKES.
3. Help your child by reading with/to him/her every night!
4. Look for the Wednesday Folders and learn about your student’s progress every week!
5. Make sure students are doing their homework.
6. Be in contact with your child’s teacher if you have questions or concerns.

Research has shown that PARENTS who do these SIX things have students who graduate from high school. Give your student power for the rest of her/his life by helping her/him be successful!

Bullying

• Wyoming state law defines bullying as repeated acts of aggression, intimidation or coercion at school against a victim who is at a disadvantage in physical size, psychological/social power or other factors that result in a notable power differential.
• NCSD prohibits retaliation against the student or witnesses who report information.
• School is defined as the building, grounds, bus, bus stop, school-sponsored activity or anytime the school is responsible for the child.
• Students in violation of policy will be reeducated and receive principal-determined appropriate consequences on the district continuum of discipline.
• Student and parents are encouraged to resolve concerns through discussions with school staff.
• All substantiated incidents of harassment will be documented in Infinite Campus.
• At Evansville, safety plans will be created for students who are victims of substantiated bullying. Regular follow-up will also occur to make sure retaliation is not occurring.
Discipline Policy/Positive Behavior Model

- We know that when good behavior and good teaching come together, our students excel in their learning.

- This school-wide approach to help students achieve is called BEST (Building Effective Schools Together).

**Be Rules**
- Be Safe
- Be Respectful
- Be Responsible

**Quarterly Rewards**

We will have 4 reward days during the school year. Each reward day is used to reinforce students’ positive choices. After each reward, students will reset and will work on earning the next reward day.

**Ladder**

Fish-Tastic! = 3 Fish Tickets
Excellent! = 2 Fish Tickets
Great! = 1 Fish Ticket
Good – Start each day here!
Careful – Warning
Fix-it – Buddy Room or Timeout
Uh-oh! – Refocus Room or Office

**Immediate Attention from Principal/Designee**

Repeated Bullying Behaviors
Harassment
Fighting/Assault
Vandalism
Inappropriate Objects at school
Threats
Aggressively throwing object
Defiance of authority
Cheating
Weapons at school
Explosives
Violence toward an adult or child
Arrival, Dismissal and Lunch Time

8:00 Playground supervision begins
8:45 School begins
8:50 Tardy bell
12:05 Lunch for 2 & 3
12:20 Lunch for K & 1
12:30 Lunch for 4 & 5
3:30 School Dismissal
4:00 Student supervision ends

• The school campus is closed during school hours. Students will not be allowed to leave the school grounds during the school day unless the school has received parental permission for the students to do otherwise.

• Parents are asked not to be on the playground before, during or after school. We want to keep all of our children safe, and we do not know all parents.

At Risk Students

To avoid future problems, both the district and the state have a policy for helping students who are at risk of not meeting grade-level standards and eventually the standards for high school graduation. Students will be identified and strategies developed to help them succeed. We will work with parents on developing the best possible plan for their student’s success. Meetings are held to assess student progress and to determine what interventions are needed if a student is not making progress.

Birthdays

• If parents wishes to send a treat for their child’s birthday, they may do so.

• Call your child’s classroom teacher to make the necessary arrangements.

• Check with the teacher if you need to consider allergy issues.

• Please do not give out invitations to birthday parties at school unless there is one for every student in the class.

Breakfast and Lunch Program

• Lunch cost will be announced by the District in August.

• All families who think the may qualify for free and reduced lunch are asked to complete an application as soon as possible.

• Lunch charges are not to exceed $10. Parents/guardians are asked to work with the school lunch clerk to resolve this issue quickly if your account exceeds this amount.
Bicycles

● Bicycles may be ridden to school.

● They must be parked in the bike racks in front of the school immediately upon arrival.

● Riding bicycles to school is strictly voluntary. It is strongly recommended that bikes be locked up in the rack.

● Evansville School will not be responsible for loss or damage.

● Students who ride their bikes to school should wear a bike helmet.

● Helmets can be stored in the classroom.

Cell Phones

● Cell phones can be a distraction to the learning process. We recommend that students do not bring cell phones to school. If you feel, as a parent/guardian, that it is necessary for your child to have his/her cell phone at school, we ask that you follow these guidelines:

1. Keep it off during school hours.
2. Keep it in a backpack or check it in at the office.
3. Phones may be turned on at 3:30.
4. Cellphones should not be used on the bus.
5. Students using their cell phones or other communication devices for texting or phone calls during school hours will be sent to the principal. Consequences may occur.
6. Students shall not use cell phones for purposes other than communicating with parent a while under the supervision of the school.

Change of Address/Telephone Number

● It is important that the school has current information concerning your residence, home telephone, and emergency numbers.

● When a child is injured, there is nothing worse than not knowing how to get a hold of his/her parent! Please let us know how to contact you in case of an emergency!

Changing Schools

● Students are eligible to change schools each year through the school selection process. Mid-year school transfers must be approved by administrators.

● While school changes may be necessary in some cases, it typically is best for a student’s education to move schools at a logical break, such as between semesters. For more information or to request a school transfer, please contact the Central Enrollment Office at (307) 253-5450.
Classroom/School Visits/Picking Children Up Prior to Dismissal

- Parents are always welcomed and encouraged to visit the school. Please check with your child’s teacher prior to your visit as the class may be involved with special projects or activities.

- To protect your children, parents and visitors must report to the school office to check in before visiting classrooms or to check children out of school prior to regular dismissal time.

- All parents will be asked to inform the office concerning who can pick their child up from school for such situations as illness, accidents, doctor’s appointments, etc.

- We ask your cooperation in limiting how early you arrive to pick up your students.

- Please do not go down the hallway until after the 3:30 bell has rung.

Conferences

- Parent-teacher conferences are held twice each year to allow parents and teachers to discuss information regarding your child’s progress.

Co-Curricular/Club Activities

- Several co-curricular activities are available to Evansville students and are encouraged to get involved in co-curricular activities to extend their learning and provide additional educational and social opportunities. Parents may contact the office for days and times of activities.

Counseling

- Services are provided by Central Wyoming Counseling. There is no charge for the services. Please contact your child’s teacher or the principal if you feel your student is in need of counseling.

Emergency Calls

- Our district will contact you if weather emergencies or natural disasters occur.

- Please make sure you keep your most current phone number on file in our office.

- The district has an emergency call system, and in the event of an emergency or unexpected school closure, calls will automatically go to the phone number you provide.
**Field Trips**

- Field trips are an extension of classroom learning, and cover standards. All school rules apply while on field trips.

- Students who have continued discipline problems or have been suspended will not be allowed to attend field trips.

- **The principal and student’s teacher will make the final decision.**

**Home-School Communication**

- Effective communication between school and home is vital for the efficient operation of our school and your child's success.

- A monthly newsletter will be posted on the Evansville website, and an electronic message will be sent.

- Teachers will be communicating regularly via telephone calls, individual notes, class notes, class newsletters, progress reports, report cards, etc. WEEKLY FOLDERS GO HOME EVERY WEDNESDAY AND SHOULD BE SIGNED BY A PARENT AND RETURNED TO SCHOOL EVERY THURSDAY.

- Please check with your child daily for communications that may have been sent from school.

- We encourage you to contact the school anytime you have questions or concerns. We welcome your input and want you involved in your child's education. Our number 253-6400.

**Homework**

- Reading is expected every night!

In helping with homework, parents should:

- Show interest in your child’s work
- Encourage, praise and insist that your child complete his/her work
- Provide a suitable place for study, free from distraction
- Establish regular study times
- Check to see that homework assignments are completed
- Assist in balancing school work with other activities
- Talk with teachers if assignments seem to be causing continuing problems
- Sign-off on homework notes when requested by the teacher
- Display particularly good papers in your home

- Students who do not complete homework may be asked to complete it during recess or other non-academic times.
Nurse

The nurse’s office is located in the main office. The nurse is in the building for 2.5 days a week. When the nurse is not in the building she can be reached for an emergency.

Immunizations

Immunizations are required according to state law and the district policy. Students that do not have the required immunizations by a date in early October will not be allowed to return to school until immunizations have occurred.

Medications ant Treatments

All medications, either prescription or over the counter, must have a doctor’s order to be given at school. This includes cough drops. A Request for Administration of Medication form is available from the office and can be taken to your health care provider to be completed. The parent must also sign the form.

The nurse (or office staff) can:

- Administer medication only with a written doctor’s order and medications in the original container.
- Monitor student use of inhalers and nebulizers.
- Administer insulin to diabetics.

Office Hours

The office hours are 7:30 a.m. - 4:00 p.m. Our phone has an answering machine, so messages can be left at any time.

Parent Involvement: YOU ARE IMPORTANT!

Evansville Parent Involvement Club (EPIC) meets monthly to discuss the school progress and ways for parents to support and be involved. Please join us this year. Meetings are shared via text message sometime the week of the meeting.

We do appreciate your cooperation in scheduling classroom visits. Please avoid drop-in visits.
Playground

- Evansville has a large, supervised playground for student use during the school day.
- Students may not be on the playground before 8:00 a.m.
- Students are asked to leave the playground immediately after school unless they are bus students or waiting for a ride from a parent/guardian.
- Students may return to the playground after 4:00 p.m. for unsupervised play.

- Playground supervisors will be responsible for supervision of students on the playground only at the scheduled times and places.

- During the first week of each school year, students will be taught playground rules and procedures.

The following rules apply to students playing on the playground:

1. Students will stay outside in the morning before school and at recess and lunch times unless they have a pass.
2. Students will stop playing immediately, proceed to their entry door, and line up when the bell rings. While in line students will wait quietly until a teacher brings them inside.
3. Students will enter the building quietly and quickly when teachers give permission to enter.
4. Students will not engage in rough or aggressive play.
5. Students will show respect for each other. Bullying or cruel teasing will not be permitted.
6. Students will follow all directions.
7. Students will leave sand, snow, rocks, sticks, etc. on the ground.
8. Students will show pride in their school by keeping the building and grounds free of litter.
9. Students will play only in designated areas as described by the playground aide.
10. Students will not chew gum, eat candy, or consume other food and/or drink on the playground.
11. Students will settle differences peacefully and can ask for help in doing so.
12. Students will leave all electronic items like games, MP3 players, and iPods at home!
13. Students will not leave the playground for any reason without prior arrangements with the office.
14. Students will stay away from classroom windows and entry doorways while on the playground.
15. Students will play with approved equipment only.
16. Students will be responsible for their belongings.
17. Students will not use profanity or racial slurs.
18. Students will leave the school grounds immediately after school and may not return until after 4:00 p.m.
19. Students will not engage in fist fighting, violent pushing/shoving, scuffling, or any other physical activity that results in harm.
Playground Equipment Use

Students will take turns on the equipment and will use the equipment in a safe manner as follows:

Swings: Students are to be seated facing the school. Students are to swing with one student on the swing at a time. Swings are not for twisting, jumping from, or swinging sideways. If others are waiting, time limits may be set.

Slides: Students are to be seated. Students are to slide by themselves. Students are not to jump, stand or hang from the slide, ladder or legs.

Tornadoes: Only 3 students on tornado at a time. Tornado riders must keep their arms and legs inside the cage. All other students must stand 3 feet away from the tornadoes while waiting.

Ladders and Bars: Not more than one student on a bar or ladder at any time. Knee swings are not allowed on the bars. No one is to sit on top of the ladder. Do not interfere with others by pushing, pulling, or touching.

Basketball Goals: The area is for shooting baskets or for basketball games. Other students are not to interfere with games.

Personal Items/Clothing

- Make sure your child’s name is on every item.
- Check for lost items in lost and found located by the lunch room during the year. We have many coats, hats, and boots that are left behind!
- Please label backpacks, coats, hats, gloves, etc.
- We ask that special items and toys be left at home unless they are brought for show and tell.
- Evansville School is not responsible for lost personal items.
Parties

- Three classroom parties may be held each year: a Halloween Party, Winter Holiday Party and Valentine’s party (some grade levels).

- This is at the discretion of grade-level teaching teams.

- The parties are usually scheduled following the afternoon recess.

- Teachers will contact parents for help arranging parties.

Pledge of Allegiance

- The school starts the day with the Pledge of Allegiance. Students who for religious or personal reasons do not salute the flag are asked to stand during the Pledge of Allegiance, but are not required to say the pledge. Please speak to the principal if you have concerns and a solution will be developed.

Progress Reports/Report Cards

- Progress reports will be sent to all parents on Wednesday of the fifth week of each quarter and at any other time a child’s performance requires a report to parents.

- Progress reports should be signed and returned to the school to become part of a child’s classroom record.

- District report cards will be completed at the end of each quarter and sent home with students. Check the calendar found online and in this handbook.

- Please sign your child’s report card envelope and return it to your child’s classroom teacher.

Recesses

- Evansville staff believes that children need fresh air and exercise each day, even during winter months.

- Children are expected to go outdoors for recesses and should be properly dressed for the weather. Students need warm outer clothing, gloves, caps or hoods, and footwear.

- If either the wind chill or the air temperature is 10 degrees or lower, students will have indoor recess or will be outside no longer than 10 minutes.

- For a student to remain indoors during recess, we must have a doctor’s request stating the cause, the length of time recess is restricted, and any other special needs.
Safety

- The school realizes that it is necessary for many parents to deliver and pick up their children.
- For those who do, please arrange a delivery and pick-up location with your children that will not interfere with buses, handicapped parking, or block local traffic.

Snow Days

- During extreme weather conditions, it may be necessary for the District to close school for the remainder of a day. The school district’s emergency call system will be used to contact parents/guardians with information about school closures due to weather.
- If this occurs, all students will be kept in their teacher’s classroom until their bus comes or a parent/guardian has confirmed the child’s pickup status. The student can then be released. Bus students will be subject to bus schedules established by the Central Office.
- If school is not going to be in session, all local radio stations will have the announcement on the air by 6:00 a.m., and you will receive a call from the district’s alert system. Please make sure we have your most current phone number so you receive the emergency notices.

Sports Program

- Evansville School participates in the District’s and County’s Recreation Department After-School Sports Program. The program consists of fifth grade boys’ and girls’ volleyball and basketball. Information about each season can be found online at natronaschools.org.

Testing/Evaluation/Grades/Report Cards

- Evansville teachers use a variety of methods to evaluate student progress including daily work, observation, unit tests, and performance assessments.
- The report cards report grades, behavior, and attendance.
- Standards are a way that we make sure your child is learning all of the information they will need in order to graduate.
- Evansville participates in the WYTOPP test grades 3-5 and uses the Fastbridge screener for grades K-2 and students 3-5 who have shown additional learning needs.
**Discipline Policy/ Positive Behavior Model:**  
**EAGLE RESPECT – EAGLE PRIDE**

A major goal of the staff at Evansville School is to empower students to develop self-discipline and help them take pride in their conduct both in and out of the classroom.

In order to accomplish this goal, students must respect themselves, their peers, the staff, and building visitors. If a student is not willing to accept this responsibility, school authorities will take appropriate action to ensure that the student's misconduct does not infringe upon the learning of others or impede an orderly educational program.

Evansville will implement a positive behavior intervention system (PBIS) in all classrooms.

This system uses the behavior matrix with the categories of Be Safe, Be Respectful, and Be Responsible.

These simple rules help students understand how to become a citizen of the world, and they can be found displayed in various areas of the school.

The Refocus Room Coordinator or principal will deal immediately with behaviors that are deemed unsafe or severe in nature. Consequences for these behaviors can result in disciplinary action from moving down the ladder to a suspension (in school or out of school).

The principal will deal directly with suspension issues. These consequences are consistent with school district policies.

Any student suspended from school will be either assigned to the Safe Schools Suspension Lab (SSSL), Out of School Suspension (OSS), or In School Suspension (ISS).

**Habitually Disruptive Students**

A habitually disruptive student is one causing disruption of the educational and/or activity process more than five times during one school year on school-controlled property, at district-sanctioned activities, or on district-sponsored transportation. Disruptive behavior is behavior initiated by a student that is willful and overt and interferes with the normal progression of academics and/or activities. The principal will make the final decision as to whether an incident is classified as disruptive behavior.
Classroom Interventions
(Ladder, 2 minute rule, warnings, coupling statements, time-out)

Careful:
warning and continue interventions

Fix-it:
Buddy Room with Think Sheet from Teacher
(Only once a week)

Fix-it more then once in a week:
Refocus with a think sheet from Teacher and Re-teach behavior

Uh-Oh:
Refocus Room Visit, Send with blue referral sheet,
Parent Letter and Re-teach behavior. (minimum visit of 15 minutes)

Uh-oh 2nd day or more in a week:
Send student with referral form, parent letter, Re-teach, and Student put on a contract

Below Uh-Oh:
Mr. Tuttle Visit and Automatic Contract
<table>
<thead>
<tr>
<th>Evansville Eagles Will...</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Common Areas</strong></td>
<td>• Use materials/equipment appropriately</td>
<td>• Follow adult directions</td>
<td>• Keep areas clean</td>
</tr>
<tr>
<td><strong>Playground/Recess</strong></td>
<td>• Follow the rules</td>
<td>• Respect personal space</td>
<td>• Be prepared</td>
</tr>
<tr>
<td></td>
<td>• Walk to and from the playground</td>
<td>• Include everyone</td>
<td>• Use passes for nurse and bathroom</td>
</tr>
<tr>
<td></td>
<td>• Stay within boundaries</td>
<td>• Follow adult directions</td>
<td>• Follow school bells</td>
</tr>
<tr>
<td></td>
<td>• Be aware of activities/games around you</td>
<td>• Use kind language</td>
<td>• Return equipment to appropriate place</td>
</tr>
<tr>
<td></td>
<td>• Use playground equipment appropriately</td>
<td>• If you win, avoid bragging and if you lose, control your anger</td>
<td></td>
</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>• Keep feet on floor</td>
<td>• Knock on stall door</td>
<td>• Use only what you need</td>
</tr>
<tr>
<td></td>
<td>• Keep water in sink</td>
<td>• Give people privacy</td>
<td>• Flush toilet after use</td>
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<td></td>
<td>• Wash hands</td>
<td>• Use a whisper voice</td>
<td>• Put trash in trash can</td>
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<tr>
<td></td>
<td></td>
<td>• Keep bathroom clean</td>
<td>• Return to room right away when done washing hands</td>
</tr>
<tr>
<td><strong>Arrival and Dismissal Areas/Bus Area</strong></td>
<td>• Use crosswalks appropriately</td>
<td>• Use cell phone only to contact parents</td>
<td>• Arrive on time</td>
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<tr>
<td></td>
<td>• Take turns getting on bus</td>
<td>• Respect personal space</td>
<td>• Leave on time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use a whisper voice</td>
<td>• Get to designated spots quickly</td>
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<tr>
<td></td>
<td></td>
<td>• Follow adult directions</td>
<td>• Be prepared</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Respect personal space</td>
<td>• Return to building only with permission</td>
</tr>
<tr>
<td><strong>Halls</strong></td>
<td>• Stay to the right</td>
<td>• Hold the door open for the person behind you</td>
<td>• Keep hands away from hallway decorations/equipment</td>
</tr>
<tr>
<td></td>
<td>• Allow others to pass</td>
<td>• Follow adult directions</td>
<td>• Keep hallways clean</td>
</tr>
<tr>
<td></td>
<td>• Keep outside doors closed during school hours</td>
<td>• Use a whisper voice</td>
<td></td>
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<tr>
<td><strong>Assemblies</strong></td>
<td>• Wait for arrival and dismissal signal</td>
<td>• Respect personal space</td>
<td></td>
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<tr>
<td><strong>Lunch Room</strong></td>
<td>• Keep all food to self</td>
<td>• Allow anyone to sit next to you</td>
<td>• Get all supplies when first going through the line</td>
</tr>
<tr>
<td></td>
<td>• Sit on the bench with feet on floor, and facing table</td>
<td>• Use whisper voices</td>
<td>• Be prepared</td>
</tr>
<tr>
<td></td>
<td>• Eat when seated</td>
<td>• Follow adult directions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• No sharing food</td>
<td>• When you are finished, clean up your area</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Food stays in cafeteria</td>
<td></td>
</tr>
</tbody>
</table>

*Respect personal space means keeping your hands, feet, and objects to yourself.*
The staff at Evansville School welcomes your input and suggestions. We hope you will communicate with us often and help us provide the best education possible for your child. We look forward to working with you and your child.

Evansville Elementary- 452 Texas Street- Evansville, WY 82636- Phone 253-6400- Fax 253-6446

Evansville Facebook Page- facebook.com/evansville.pto

Evansville Website- https://sites.google.com/myncsd.org/evansville
Evansville Family,

Please remove this page, sign and have your child sign on the appropriate line, and return to your child’s teacher. Your signature does not signify that you agree with all of the policies and procedures, rather, it indicate you have read and reviewed the handbook with your child.

Student signatures:

___________________________________
___________________________________
__________________________________

Parent signatures:

___________________________________

Date:

___________________________________