

South Newton Elementary School Parent/Student Handbook

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Mr. Billy Cannon, Principal



At South Newton we believe:

- ★ Leadership is important.
- ★ Everyone matters.
- ★ We all have gifts that make a difference.

Parent & Student Handbook

Parent Involvement Policy

“We are better when we are together”

Our goal is for each child to have a successful learning experience. For this to happen, it is important that the school staff, the community and families work together.

In order to build a strong partnership between home and school, we will provide the following:

- An annual Open House where parents will meet teachers, learn about the Title 1 program requirements, and are presented with opportunities to become involved in their child’s education.
- Additional meetings throughout the year to provide assistance to parents in understanding the state’s academic assessments. Meetings will also focus on how parents and teachers can work together to monitor the child’s progress in order to improve student achievement. Particular topics and needs from parents will be addressed through timely meetings.
- Materials and specific training to help parents work with their children.
- At least two scheduled parent conferences where the progress of the student will be discussed and explained as well as the expectations for the grade level, school curricula, academic assessment, state’s academic content and achievement standards, and any other concerns that the teacher or parent may have.
- Newsletters and notices informing the parents of activities and programs.
- A School-Parent Accountability Pledge to outline how parents, school staff and students share the responsibility for improvement in learning.
- A minimum of two meetings during the school year where parents will have an opportunity to help review, plan for and make suggestions to improve the Title 1 program, as well as the Parent Involvement Policy, and the School-Parent Accountability Pledge.
- A survey for all parents to express opinions about the current Title 1 program as well as to list ideas and suggestions for improvement and topics for meetings to meet the needs of the parents in May.

Parents and community leaders are always welcome at South Newton Elementary School. Every effort will be made to communicate with parents in an understandable format and language.

Please feel free to contact Tammy Brown, Title I director, at 464-3191 if you have any questions about the Title 1 program.



The Leader in Me

The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.

Content from The 7 Habits of Highly Effective People is a key component of the overall The Leader in Me process. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures.

At South Newton we focus on the idea that every child is capable and can be a leader. By developing the whole child— socially, emotionally, academically and ethically, we will foster a school climate that promotes everyday greatness. We help students realize their potential by valuing their unique worth, giving them opportunities to lead, and providing them with a foundation of timeless universal principles and practical skills.

South Newton Elementary is proud to be one of over 2,000 public, private, charter and magnet schools across 35 countries to have adopted The Leader in Me process. The Leader in Me is not an event or a curriculum, it is ever present leadership development— meaning everywhere and all the time.

To learn more about The Leader in Me, please visit: www.theleaderinme.org

“Leadership is communicating a person’s worth and potential so clearly that they are inspired to see it in themselves.”

- Dr. Stephen R. Covey

ANNUAL PUBLIC NOTICES

At the beginning of each academic year, North Carolina School Districts are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices. The most recent annual public notice document includes all the required notices for all students in grades K-12. It can be found on the NCCS website at <http://www.newton-conover.org/> under the Parent/Student tab.

ARRIVAL AND DEPARTURE

We know that dropping off and picking up your child are important parts of the school day. However, with over 400 students, we need your help to keep everyone safe and ask that you please adhere to the following procedures.

Drop Off

- Car riders and walkers should not arrive to school before 7:45 am. Staff members are not on duty before 7:45am to provide supervision and ensure student safety.
- If a staff member is not waiting to assist your child out of the vehicle, your child must wait with you until the staff member arrives.
- As students arrive on campus they should report to the cafeteria for breakfast.
- We are unloading multiple vehicles at a time. Do not allow your student to leave your vehicle until you are at a staff member’s station.
- Students are not to be dropped off on South Cline or West I Street. Please enter the drop-off area and allow a staff member to assist your student to ensure his/her safety.
- The tardy bell rings at 8:15am for instruction to begin. Students must be signed in at the front office by a parent/guardian past 8:15am. **Students should be in the classroom ready to begin the day before the bell rings or they are considered tardy.**

Pick Up

- No one will be allowed to enter the drive until the staff member calling names indicates to the first car in line that we are ready to begin dismissal. You must wait at the last parking spot until given the signal to move forward.
- Cars must line up to make a right turn off of South Cline into the school parking area. Left turns are not permitted off of South Cline.
- Please have your car rider tag prominently displayed on the rear view mirror with your child(ren)’s name(s) clearly written so the staff member calling names can easily read and call for your child(ren). Students will not be dismissed unless the car rider tag is presented. You will be asked to park your vehicle and come into the office with your photo ID, to allow us to verify that you are the person to whom your child should be released if you do not have your car rider tag displayed.
- During afternoon car rider dismissal, all parents should *stay in their car and come through the car rider line*. Walk-ups are not permitted for student safety.

- When a student needs to leave school early, the parent or guardian must come to the school office to pick up the student. Parents or guardians will be asked to provide a picture ID. The student must be signed out in the office. Please avoid picking up students early unless it is absolutely necessary.
- Students should not be picked up early for the convenience of avoiding traffic. No sign outs after 2:45pm unless there is an emergency.
- All children MUST be picked up by 3:40 pm!

Early Dismissal

Any child leaving school early must be checked out through the office. Early dismissals are recorded in the office, and parents will be contacted if the number becomes excessive. A picture ID must be presented when signing out a student. Anyone signing out a student MUST be on the approved list in InfoSnap. Students will not be called to the office before you arrive. IDs must be checked before the receptionist will contact your child's teacher and have him/her sent to the office ready for dismissal. This method is used to insure the safety of our students at all times.

After-school arrangements should be clearly understood before your child leaves home. *Notes to teachers are required if any change in afternoon routines are requested.*

ATTENDANCE

Regular school attendance is imperative for pupil achievement. Students are expected to be in attendance each day that school is in session except for personal illness or exempt holidays. A student must be present for at least half of the school day to be counted present for the whole day (11:45 am). North Carolina has compulsory attendance laws that we must follow. Work missed through absence from school is difficult to make up, and there is no substitute for actual participation in the daily classes. Each day and each class make a small contribution to one's education. It is very important for your child to develop good attendance habits; however, if it is necessary to be absent, the following will apply:

1. Family trips will be considered unexcused. If possible, notify the teacher before your child is absent for such things as funerals, etc.
2. When children are absent, upon their return to school, they must bring a note from their parent or guardian as to the exact reason for their absences including the kind of illness. This is required by the state. This written record enables the school and the parents to work together for the best interest of the child.
****This written documentation is due within a week of the absence. Coding for absences can not be changed outside of the quarter that it took place.****
3. A student is expected to make up work missed when absent. By doing this, the student will not fall behind in classwork.
4. School dismissal time is 3:15pm. Early checkouts are sometimes unavoidable, but please make every effort not to check your child out on a regular basis. This disrupts the end of the day and interferes with instructional time.

In accordance with the North Carolina state attendance policy, all absences will be considered "lawful" or "unlawful". *The ONLY absences that will be considered lawful are:*

- personal illness or injury which makes the student physically unable to attend;
- isolation ordered by the State Board of Health;
- death in the immediate family;

- medical or dental appointment;
- participation under subpoena as a witness in a court proceeding;
- observance of a religious event with prior approval by the principal.

Excessive absences without a reasonable excuse may constitute truancy. Ten or more tardies and/or early dismissals make children ineligible for perfect attendance recognition.

TARDIES

We ask that students arrive at school promptly, before 8:15 am, to avoid interruptions in the instructional day. The first ten minutes of school are a vital part of the school schedule when students make preparations for the entire day. Parents must be responsible for getting students out of bed and to school on time. If a student arrives late, they must be signed in by a parent and pick up a tardy slip before proceeding to class. Acceptable reasons for being tardy would include medical or dental appointments (doctors' excuses are required) or a death in the family. All tardies without a doctor or dentist note are considered unexcused; (Unexcused tardy – a student arriving at school and not in the classroom after 8:15 AM without a doctor or dentist note.) Students with an excessive number of unexcused tardies (more than 3) will not qualify for perfect attendance at the end of the year.

A student must be in the classroom by 8:15am in order not to be counted as tardy.

BIRTHDAYS/Deliveries

Birthdays are important events to elementary school children. If you wish to provide a small snack for the students in your child's classroom, please discuss it with the teacher ahead of time. He or she will let you know what is appropriate to send and what time of day is best. Please remember that students may not receive deliveries of balloons, flowers, etc. at school. *NO homemade baked goods are permitted in accordance with the state child nutrition laws. All food for student parties, socials, etc. must be purchased from a grocery/department store.*

Students will not be pulled out of class to receive deliveries. Any deliveries to school such as balloons, flowers, etc. will be kept in the front office and given to students at the end of the day unless the student rides a bus to get home. Items delivered to students that ride a bus will be kept in the office until a parent/guardian picks them up.

BRINGING THINGS TO SCHOOL

Students are not to bring gaming devices, I-Pods, I-Pads, toys, collection cards, etc. to school. Any items brought to school will be collected by the child's teacher and returned only when the parent of that child comes to school to meet with the teacher and pick up the item. South Newton is not responsible for any lost or stolen items.

BUS EXPECTATIONS

1. Talk in a normal conversational voice with no excessive noise.
2. Cooperate with and obey the driver at all times.
3. Remain seated, facing forward with feet on the floor any time the bus is in motion.
4. Keep heads, arms, and feet inside bus at all times.
5. Never use profane and indecent language while riding on the school bus.

6. Never mar or deface the bus in any way.
7. Never attempt to ride on a school bus, unless assigned to it by the principal.

It is unlawful for a person to ride on a school bus without proper assignment. Remember that riding a school bus is a privilege, not a right. Violations of these rules may result in loss of bus riding privileges. Students will not be allowed to get on or off the bus at a stop other than their designated stop which includes home address, grandparent's home, or licensed daycare facility within our school district.

The safety of students riding our school buses is a great concern. One of the leading causes of bus accidents is driver distraction. If students are disruptive, they will be given an office referral. To ensure the safety of our bus riders, the following consequences will be given to those receiving office referrals:

- 1st slip—warning**
- 2nd slip—parent notification**
- 3rd slip—1 day bus suspension**
- 4th slip—3 day bus suspension**
- 5th slip—1 week bus suspension**
- 6th and above—Principal's discretion**

CAFETERIA

Our school cafeteria serves a nutritious breakfast and lunch daily. The cafeteria is a place for enjoyment, using good table manners and demonstrating healthy eating habits. Family members are welcome to eat lunch with their child at any time. ***We welcome parents who want to eat lunch with their child, however, food from restaurants will not be permitted in the cafeteria.*** Your cooperation is greatly appreciated.

Breakfast

Breakfast is provided free of charge each day from 7:45am-8:15am. Students are encouraged to go straight to the cafeteria each morning upon arrival. Students must be in classrooms at 8:15am, so if your child is late for school, he or she may not have sufficient time to eat.

Lunch

Lunch money is collected daily. Checks should be made payable to South Newton Elementary School with the child's name at the bottom. Checks are to be written for the amount of the lunch payment only and cannot be cashed for other activities. Lunch money should be sent in an envelope labeled with the child's name, teacher name, and amount. Children may pack their lunch, but may not bring soft drinks. Refrigerator space is not available, so please send food that will not spoil. Heating devices for food, such as microwaves, are not available for student use. If your child has doctor's orders for a special lunch diet, please contact the school nurse and cafeteria manager.

Free/Reduced Meals

Families meeting certain requirements may qualify for free or reduced priced meals. If you wish to apply, please contact the school counselor for a form. Families may apply at any time during the school year if financial situations change. A new application must be filled out each year. A student who received free or reduced-priced meals last year will

continue to receive free or reduced meals during the first ten days of school during reapplication.

No cans or glass containers are permitted. No sodas are allowed to be brought to school for student lunches. Beverages brought to school should be placed in plastic or rubber containers. Milk may be purchased in the cafeteria.

No outside food from restaurants is allowed. Parents, please do not bring outside food from restaurants when you come to eat lunch with your student(s) Examples of Outside food: McDonalds, Bojangles, Cookout, etc.

CELL PHONES

Cell phones must be turned off once students enter the school building in the morning and remain off as long as students are on school property (this includes school buses). Cell phones must be out of sight and turned off. If a student brings an electronic device to the school, the liability is the students. If the item is lost or stolen, the school will not be responsible.

CONSEQUENCES IF CELL PHONE IS TAKEN:

1st Offense- Student may pick up at the end of the school day

2nd Offense- Student's parent/ guardian must pick up

3rd Offense- Student's parent/ guardian must pick up

4th Offense- Administration keeps for 5 days.

5th Offense- Administration keeps until end of semester or one month

CLASS DOJO

ClassDojo is used school wide as a two-way communication tool between school and home. We can instantly share messages, updates, and photos from school. You will be able to monitor your child's behavior, celebrate the positive choices your child is making and you will have a direct line of communication by being able to message your child's teacher. You can use it on any device: it is a simple, free mobile app for iOS and Android and can also be used from a computer at www.classdojo.com. To join, please send your email or cell phone number to the teacher.

CUSTODY

When one parent has exclusive custodial rights granted by the court, a copy of the court documents must be filed in the office. If there are special requests regarding custody, make these requests known when updating InfoSnap and directly to the teacher and the office. It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody. South Newton Elementary staff cannot legally prohibit the biological parent from picking up their child unless specified in legal court or DSS documents.

DISCIPLINE

South Newton is a PBIS school. Positive Behavioral Interventions and Supports is based on a problem-solving model and aims to prevent inappropriate behavior through teaching and reinforcing appropriate behaviors. Classroom PBIS strategies are important tools to decrease disruptions, increase instructional time, and improve student social behavior and academic outcomes, which is critical as schools are held to greater accountability for

student outcomes and teacher effectiveness. South Newton's PBIS matrix can be found on in this handbook.

Our school community strongly believes that it is the shared responsibility of the home and school to help students learn self discipline skills. Self-discipline will ensure that students will be productive school citizens. We strive to create an atmosphere for learning where all students are safe and free to participate. We expect children to be respectful, responsible, and pleasant. A disruptive child rarely is learning or allowing his classmates to learn. Each teacher establishes rules of conduct with his/her students and posts them in the classroom.

School rules include:

1. Show respect to others, to yourself, and to property.
2. Keep hands, feet and other objects to yourself.
3. Move quietly and safely.
4. Follow directions.

All school issued discipline is at the discretion of the Principal

More information regarding student conduct may be found in the Newton-Conover City Schools Elementary School Discipline Policy.

Violent behavior and weapons on school property will not be tolerated.

Beginning December 1, 1993, the following laws regarding violent behavior and weapons on school property became effective: Committing any of the following acts constitutes a FELONY punishable by up to 5 years imprisonment.

1. Possessing or carrying any gun, rifle, pistol, or other firearm (other than a BB gun) onto school property.
2. Possessing or carrying any dynamite cartridge, bomb, grenade, mine, or powerful explosive onto school property.

DELIVERY OF ITEMS / MESSAGES TO STUDENTS

No gifts should be delivered to students at school. The classroom environment should have as few interruptions as possible. All deliveries for students (school supplies, medications, lunch, etc.) are to be left in the office. The school WILL NOT deliver gift items such as flowers, balloons, candy, presents, and etc.

DRESS AND APPEARANCE

Students are to dress for school and school activities in an appropriate manner. Clothing should never be a distraction to instruction or disruption to the order of the day.

The Student Dress Code includes but may not be limited to the following conditions:

1. Shoes must be worn at all times. No flip-flops will be permitted.
2. Head coverings (hats, bandannas, toboggans, and other headwear) and sunglasses may not be worn inside the building.
3. Clothing with questionable or inappropriate language or pictures on it will not be permitted.
4. Clothing that displays alcoholic beverages, drugs, smoking or tobacco products will not be permitted.
5. Students may not wear tank tops, strapless tops,

spaghetti strap tops, midriff tops, halter-tops, or muscle shirts. Stomachs are to be covered at all times. (A good test is to raise the arms and make sure no stomach shows.)

6. Shorts and skirts must be long enough to reach the fingertips when the student is standing.

7. Articles of clothing that are offensive to race, color, creed, or sex will not be permitted.

8. No chains will be allowed on articles of clothing.

9. Pants must be worn at the waist and will not be permitted to expose undergarments.

FIELD TRIPS

Teachers may schedule field trips to reinforce and enrich the basic curriculum plan. Parents will receive information for each trip, the date it is scheduled, and the cost involved. Parents will also receive a field trip permission form for each trip. Please turn in these forms and field trip money to your child's teacher.

For the different field trips, we need parent volunteers. Please contact the teachers to inform them of your wishes to volunteer and they will gladly share information with you. **All parents attending field trips must fill out a NCCS volunteer form and be approved at least three weeks in advance of the trip. ABSOLUTELY NO SIBLINGS ARE ALLOWED TO GO ON A SCHOOL FIELD TRIP.**

Field trips have educational goals and are under the supervision of the classroom teacher. Field trip travel is by bus, and all children are required to ride the *bus both to and from* the field trip destination. Parents may accompany the trip in their personal cars. This is necessary to insure the safety and well-being of all students..

GRADES

Standards Based Grading

Progress of all students in kindergarten through fifth grade is reported through standards based grades. Standards-Based Grading (SBG) is a system of reporting student proficiency in a number of specific learning goals/standards. Rather than give students one grade on a test that assessed multiple skills, standards based grading gives students a number of scores that represent their proficiency in each of the skills assessed. The idea is that by the end of the school year a student will show mastery in each skill. Teachers focus on knowledge and mastery of learning the standards. The report card for students in kindergarten through fifth grade will be an assessment for each quarter. Grades received will be based upon student performance on standards taught during each nine-week period. Progress reports will be sent home half-way through each grading period.

Students will receive the following proficiency levels:

1- No progress towards grade level standards

2- Limited progress toward grade level standards.

3- Progressing towards grade level standards.

4- Meets grade level standards.

5- Exceeds grade level standards.

HEALTH

HEAD LICE

Students found to have head lice are to be excluded from school until there are no longer live bugs found in the hair. The absences accrued from exclusion due to lice infestation shall be excused for the day the lice were discovered and the following day ONLY. However, if lice are found on Friday or the day before a holiday, students are expected to return to school on the next instructional day. Designated personnel in each school will be trained in the identification of head lice and the appropriate execution of school policy and procedures. Parents are required to accompany a child returning to school, so that the child can return home if additional lice are found. Chronic cases are subject to be reported to the County Health Department and the Department of Social Services.

STUDENT ILLNESS

Should a student become ill during the school day, parents will be notified and asked to come take the student home. Students must be fever free for 24 hours, without fever reducing medicine, before returning to school. Emergency numbers will be kept on file in the school office. It is crucial that the school be given a telephone number where the parents or other designated adult may be reached in case of an emergency or illness. If your child has a chronic illness (asthma, diabetes, allergies, bladder infections, etc.), please notify his/her classroom teacher. This will assist us in helping, treating, and understanding your child.

USE OF MEDICATION

The Newton-Conover City School District recognizes that it is more desirable for medication to be administered in the home. However, any student who is required to take medication during school hours must have written permission from a licensed health care provider. No medicine will be given without the doctor's note.

IMMUNIZATIONS AND KINDERGARTEN HEALTH ASSESSMENT

North Carolina state law requires that all students enrolling in public school for the first time or coming from outside our school system present their birth certificate and immunization record when registering. A physical examination must also be completed for students entering school for the first time. Each child in North Carolina must be immunized by receiving the specified doses of vaccine before entering school.

A parent/guardian has thirty (30) calendar days in which to furnish the school with the child's immunization records. The parent of a kindergarten student has thirty (30) calendar days in which to furnish the school with the child's kindergarten health assessment. Failure to do so will result in the child not being permitted to attend school until such records are produced.

INTERNET USE POLICY

Use of the Internet is a privilege for students and all guidelines should be followed. Permission to use the Internet is located on the Infosnap online registration forms.

LOST AND FOUND

Please put your child's name on his/her book bag, lunch box, coat, sweater, sweat shirt, etc. With a name on the item, we can return them to their proper owner. All unclaimed items will be donated to charity at the end of each nine weeks.

PARENT CONFERENCES

Parents are encouraged to schedule parent conferences with teachers at any time during the school year. Both parents and teachers gain insight into a child by sharing their knowledge and observations. Parents may call teachers after 3:15pm or during the teacher's planning time, so that instructional time is not interrupted. Teachers will plan parent conferences and/or parent meetings throughout the school year.

PRE-K

South Newton contains one pre-kindergarten classroom. Regulations of this classroom environment mandate that parents come in and sign their child in at the classroom. Pre-K parents must park in a designated parking area in during morning dismissal and must wear their ID badge. Pre-K students must be picked up from the car rider line during after school dismissal. There will be a designated pickup spot for Pre-K students. Pre-K hours are 7:45am- 3:15pm.

PROMOTION POLICY OF NEWTON-CONOVER CITY SCHOOLS

Students in grades K, 1 and 2 will be promoted based on the student's readiness to successfully do the work required in the next grade level. Teachers will use many factors to determine a student's ability and effort in doing the work required to be successful at the next grade.

North Carolina state law now requires that third graders who are not reading at a proficient level on the end -of- grade test be given extra remediation. A third grade student who does not score proficient on the end-of-grade test in reading at the end of third grade will be subject to the following:

- First, the student will be re-tested using the "Read to Achieve" test. This breaks up reading passages into shorter sections.
- Second, students will be permitted to take the reading EOG again, in regular format.
- Third, if not proficient on either test, the student will be invited to a summer reading camp to help them improve their reading skills. This camp is at no charge. Newton Conover City Schools will organize the camp and give you more information about when and where it will be held.
- If the parent does not agree to send the student to summer reading camp, the student will repeat third grade the following school year in order to give him or her more time to build strong reading skills.
- At the end of summer reading camp, reading will be retested. If he or she tests proficient, the student will be eligible to be promoted to fourth grade. If the student does not score proficient at the end of summer reading camp, he or she will be placed in fourth grade classes the following year with a third-grade retention label. Ninety minutes of uninterrupted reading instruction will be provided daily in these classes. The student will be eligible to retake the reading test in late October to achieve a mid-year promotion and have the third-grade retention label removed. The student will remain in the same fourth grade class for the entire school year and continue to receive the uninterrupted reading instruction throughout fourth grade to support ongoing improvement in reading skills.

This reading requirement was implemented for the first time with the children who begin third grade in the fall of 2013. A parent meeting is held each fall for parents of third grade students to review the Read to Achieve requirements.

TEXTBOOKS

Textbooks and library books are provided for the use of students. In return, students are to care for those books, and parents are responsible for textbooks received and used by their children. Restitution must be made for lost or damaged textbooks before additional textbooks will be issued. If a lost book is found, money paid will be refunded.

TRANSPORTATION CHANGES

If student transportation needs to be changed, please tell your child in advance and send a note to your child’s teacher (include date and parent signature). For the safety of our students, our Safe Schools Plan requires that **transportation changes be made in writing** with a note to the teacher or in person by coming by the school office. **We will not take transportation changes over the phone.**

VISITATIONS AND CONFERENCES

Parents are required to come to the office of South Newton to sign in and pick up students. Any visitor to the building is required to report to the office to sign in and receive a visitor sticker. Any adult in the school, including all staff members, must wear an identification badge. All visitors are to return to the office and check out when they leave. All visitors must show a photo ID and be on the approved visitor list before signing in. Teachers will not be available for conferences with parents unless an appointment has been scheduled. Classroom visits by parents must be scheduled with your child’s teacher 24 hours in advance and be approved by the principal in order to help keep interruptions to a minimum during instructional time. Teachers will be in touch with every parent within 24 hours after learning of a parent’s desire to talk. Please send a note with your child or call for an appointment.

VOLUNTEERING

Volunteering is a great way to show your kids that you take an interest in their education. Parent volunteers offer a huge resource and support base for the school community while showing their kids the importance of participating in the larger community. Even if you haven't been involved in the past, start now!

Anyone interested in volunteering (**this includes attending field trips**) must complete a Volunteer Application. These applications are available in the office, on our district website, or request one from your child’s teacher. Background checks are required for Level 3 volunteers.

Volunteering not only benefits your children; but also benefits the school by making it a more positive place. Through your modeling, relationship building and support, you will be helping in ways that will reap benefits for everyone.

Want to know how you can help? Here are a few ideas:

Level 1 Volunteer	Level 2 Volunteer	Level 3 Volunteer <i>*Must complete a background check</i>
· Reproduce materials	· Listen to children read	· Provide individual help with

<ul style="list-style-type: none"> · Shelve library books · Make instructional games · Prepare bulletin boards · Help with book fairs · Prepare teaching materials · Work Condiment Station · Assist in the cafeteria · Assist office staff · Make copies · Count out materials for office · Sort & Count Box Tops · Read stories to children · Assist with fundraisers · Set-up materials for classroom experiments · Assist students checking out books from the library 	<ul style="list-style-type: none"> · Read stories to children · Conduct flashcard drills · Assist in learning centers · Work in media center · Practice vocabulary with non English speaking students · Play instructional games with students · Play games at recess · Assist students in reading fluency practice · Help children with arts and crafts · Assist students in alphabet recognition · Assist students in number recognition · Translator · Cover Lunch for teachers · Proctor state tests · Assist student with handwriting practice · Lunch buddy in cafeteria setting · Assist with Car riders · Assist student in choosing a library book 	<ul style="list-style-type: none"> students without supervision · Lead a club · Lunch Buddy in separate setting · Assist with field trips
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South Newton's PBIS Matrix

South Newton Tigers Have PAWS-itive Behavior

	Restrooms	Hallway	Cafeteria	Classroom	Bus	Car Rider	Playground	Assembly	Emergency Drills
P Practice a Positive Attitude	Always try to go during scheduled breaks. Only leave class if it's an emergency.	Smile and wave silently at others.	Use manners and kind words.	Use kind words, follow directions quickly without complaining.	Use kind words, follow driver directions without complaining.	Stand when you're holding the door and make sure the door is fully open.	Use kind words, and treat others with respect. Play fair and be a good sport.	Clap, laugh, or participate when it is appropriate.	Listen to all teacher and staff directions the first time they're given.
A Act Responsibly	Wash hands with soap, clean up after myself. Use the restroom quickly, keep silent, and leave as soon as you are finished.	Stay in a hand and body check, and walk behind the person in front of you. When walking without an adult go straight there and come straight back.	Keep the cafeteria clean and put items from your tray or lunch box in the appropriate places. Check your area before leaving to make sure it's clean.	Keep up with your materials, take care of shared classroom materials, and stay in your own personal space.	Keep aisle clear and use a low level voice. Be a leader and stay in your assigned seat.	Listen for your name and go to your number as soon as your name is called.	Keep hands and feet to yourself. Watch for your teacher's signal and line up quickly.	Sit silently and pay attention to the speaker.	If you're without an adult, check-in with the closest staff member immediately. Remain silent and listen to teacher/intercom directions.
W Work Together	Keep the restroom clean.	Stay in a straight line and keep on the right side of the hallway, and stop at hallway checkpoints.	Clean up the table and floor in your area, and also be considerate of others.	Keep your classroom clean, encourage classmates to do their best and hold them accountable for their learning. Help others when they need it.	Keep everyone safe by following all bus expectations, follow the bus driver's signals and wait for them to see you cross. Keep the bus clean.	Stay silent while you're waiting and keep all items in your backpack.	Involve everyone, treat the equipment like it were your own, take turns and be a team player (Think Win-Win).	Listen for your teacher's directions and stay seated until it is time to leave.	Keep up with your class and stay in a straight line.
S Stay Safe	Allow for the privacy of others, keep water in the sink and off the floor.	Keep to the right and look straight ahead.	Stay in your seat and raise your hand if you have questions. Walk in all areas of the cafeteria and follow the traffic pattern when entering and exiting.	Walk in all areas of the classroom and sit in your seat appropriately.	Stay in your assigned seat until the bus has come to a complete stop, voice level zero at railroad crossings.	Stay in your own personal space and sit cross-cross. Stay in line and out of the aisle.	Walk as you go to and from the playground, use the equipment as intended, and keep the mulch on the ground.	Enter and exit the gym in an orderly way.	Go to your class' assigned place and practice as if were a real emergency.

