

# Leffingwell Elementary School

Home of the LEOPARDS!



**2008 - 2009**  
**Student Handbook**

This Handbook Belongs To \_\_\_\_\_

# LEFFINGWELL STUDENT HANDBOOK

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### Your Stuff

Telephone Number \_\_\_\_\_

In case of an emergency, I call: \_\_\_\_\_

Friends I can call for homework help: \_\_\_\_\_

## Principal's Message



I hope you had a GREAT summer and have come back ready to learn. The teachers and instructional assistants want to give you the best education possible. We desire for you to be the best you can be!

The Leffingwell Student Handbook will help you have a good year. Reading it will help answer questions about our school and our rules. It will help you avoid problems.

Remember... Y O U are responsible for your actions! This book helps you to make wise decisions. It is your responsibility to read our handbook, go over it with your parents, and to follow its guidelines each day.

I look forward to getting to know you and working with you this year to help you be successful! Have an AWESOME year!

Sincerely,

*Dr. Blackwell*

Dr. Blackwell  
Principal

**GO LEOPARDS!**

# Your Job

You are the most important part of your education.

The teachers and your parents want you to learn. They want to help you, but the responsibility for learning is also yours.

Find time to do these things every day:

- Listen in class, ask questions and do the assignments.
- Talk to your parents about what you did today in the classroom and on the playground. Tell them how your friends are doing.
- Read to your parents or let them see you reading.
- Make sure that you do your homework.
- Discuss the homework with your parents but make sure you do your own work.
- Get a good night's sleep and eat a good breakfast.
- Being on time is important. Get to school on time. Constantly being tardy is not good.
- Think before you act. Make good choices in the classroom and on the playground.
- Act safely.
- Respect others and yourself.
- Treat other the way you want to be treated.

# Rules, Consequences, Manners, and Problems

## Dress Code

- Clothes should be clean and free from dirt, soil, or odor
- Hairstyles cannot be disruptive, bizarre or extravagant, an example is a Mohawk
- No Makeup
- No clothing which shows violence, bad language, alcohol, gangs, or graffiti
- No low cut tops, short shorts, bare midriffs, strapless tops, or spaghetti straps. Tank top straps must be at least 1 inch or about two fingers wide. No dress length shorter than mid thigh
- Hooded sweatshirts must be worn with hoods down. In inclement weather, may be worn with hoods up while outside.
- Shoes must be safe for usual school activities. No thongs, soft-sole moccasins, or heelies.
- No Hats (unless needed for sun protection while outside)
- No Sunglasses
- No clothing or hairstyle that is disruptive
- Students must be dressed correctly to be at school. If you are not correctly dressed you must change clothes here at school or your parents will be contacted to bring appropriate clothing.
- Clothing should fit appropriately without being excessively tight or baggy.
- If you are not sure whether or not a piece of clothing or hairstyle is appropriate, ask your teacher or the principal.

### Leopard Code

- \* Practice prompt, regular attendance
- \* Be safe
- \* Be ready to learn
- \* Be polite and considerate
- \* Don't call names
- \* Don't tease
- \* Don't intimidate
- \* Respect yourself and others
- \* Respect property
- \* Keep your hands, feet, and objects to yourself

### Transitions

1. Walk directly to and from the restroom, office, or other classes.
2. Do not touch any property belonging to others, teachers, or the class without permission (this includes animals or special projects that may be on display).
3. When you arrive at school, wait in front of the office for the supervising teacher.
4. After school, go directly to your assigned waiting area to be picked up. Do not play on the playground.
5. If you are walking home after school, leave immediately.

### Rules for Library and Classrooms

1. Obey your classroom rules.
2. All books leaving the library must be checked out first.
3. Respect school books by not writing in them.
4. Items may not be taken from students or teachers without their permission.
5. Students may not be in a classroom unless supervised by a teacher, custodian, aide, or principal.

### Rules for the Office

1. You must have a permission slip from your teacher to be in the office.
2. Wait politely for the secretary to give you her attention.
3. If you are sitting in the office for any reason, please wait quietly.
4. Ask before you use the phone or restroom.
5. Do not go directly into the principal's office.

### Causes for Suspension

1. Injuring other students.
2. Using profanity.
3. Defacing school property: graffiti on desks, chairs, in bathrooms, etc...
4. Theft
5. Defiance
6. Harassment, intimidation, or bullying
7. Possession of a dangerous object
8. Group intimidation of another student
9. Having or selling illegal substances on campus
10. Repeated offending of any rule
11. Being sent to the office more than four times

### Rules for the Playground

1. Follow the rules of the games on the playground.
2. You may not borrow equipment from other class's tubs when at recess.
3. Do not walk through other children's games - walk around the game.
4. Everyone may play designated school games at recess. You cannot exclude individuals.
5. If you join a soccer, kickball, or basketball game late in the recess, you need to find a partner to play opposite you.
6. Get permission from the instructional assistant or teacher on duty before leaving the playground. They will give you a note.
7. When you are on the sidewalk, always walk.
8. Maximum game team size: basketball - 6, soccer - 12, and kickball - 12.
9. Balls are the only articles to be thrown on the playground. A ball is to be thrown only to someone who is expecting to receive it.
10. Soccer balls are the only balls that may be kicked.
11. All ball kicking is restricted to the grass area.
12. Baseballs and hard balls are not allowed on the playground.
13. Personal equipment is to be brought to school only with the permission of the teacher. The equipment becomes the property of the classroom until the end of the year. The school is not responsible for any personal equipment that is lost or stolen.
14. The supervising adult may restrict the use of any play areas or any game or activity he/she feels necessary for student safety.
15. At the bell ending recess, all play stops and students are to immediately freeze until they hear the whistle of the supervisor. After the whistle, the students are to walk directly to their class line.

## Consequences

It is your responsibility to follow all school rules. There are consequences for your actions.

When you choose not to follow the rules, there will be a consequence. The consequence depends on the seriousness of your behavior. It also depends on how often you break the rules. The consequences can be such things as:

Warning	Counseling	Being Sent to the Office
Parent Contact	Parent Conference	Missing Recess
Lunch Detention	In-House Suspension	Suspension

## Things Leopards Say

Words are very important. Saying the right thing can help you avoid problems. These are good things to say

Please.	Thank You.	I'll try.
May I help you?	Let's share.	Let's take turns.
Good job.	Keep trying.	Let's work together.
Join our game.	Welcome.	No thank you.
I'm sorry.	Please help me.	Please explain that.

## Problem Solving

Problems are a part of life. You may have problems with other students in class, on the playground, going to school, or going home after school. You need to learn how to solve problems on your own. Here are some ways to solve problems.

Talk it over	Listen	Share
Walk away	Ignore it	Say "I'm sorry"
Do something else	Wait	Use humor
Use rock, paper, scissors	Compromise	Take Turns

***If you can't solve a problem ask for help!***

## People to Talk to If You Need Help

If the problem continues, tell someone who can help you. Here are some people you can ask for help:

Parents  
Counselor

Instructional Assistants

Teachers

Custodian

Bus Driver

Noon Supervisor

Principal

Librarian

## Ways to Avoid Problems

- Treat people the way you want to be treated.
- Keep your hands, feet, and objects to yourself.
- If a student tells you to do something wrong and you do it, you will get in trouble. You are responsible for what you do. Make the right choices!
- Don't call people names.
- Don't make fun of other people.
- No put downs.
- You don't have the right to hit someone back when he/she hits you. Tell an adult.
- If you find something that is not yours, give it to a teacher or another adult.
- Don't deliver messages for other students, gossip, tattle, or spread rumors.
- Be fair and polite to everyone.

***Be smart! Think and make the right choices!***

# More Things to Know

## Be Ready for School

A good day at school starts at home. It is important to be clean. Don't stay up too late. Get a good night's sleep. Eat a good breakfast. Drink plenty of liquids. Arrive at school on time. Going to school every day and being on time is important.

## Going To and From School

Be safe. We don't want you to be hurt by strangers or people bothering you. Don't talk to strangers on the way to school or on the way home. Never get in a car unless you have your parent's permission. Don't take anything strangers offer you. If someone hurts you or threatens you, tell your teacher or your parents so they can get help. Go to school with a group of friends. If you walk to and from school try not to do it alone. You are safer with a group of friends.

*STAY SAFE - Remember...STRANGER DANGER!*

## Bicycles Rules

4<sup>th</sup> or 5<sup>th</sup> grade students can ride bicycles to school. **All students must wear a helmet when riding their bicycles.** If you do not wear a helmet, it is not safe to ride your bike. Students must walk their bicycles on campus at all times. Bicycles must be left in the bicycle racks and be chained or locked at all times. The school is not responsible for lost or stolen bicycles or bicycle parts. Students who are unable to abide by safety rules will lose the privilege of riding their bicycles to school.

## Leave These at Home

Leave all toys at home. In addition, skateboards, rollerblades, skates, and scooters are not permitted on campus.

## Homework

Homework is important. Do your homework each night. Don't let it pile up. It is important to do all assigned homework each night. Turn assignments in on time. These tips will help you do your homework:

1. Listen to directions and ask questions if you do not understand.
2. Work in a quiet place. Don't watch TV while you work.
3. Have a "Homework Buddy" that you can call if you forget the assignment or have trouble with the assignment.
4. Return neat, well organized, completed homework to school on time.
5. If you have trouble doing homework, talk to your parents but don't let them do the work for you.

## Medicine at School

You cannot bring medicine to school without a special note from the doctor called a prescription. The note and the medicine go to the office. Medicine includes such things as aspirin, inhalers, cough drops, Tylenol, etc... **All medicine must be kept in the office.**

## Special Activities and Your Behavior

We want all children to be able to take part in special activities such as field trips, class parties, etc. However, your choices may not allow you to participate in special activities. **Participating in special activities such as field trips depends on your behavior and work habits.** Be smart! Make the right choices!

## Be Healthy

- Wash your hands after you go to the bathroom.
- Wash your hands before lunch.
- Don't cough or sneeze on people. Cover your mouth.
- Drink plenty of water to stay hydrated.



# Big Ten

1. Practice prompt, regular attendance
2. Be safe
3. Be ready to learn
4. Be polite and considerate
5. Don't call names
6. Don't tease
7. Don't intimidate
8. Respect yourself and others
9. Respect property
10. Keep your hands, Feet, and objects to yourself

Think and  
Make Wise Choices