

Central Valley Elementary School



Family Handbook 2026-27

Central Valley Elementary School
45 Route 32 Central Valley, NY 10917
Phone:(845)460-6700 Fax:(845)460-6047
Email:cvattend@mw.k12.ny.us
Website:www.mw.k12.ny.us

MONROE-WOODBURY CENTRAL SCHOOL DISTRICT

Central Office

Dr. Tracy Norman- Superintendent of Schools
Dr. Eric Hassler- Assistant Superintendent for Curriculum and Instruction, 6-12
Dr. Karin Morales- Assistant Superintendent for Curriculum and Instruction, UPK-5
Mr. Patrick Cahill- Assistant Superintendent for Business and Management Services
Dr. Bhargav Vyas- Assistant Superintendent for Compliance and Information Systems
Mr. Christopher Berger- Assistant Superintendent for Human Resources

Board of Education

Mrs. Kaytlin Simmons, Esq., President
Mrs. Suzanne Donahue, Vice President
Ms. Kiesha Tillman
Ms. Berny Vega
Dr. Candice Novack, PhD
Mr. Jeffery Reynolds
Mr. Bryan Bellino
Ms. Monique Officer
Dr. Dulaya Santikul
Miss Valery Canales, Student Representative

Central Valley Elementary School

Ms. Marisol Jackson - Principal
Mr. Timothy Martin - Assistant Principal

Main Office

Mrs. Mary Anne Corsello - School Secretary
Mrs. Kimberly Gibel - Typist

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District Mission Statement

Monroe-Woodbury Central School District is committed to academic achievement and success for all students in a safe environment.

In partnership with families and our community, the district's mission is to promote confidence, inspire a passion for learning, and to prepare students to become responsible global citizens.

WELCOME

On behalf of the entire Central Valley Faculty, I would like to welcome you to a new school year! We are looking forward to providing many exciting and rewarding experiences for students and families throughout your time at Central Valley. I want to assure you that we are committed to working with you to provide the best possible educational program for your child. Please feel free to contact us at any time with questions, concerns, or to touch base. A special welcome to all of our new families, you are joining a wonderful home-school community at Central Valley!

Within this handbook you will find a lot of information regarding Central Valley Elementary School, including our procedures and expectations. It is the intent of this handbook to provide important information. It has been carefully prepared, so that all students and their families may know and understand the policies and practices at Central Valley Elementary School. Our school has a proud tradition of academic and social-emotional excellence, and with your help, we are sure that this tradition of excellence will continue.

As a community of learners at Central Valley Elementary School,

We believe in:

- Community where everyone feels valued and heard
- Connecting with each other
- Creating meaningful and positive connections
- Communicating
- Contributing - everyone has their unique perspectives

We value:

- Everyone's voice and perspective
- Compassion
- Individual differences
- Cooperation and collaboration
- Meaningful Choices

We will...

- Be active listeners - listen and HEAR what others are saying
- Be respectful
- Be responsible
- Think before acting
- Work hard to make smart choices
- Reflect on our choices
 - Take ownership of and for our actions
 - Be accountable for our actions - explore alternatives and selecting which option we will try

Our CV Community C.A.R.E.S.

C- Cooperative

A - Attentive

R - Respectful AND responsible

E - Everyone is valued

S - Safe



CENTRAL VALLEY SCHEDULES AT A GLANCE

DAILY SCHEDULE

9:00-3:45

Central Valley Elementary School Hours

9:00-9:20 AM

Student Arrival – Students go directly to classrooms

9:20 AM

Classes begin

9:21 AM

Any student arriving at this time or later is marked late

3:30 PM

Student Dismissal for those being picked up

3:45 PM

Dismissal to Buses

LUNCH AND RECESS SCHEDULES

GRADE	LUNCH	RECESS	SPECIALS
2	11:23-11:48	11:00-11:22	1:10-1:54
3	11:53-12:18	11:30-11:52	2:00-2:42
4	12:53-1:18	12:30-12:52	11:45-12:27
5	12:23-12:48	12:00-12:22	11:00-11:42

SCHOOL EVENT DATES – Please refer to the district calendar and information sent home by the school and/or PTA regarding each event.

Arrival/Dismissal

To help facilitate the arrival and dismissal of students we ask that parents consider using our Monroe-Woodbury transportation on a consistent basis.

Our daily schedule for students is 9:00 AM-3:45 PM. It is important that our children are ready for a great day! Please help them by having them take the bus and being on time with all of their materials. Sending them off with a positive message every morning makes for a great start to the school day! As so much happens when children first arrive, please note: any child being **dropped off AFTER 9:20 AM will be marked Tardy (not if by school bus).**

ARRIVAL: Student drop off begins at 8:50 am. Students coming for breakfast may arrive beginning at 8:45 AM. Any student dropped off between 8:50 am - 9:00 am will be asked to wait in the auditorium if they are not getting breakfast.

- **For families dropping students off by car:**
 - Please pull up **CURBSIDE** to the main entrance and have your child exit your vehicle **CURBSIDE**.
 - Make sure your child has all of their belongings ready to exit the vehicle once you pull up. Please give a quick kiss or hug and words of encouragement before they leave the car.
 - Adults should stay in their vehicle.
 - Wait for the car in front of you to pull away before driving away.
 - All cars will be directed to **EXIT THROUGH THE VISITOR parking lot IN FRONT OF THE BUILDING**.

DISMISSAL: Student dismissal to buses begins at approximately 3:45 PM. We encourage **ALL FAMILIES TO HAVE CHILDREN RIDE THE BUS TO AND FROM SCHOOL.**

For Those Picking Children Up:

- If you are picking your child up on a regular basis, please send a note to the school listing who may pick your child up.
- Pick up for students begins at 3:30 PM.
 - Park your car in the front visitor lot.
 - Join the pick up line outside of the building.
 - Please remember to have a government issued photo ID to show **EVERY** time you come to the building.
 - Your child will come out to meet you or your designee.

Students Riding the Bus:

- Bus passes for an alternate bus will only be issued for emergency purposes. We cannot accommodate bus passes for any other reason.
- For students riding the bus, transportation will be assigning seats to students. Once assigned, it is expected that children sit in their assigned seat to and from school daily.

- **To assist with lost items we ask that parents label their child's name on certain belongings.** Misplaced clothing stays on the bus for a week while the driver attempts to find the owner. Instruments, lunch boxes, chromebooks that are left on the bus are brought back to transportation with parents responsible for picking them up from the transportation office.

CHANGING THE WAY YOUR CHILD GOES HOME:

- If you need to change the way your child goes home, please email the main office at cvattend@mw.k12.ny or send a note with the requested change and name of the person picking your child up. Please make sure to include your child's first and last name.
- If you must change the way your child is going home **AFTER** the start of the school day, **Please CALL AND let the MAIN office staff know by 2:00 pm on the day of the change that you would like your child to go home a different way.** Dismissal is an extremely busy time, and we cannot honor requests after that time. Please understand that we cannot pull children from buses or hold our buses back for last minute requests. The only exceptions will be for emergencies.
- Remember, bus passes for an alternate bus will only be issued for emergency purposes. We cannot accommodate bus passes for any other reason.

General Information

Attendance: To report a child's absence, please email: cvattend@mw.k12.ny.us and please cc: your child's teacher when possible. Students who are absent must bring a **written note signed by the parent or guardian when they return to class** indicating the reason for absence from school. Family vacation absences will be recorded as illegal absences. The school recognizes the following reasons for student's absences from school as valid:

- Sickness or death in the family
- Impassable roads
- Religious observance
- Illness
- School approved and supervised trips

Parents/Guardians should let us know if you will be away for more than a day and will be leaving your child(ren) in the care of a relative, friend, or neighbor.

Since regular attendance and punctuality are factors contributing to desirable achievement, you are urged to make every effort to have your child arrive promptly to school each day and to be in attendance daily except in cases of legal absences.

Students will be marked late if they arrive after 9:20 am. Student attendance will be analyzed and followed up on a trimester basis.

Assessments: All students in Second through Fifth Grade are assessed by teachers on a regular basis. In addition to regular announced classroom assessments, some of our assessments (such as the STAR assessments) are not ones that students can study for. They

are designed for teachers to understand and see progress made, as well as areas in need of further development. Throughout the year, support staff assists classroom teachers when assessing students.

Cellular Phones: Students are not permitted to use cell phones or Smart watches in school, during school sponsored activities or on the school bus. Parents who require their child(ren) to carry these devices before or after school are expected to enforce the rule that devices are turned off and stored in backpacks during school hours. Central Valley Elementary School or MWCSD are not responsible for any lost or stolen devices.

Child Care: The YMCA runs “Club Kid”, a before school and an after school program here at Central Valley Elementary School. The program runs Monday through Friday, 7am until school starts and from school dismissal until 6pm. Club Kid follows the school district’s calendar and only operates on days that the schools are open. Please note that “Club Kid” will not be in session on days when an emergency early dismissal has been called by the district. For more information, please contact the Club Kid Director, Middletown YMCA, Jennifer Eckerson at (845) 649-6014, jce@middletownymca.org.

Child Custody/Information Rights: For the protection of the child it is imperative that parents/guardians provide the main office with a copy of any legal document specifying custodial or visitation rights. This is intended to prevent the release of a student to a parent who may no longer have the legal right to see a child or remove him or her from school. The office will share this confidential information with pertinent staff members.

In the absence of any court order to the contrary a non-custodial parent who makes the request is entitled to receive copies of the following documents; report card, progress report, information about parent teacher conferences and notifications about school events.

Chromebooks: Chromebooks have been distributed to students. If your child does not have a Chromebook or the Chromebook that has been distributed to your child is not working properly please refer to the CVE website and complete a help desk ticket using the [Student/Parent Help Desk](#) link. Students new to the district will receive a Chromebook within the first week of school.

Clubs and Activities: Throughout the year several programs and classes are offered. They include Intramurals, Chess Club, Drama Club, Newspaper Club, Green Club, Reading Club and Art Club. Information including course descriptions, dates and times will be sent home.

Class Directories: The school is prohibited from creating or disseminating a student directory of students, addresses and/or phone numbers.

Class Placement: School personnel create balanced classes based upon students’ personalities, learning styles, scholastic aptitude, social and behavioral needs, gender, and student “working friendships” – that is, students who work well together in school. As parents are not privy to all of the information required to make these professional judgments for student class placement, parent requests for specific teachers are not accepted. If, however, a sibling has had a particular teacher and you feel your younger child should have a new and individual

experience, you may request that your child not be placed with that teacher. If you wish to bring a particular educational and/or social need to our attention, please do so in writing to the principal prior to May 1st. Once a child's placement has been finalized by the school it will not be changed. Placement information will not be printed on the end of year report cards but will be available in the Parent Portal to families in mid-August.

Clothing: Children should come to school appropriately dressed. This includes discretion as to comments and suggestive language written on shirts. Foul language, sexual connotations, and statements of improper values are not appropriate for school attire. Boys may not wear only undershirts. Girls may not wear very short skirts, shorts or shirts that bare the midriff to school. Children should wear sneakers on days that they have physical education classes. Students who are not wearing sneakers will not be permitted to participate in physical education classes and recess.

Code of Conduct: The Code of Conduct establishes the standard for appropriate conduct in school and on school property. The Monroe-Woodbury Code of Conduct can be found in its entirety at this website: <https://www.mw.k12.ny.us/page/code-of-conduct>. Please be sure to review it with your child.

Consequences (not to supersede established classroom consequences):

1. **Warning**
2. **Loss of Privilege**
3. **Administrative Intervention**

Additionally, Central Valley Elementary School has a set of expectations for students and staff as well as a procedure for assigning consequences if needed. Our Central Valley Expectations, reflection log, and ladder of referral are shared with families at the start of each school year, with families, students and teachers signing that we all agree to work together to learn and engage in the positive expectations on a daily basis. A copy of this is also attached at the end of this handbook, under Appendix A.

Communication: Please check Parent Portal, the MWCS D and Central Valley websites, and email for regular updates. All information from the main office is shared electronically.

Communication Protocol: In order to facilitate the receipt of information and the resolution of concerns, we ask that parents follow the District's chain of command.

To Resolve:

- Classroom Issues: Contact the classroom teacher first. If you are in need of additional assistance, contact the Assistant Principal or Principal.
- Building Wide Issues: Contact the Assistant Principal or Principal.
- PTA: Contact the PTA at- centralvalleypta@gmail.com
- Transportation Issues: Telephone the Transportation Department at (845) 460-6010. If your child is having a problem on the bus, please also contact the Building Administration.

Conferences: Parents or teachers will notify the other party if they wish to schedule a conference. Please do not have discussions with teachers in public spaces. Additionally, teachers cannot discuss students during Open House or any other non-conference function.

Early Dismissal: If, for compelling reasons, you would like your child excused prior to the usual dismissal time, a note is required. All parents/designees are required to sign the child out with the Meeter Greeter or Safety Officer whenever a child is picked before the regular dismissal time. A child may only be signed out of school by the parent or legal guardian unless the parent requests otherwise in writing. The person signing your child out **MUST BE 18 years of age** or older and have a photo ID to show.

Early Dismissal Days: Every year the district has early release days dedicated to professional development for our teachers. On those days, students will be dismissed at 12:45 p.m. Please refer to the district calendar for specific dates, and ensure an after school plan for your child. Lunch will be served at school. Please either send your child in with lunch, or children can purchase lunch in the cafeteria.

Electronic Devices: Electronic devices including but not limited to cell phones, smart watches, tablets, etc. are **NOT permitted** to be used during the school day, unless it is a school issued device. From the moment a student steps on to the school bus (or is dropped off at school) until the student exits the bus or leaves the building with an adult, ALL electronic devices MUST be turned off and away in bookbags. Students may not keep electronic devices in their pockets or in the classroom unless it is for a documented medical need. It is best if students do not bring devices to school. If there is a need to call home, students should tell the nearest adult who will assist them, with an adult from Central Valley Elementary School contacting a parent/guardian as appropriate. Students who use home devices in school are subject to having the device taken, with an adult from home coming to pick the device up.

Emergency Closings: School closings resulting from inclement weather or emergency conditions will be announced by the following:

- internet (www.mw.k12.ny.us)
- Through the District's automated call center, text and email
- Social Media

The District system will be activated in the event of an emergency closing. Please be sure all information is correct and updated in the Parent Portal.

Emergency Numbers: When a child is sick or injured, it may be necessary to contact an adult other than the parent/guardian who can assume responsibility for your child. It is essential that this person be within a reasonable distance from the school and can drive. Please make sure your child is aware of who you have chosen as the emergency contact person.

If your home telephone number, cell phone number or work number should change, please update this information through Parent Portal. If you do not have internet access, please contact the Main Office, cvattend@mw.k12.ny.us or 845-460-6700.

Emergency Preparedness and Drills: Central Valley Elementary School will continue to prepare our students and staff on how to respond to a variety of emergency situations. Safety drills will take place throughout the school in accordance with local and state guidelines.

Extra Help: The schedule for each teacher will be communicated by each individual teacher. Parents will be notified in advance if a teacher wishes a child to attend an extra help period so that you can arrange transportation.

Field Trips: As a key part of hands-on learning, classes take field trips throughout the year. Parents are often asked to help chaperone these trips. All chaperones for field trips will be chosen through a lottery. Parents will receive notification of a planned field trip in advance of the trip. A signed permission slip and any money involved must be turned in to the teacher prior to the field trip. Children who do not have the permission slip will not be allowed to go on the trip. Please spare your child disappointment and make sure to turn in the necessary items. Additionally, on many occasions, teachers have found it unwise to include a trip to a gift shop as part of the trip. These situations are difficult to supervise and take time away from the educational purpose of the trip. Teachers will tell chaperones ahead of time if a visit to the gift shop will be included. Parents who chaperone are asked to refrain from purchasing items for their child, as this leads to bad feelings among the group.

Food:

- **Food Allergies:** Parents of students with food allergies must alert the school nurse and office of the extent of the allergy. This information must be included on medical reports from the physician. If the child requires the use of an Epi-pen, the school nurse and principal must be notified.

Please refrain from sending in lunch in fast food packaging

No need to pack meals again this year! Every student eats free! All students enrolled at Monroe-Woodbury Central School District are eligible to receive a healthy breakfast and lunch in school at **no charge** to your household each day of the school year. Your child(ren) will be able to participate in these meal programs on the first day of school without having to pay a fee or submit an application. All schools provide a breakfast program for students upon entry and a lunch program for students in the cafeteria. School meals are healthy and delicious!

The Food Service Department provides nutritious meals featuring fresh local fruits and vegetables, lean protein options, low-fat milk, 100% fruit and vegetable juices, and whole-grain choices to support student health and wellness. Our balanced menus are designed to fuel learning, encourage healthy eating habits, and provide students with the nutrients they need to succeed.

If students bring lunch from home, they are welcome to supplement it at no cost by selecting at least three of the five meal components offered: low-fat milk, protein, whole grains, vegetables, and fruits. One of the selected components must be a fruit or vegetable to qualify as a complete reimbursable meal. Students who would like a carton of milk only may purchase one for \$0.75.

When your child eats school meals, it does not reduce another child's ability to receive school meals. In fact, serving more school meals helps the local economy, our Food Service Program, and supports local farmers through serving NYS grown items.

Please notify the School Nurse if your child has any Food Allergies or Special Dietary Needs. The school nurse will coordinate with the Food Service Department to ensure notification and appropriate meal accommodations when supported by proper medical documentation.

No Cost Meals: Frequently Asked Questions

<https://www.mw.k12.ny.us/page/free-meals-faq>

Menus, Nutrition Information, Student Balances and Transactions

Families can access daily breakfast and lunch menus, nutrition facts, allergen information, carbohydrate counts, student balances and transactions by visiting LINQ Connect at <https://linqconnect.com/main>.

À La Carte Items & Student Accounts

À la carte items, including bottled water, second breakfasts, second lunches, whole grain snacks, frozen novelties, and other beverages that meet USDA Smart Snacks in School nutrition standards, are available for purchase.

Students enter their five-digit student ID number at the register, and the cost of any à la carte purchase is deducted from their meal account. Students may also pay with cash at the time of purchase. To help speed up serving lines and reduce lost money, parents/guardians are encouraged to prepay funds to their child's meal account, although prepayment is not required.

Connect with Food Services at (845) 460-6200 ext. 10150

Health Office: For any questions regarding health concerns, please contact our School Nurse, Mrs. Rumley and our Health Office Assistant Mrs. Alidad 845-460-6700, ext. 6731. Physical exams are required in Grades 3 and 5 and for all students new to the district. Screening by the school doctor will follow in the Spring for those children who have not yet had a physical. You will be notified if your child needs a physical.

Vision and Hearing tests are performed on all 3rd and 5th graders yearly with new students screened as they enter the district.

Pediculosis (Head Lice) is transmitted through close contact with someone who may unknowingly have it. Please check your children's hair weekly. Report to the nurse any confirmed cases or suspicions (excessive scratching of the head) .

Cold weather brings us indoors and in closer contact with one another. Germs are on all objects we handle. Encourage children to wash hands frequently, especially before meals and after using the bathroom.

A doctor's note is required for medication to be given at school, including over the counter medications. The form can be found on the website or in the Health Office. Health Office fax # is 845 460-6037.

The health of each child at Central Valley is of primary importance. It is therefore important for all of us to work together in maintaining the health of the children and preventing the spread of infection.

If your child has an elevated temperature (over 100) in the evening before or morning of school and symptoms of a cold, cough or sore throat, keep him/her at home and seek the advice of your physician. A child should be fever free for 24 hours before returning to school, without fever reducing medication.

If your child has a rash that is itchy or oozing, or red eyes with a discharge, please keep him/her at home and seek the advice of your physician.

Lost and Found: The Lost and Found is located in the main hallway near the main office. Parents are asked to place name tags inside student clothing and on all other personal belongings so that lost items may be identified more easily. Items not claimed in the lost and found will be donated to charity at the end of each trimester.

Main Office Contact Information:

Phone: 845-460-6700

Fax: 845-460-6047

Email: cvattend@mw.k12.ny.us

Principal: Ms. Marisol Jackson: mjackson@mw.k12.ny.us

Assistant Principal: Mr. Timothy Martin: tmartin@mw.k12.ny.us

Make-Up Work: If a child is absent more than one day, arrangements can be made for work to be sent home providing the child is able to do schoolwork. Such requests should be made early in the day so that the teacher has ample time to prepare materials. On the first day that a child is absent, if extenuating circumstances exist, a special request can be made to the principal for selected assignments. Although teachers are not expected to prepare assignments for students who are illegally absent, we do encourage students to read, keep a journal, and create a scrapbook of their experiences out of school.

Parent Portal: The link for the Parent/Student Portal is posted on the [district home page](#). Families new to the district will receive Parent Portal Information during registration. If you are already registered in the district, please contact the Main Office for assistance in creating your Parent Portal account.

The Parent/Student Portal is part of the PowerSchool Student Information System at Monroe-Woodbury. The Portal serves two important functions:

1. provides report cards, grades, attendance, assignments and other information to parents, guardians and students

2. manages communication and emergency information from the school district to parents and guardians

Parent/Teacher Conferences and Meetings: Parent Teacher Conferences will be a combination of virtual and in person this school year. Parents/guardians must schedule their conference using pickAtime. Parents/guardians can request a meeting with a teacher at any time during the school year at a mutually agreed upon time and date.

PTA: Central Valley has a very active and supportive PTA. It is through our combined partnership that our children and families have opportunities to participate in a wide variety of activities and events. Sign up to be a PTA Member here:

<https://cvpta.memberhub.com/store/items/6346>

Please refer to PTA mailings and distributions for a list of PTA Board members, meetings and special events. To contact the PTA, please email cvpta@gmail.com.

Pupil Progress: Children's progress is reported to parents at regular intervals throughout the school year. Report cards are issued approximately every thirteen (13) weeks. Conference appointments with your child's teacher may be made by contacting the teacher. Supplementary progress reports will be mailed home if necessary mid way through the trimester.

Recess: Weather permitting, students will have outdoor recess. Students must be appropriately dressed for the weather, especially during colder months. As we have recess equipment, **BALLS OR TOYS FROM HOME ARE NOT PERMITTED.**

Report Cards: Communication of student learning is one key to student success. Monroe-Woodbury CSD has developed a Standards-Based Elementary Report Card. A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. In a standards-based learning environment, students receive marks that show how well they mastered each skill. Elementary schools will produce electronic report cards on a trimester basis. You will be able to access report cards through Parent Portal three times during the year.

Snacks in the classroom: Parents are requested to provide a nutritious snack for their child in the classroom. A nutritious snack could include a half sandwich, some cheese, a piece of fruit, a small box of raisins, carrot sticks, whole grain crackers, 100% fruit juice, water, etc. Please keep snacks small and avoid sweets. **Under no circumstances is soda allowed.**

Standardized Test Schedule: All Students K-5 will be assessed in English Language Arts and Mathematics three times a year. Our 3 – 5th graders participate in the New York State Assessment program that includes: English/Language Arts Assessment and Math. The 5th grade only will take the Science Assessment.

Student Support Services: Our School Psychologists are caring and helpful professionals who support the social and emotional needs of our students. They are available to speak with and support children and their families.

Toys in School: For educational and safety reasons, students should not bring toys, including electronic games and collectible cards, such as Pokeman, sportscards, etc. to school. Toys resembling weapons are not allowed under any circumstances. For special occasions or events, teachers may permit stuffed animals or favorite games. Teachers will share when toys from home are allowed.

Transportation: The health and safety of all our children is of utmost concern. Please review bus safety rules with your children on a regular basis to help ensure a safe and pleasant ride on the bus. Bus information is available on the Parent Portal towards the end of August. Parents with concerns or questions can call the bus garage at (845) 460-6010. Students may not ride any bus other than their own, without special permission from the bus garage.

Visitors: Visitors may enter the building only if they have an appointment scheduled through the Main Office in advance. "Walk-ins" will not be accepted at this time. The only exception will be through the Health Office and if initiated by Health Office personnel. **ALL visitors MUST BE** buzzed in both during the school day and after school hours when there are no scheduled after school activities. When buzzed in during school hours, **ALL visitors must present their Government Issued ID to the meeter greeter/Safety Officer** for **EVERY** visit. Your ID will be run through our Raptor system. A badge will be given to you with your information and **MUST BE WORN AT ALL TIMES** while in the building. When you are ready to leave, you **MUST** give the badge back to our safety officer/meeter greeter, and you will be given your government issued ID back. Please note, except for emergency situations, visitors are only allowed with a scheduled appointment. This is for the safety of all. The bell is located to the left of the vestibule entrance door.

Appendix A



LEARNING SPACE

Responsibility looks like:

1. Being prepared
2. Working hard and trying your best
3. Respecting self, others and property
4. Listening to the speaker
5. Following directions
6. Speaking kindly

Respect sounds like using:

1. Kind words
2. Appropriate words and gestures
3. Appropriate tone of voice
4. Appropriate volume of voice (Voice level 0-3)



HALLWAY

Responsibility looks like:

1. Walking directly to location
2. Keeping personal space, including hands and body off of others and walls

Respect sounds like:

1. Walking quietly - Voice Level 0
2. Greetings to others in the hallways (exchange of “hello”, “good morning”... using eye contact, wave



BATHROOM

Responsibility looks like:

1. Using the bathroom for bathroom reason
2. Flushing when done
3. Washing and drying hands
4. Putting used paper towels ONLY in the garbage
5. Picking up paper towels and disposing them in the garbage if initially missed the can
6. Giving others space and privacy
7. Reporting any bathroom issues to an adult immediately

Respect sounds like:

1. Kind words
2. Appropriate words and gestures
3. Appropriate tone of voice
4. Appropriate volume of voice - Voice Level 1



Responsibility looks like:

1. Sitting in a seat that is open
2. Staying at your own table
3. Getting up to throw garbage away when told
4. Asking permission to go to the bathroom or get up

Respect sounds like:

1. Kind words
2. Appropriate words and gestures
3. Appropriate tone of voice
4. Appropriate volume of voice - Voice Level 2



RECESS

Responsibility looks like:

1. Listening to and following all recess rules
2. Respecting self, others and property
3. Being safe
4. Speaking kindly

Respect sounds like using:

1. Kind words
2. Appropriate words and gestures
3. Appropriate tone of voice
4. Appropriate volume of voice - Voice Level 1-4



RECESS RULES

1. Know what recess area you are going to
2. Know what game you are going to play
3. Review the rules of the game and agree to them before playing
4. We always say of course you can play. Include others when they ask. If it is a game with a certain number of players, the person waits until the game ends and is rotated in for the next round
5. Use school playground equipment only. NO toys/equipment from home
6. Use equipment appropriately. This means:
 - a. Being responsible for classroom play equipment. Know what color and how many pieces your class has, and be sure all equipment is returned to your equipment bag at the end of every recess time
 - b. Down slides only
 - c. Climbing equipment as it is meant to be climbed
 - d. Stand to the side of the swing set if you are waiting for a swing
 - e. Sitting on swing and swinging with legs and feet
 - f. Stop the swing and walk off. No jumping from swings

Appendix B

Central Valley Elementary School Student Reflection Sheet

Student Name: _____

Date: _____

Choice I made (what happened and what I was thinking at the time):

The Better Choice I can make moving forward (how can I prevent this from happening again?):

How I can make things better/repair the harm done with the person (people) my choice impacted:

Additional Staff Information:

Student Signature _____

Date: _____

Teacher/Admin Signature _____

Date: _____

Parent/Guardian Signature _____

Date: _____