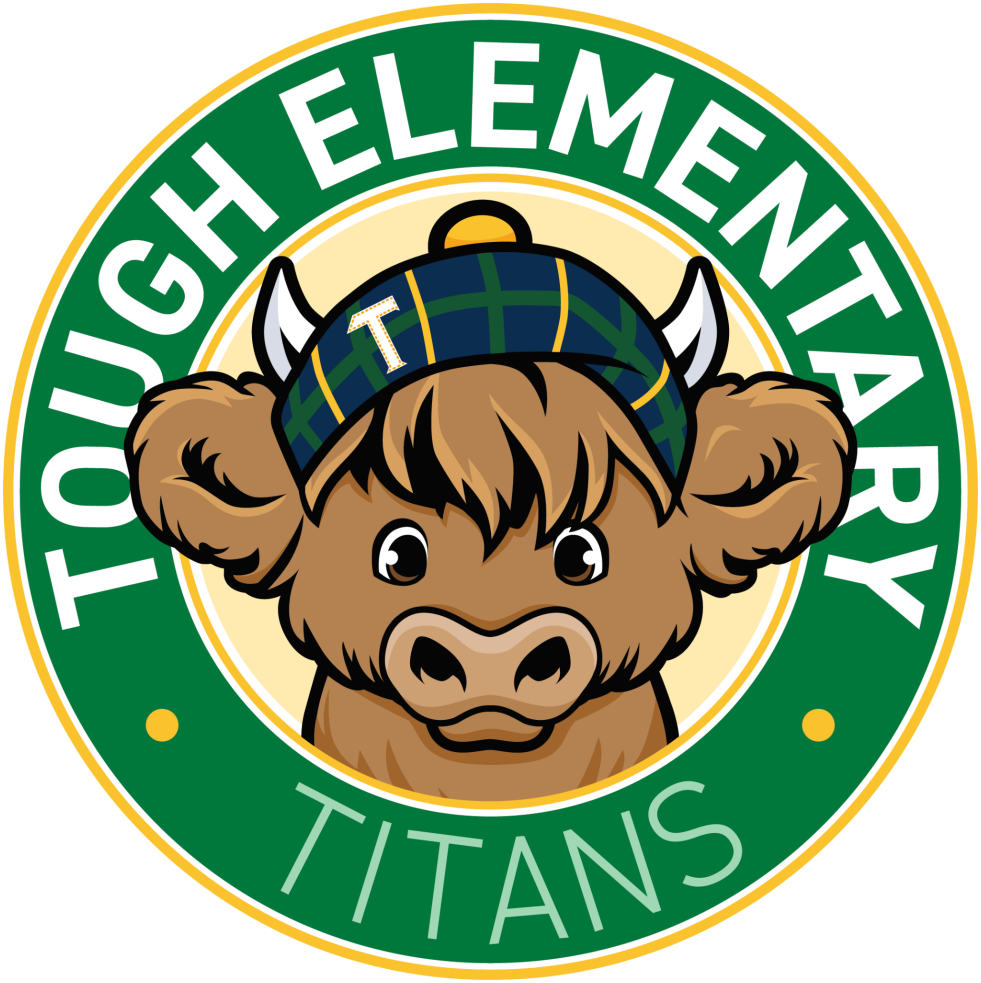


Coulson Tough
Student/Parent Handbook Addendum
2026-2027 School Year

Coulson Tough K-6 School
11660 Crane Brook Dr.
The Woodlands, TX 77382

Dear Coulson Tough Parents/Guardians,

Welcome to Coulson Tough K-6 School and the 2026-2027 school year! Detailed information about Conroe ISD policies and procedures are explained in the Conroe ISD Elementary/Intermediate Student Handbook found on the CISD website.

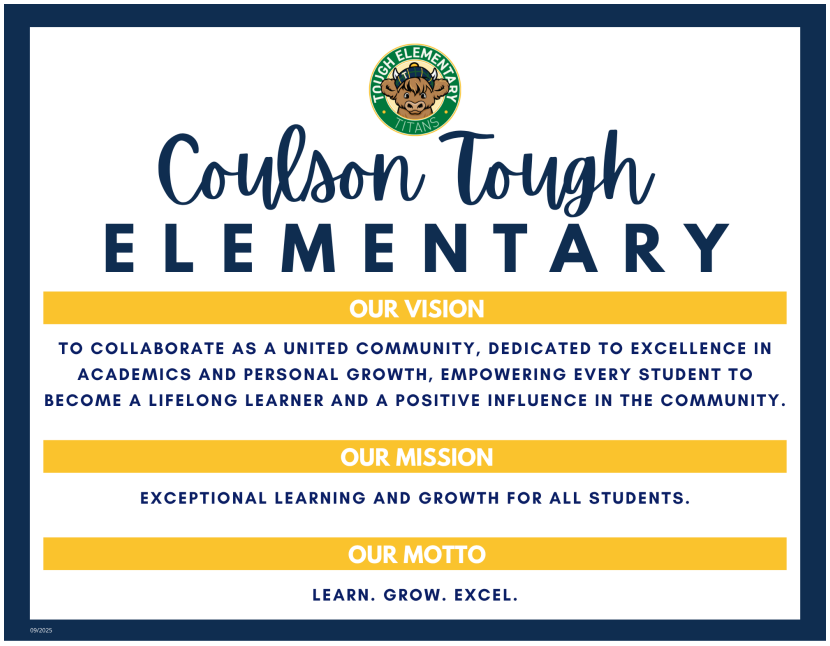
This addendum covers information specific to our campus. Please keep in mind that campus procedures may be modified at any time to comply with updated information and guidance from state, local and district governing bodies. Changes will be communicated to families through emails and our newsletters. Should you have any questions, please feel free to call or email. We look forward to an amazing school year!

Christy Julien, Principal

Coulson Tough Staff Contact Information

Christy Julien, Principal

Mrs. Megan Thomason, Assistant Principal 1st, 3rd, 5th, and 6th Grades	**Mrs. Heather Nooe**, Registration & Attendance
Mrs. Debra Peyreau, Assistant Principal Kindergarten, 2nd, and 4th Grades	**Mrs. Sandra Zelaya**, Cafeteria Manager
Mrs. Keira Avila, Counselor Kindergarten, 2nd, and 4th Grades	**Mrs. Katrina Donoughue**, Diagnostician
Mrs. Leslie Rodriguez, Counselor 1st, 3rd, 5th, and 6th Grades	**Mrs. Karina McKeever**, Bilingual Diagnostician
Mrs. Dodie Taras, Nurse	**Mrs. Lisa Gray**, Speech Language Pathologist



Arrival and Dismissal Procedures:

Safety is our top priority at Coulson Tough. The following arrival and dismissal procedures are designed for the safety of our Titans. We appreciate your cooperation as we establish these routines.

- The front drive is designated for buses only from 7:30am-8:15am and 2:30pm-3:30pm.
- Parking is prohibited along the fire lanes at all times.
- Please do not park your car in the parking lot and walk through our car line or bus lane to drop off and/or pick up your child.
- Please observe all "No Parking" signs along Crane Brook Drive and avoid parking in the neighborhood entrances of Carmeline and Queenscliff.
- We ask that drivers be courteous to one another and take turns entering the parking lot. CISD Crossing Guards and Coulson Tough staff members will be monitoring bikers and walkers at the bus exit on Crane Brook Drive.
- If you need to visit the building, there are several parking spots marked specifically for visitors in the front parking lot. Please check in with our front desk staff.
- We kindly ask that you refrain from bringing pets on school property for the safety of students.

Arrival in the Morning

Children may enter the building beginning at 7:30am. Supervision is not available for our students before 7:30am. Please do not drop off children and leave them unattended on the school grounds.

Although our official school day begins at 7:55am, we ask that children be in their classrooms no later than 7:50am to be prepared for the school day.

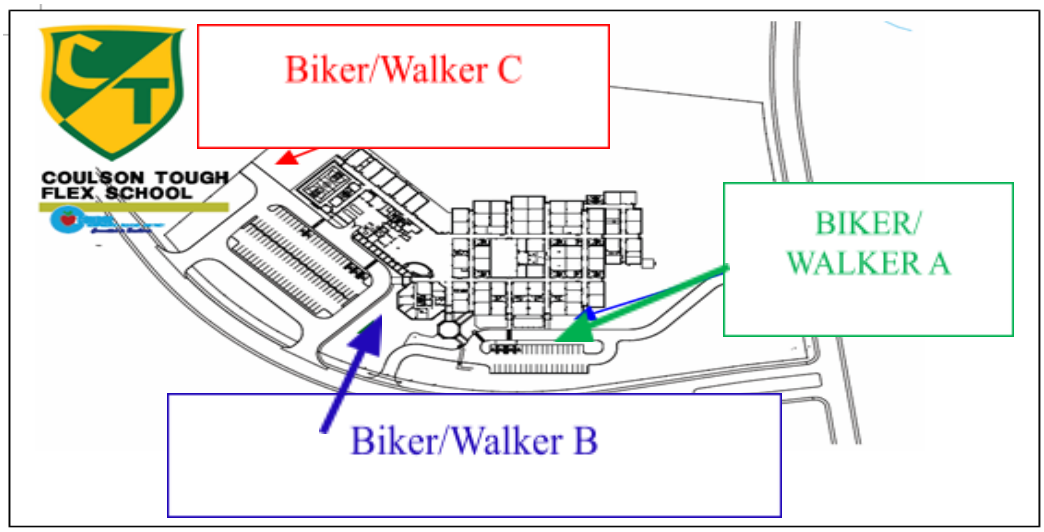
Children who arrive at the classroom after 7:55am will be considered tardy. Students arriving after 9:00am will be marked absent unless they have a note from a health care professional for an appointment on that day.

Biker/Walkers- Students who biker or walk to/from school are either a Biker/Walker A, B, or C. The following are guidelines to help you determine which Biker/Walker entrance/exit your child will utilize on a daily basis. These guidelines were designed to eliminate children crossing high traffic pathways without crossing guards.

Biker/Walker A is recommended for students traveling to and from the north side of campus on Branch Crossing. This set of bike racks is located along the building near the front parking lot and most convenient for students from Ledgestone, Cheswood Manor, Shale Creek, and all neighborhoods north of Woodlands Parkway. Families utilizing the nearby church parking lot may also utilize this area. Students will enter the building through the front doors under the rotunda.

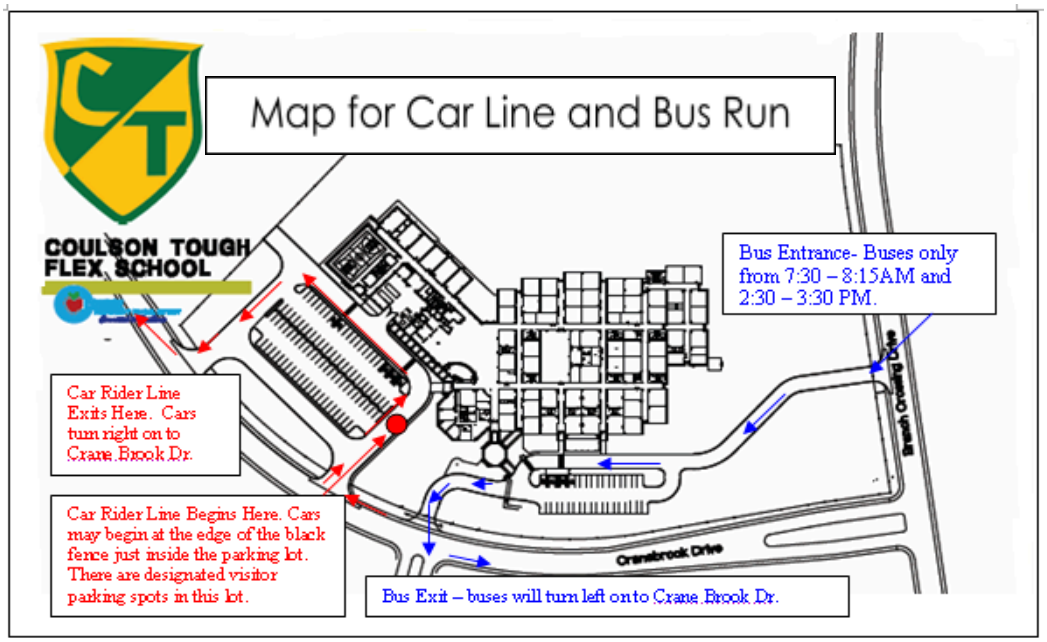
Biker/Walker B is located adjacent to the car rider line, near the flagpole. Students access this area on a sidewalk from Crane Brook Dr. that runs parallel to the car line entrance. This set of bike racks is most convenient for students in Abram Woods, Archwyck, Artist Grove, Carmeline, Degas Park, French Oaks, Regan Mead, Rembrandt Way, Rhapsody Bend and Scribewood. Students will enter the building through the front doors under the rotunda.

Biker/Walker C is located behind the gym and is accessed from a sidewalk that runs parallel to the car line exit from Crane Brook Dr. This set of bike racks is most convenient for students from Queenscliff and anyone who would travel west on Crane Brook Dr. Students coming and going through Crane Brook Park should also utilize these bike racks. Students will enter the building through the cafeteria doors.



Car Riders will enter the building through the cafeteria upon arrival to school in the morning. For the safety of our students, car traffic is not allowed in the bus area (the front drive). If your child is a car rider, please enter the school from Crane Brook Drive. Students arriving after 7:55am will need to enter the building through the front doors to check in at the front office.

Buses will enter the campus from Branch Crossing Drive. Bus Riders will enter through the front door under the rotunda.



Dismissal in the Afternoon

Dismissal will begin 10 minutes early the first week of school and at 3:10pm thereafter. This will help staff and students as we return to help our students learn new procedures.

All students (Bikers, Walkers, Bus, Day Care, Car Riders & YMCA) will receive a SMART tag that will be scanned before leaving the building. Please be sure this tag remains on your child's backpack all year. Contact your child's homeroom teacher if they need a replacement tag.

To ensure everyone's safety, it is important that students and parents travel home on the designated pathways and avoid crossing driveways with moving traffic. ***ALL BIKES AND SCOOTERS MUST BE WALKED ON CAMPUS, INCLUDING ELECTRIC BIKES AND SCOOTERS.***

***Kindergarten students will not be allowed to walk home without their parent/guardian, another adult previously designated by parent in writing, or an older sibling.** Parents are to meet staff at designated Kindergarten pickup locations near the exit doors.

Biker/Walker A students will exit through the hallway doors near the bike racks along the front driveway. Parents may meet their child in the bike rack area and exit the school grounds by going toward Branch Crossing. Kindergarten parents can pick up their child at the designated Kindergarten exit door (look for the Kindergarten pick up signs).

Biker/Walker B students will exit through the front doors and turn right toward the flagpole and bike racks. Parents meeting their children can greet them at the bike rack area and are asked to exit the school grounds by traveling left on the sidewalk parallel to Crane Brook Dr. For safety and efficiency reasons, no one will be permitted to walk through the car rider area. Kindergarten parents can pick up their child at the designated Kindergarten exit door (look for the Kindergarten pick up signs).

Biker/Walker C students will exit through the gate near the outdoor PE pavilion. Parents meeting their children can do so at the end of the sidewalk before Crane Brook Park. Kindergarten parents can pick up their child at the PE pavilion gate (look for the Kindergarten pick up signs).

Day Care Bus Riders will be dismissed to the cafeteria to wait for the arrival of their bus in the bus line. If your child is absent or not riding day care transportation, please notify the day care. Day care drivers must account for all children before leaving the school.

Bus Riders will exit the building from the front doors at the rotunda.

Car Riders will exit the building through the doors in the cafeteria.
For the Car Rider line to run as quickly and safely as possible, please adhere to the following:

- Family car tags, provided by the school, must be hung from the car's rear-view mirror. Each family is assigned a unique number which is printed on the tag.
- A staff member will log your family number into our car rider app which will then

display in the classrooms. Coulson Tough staff will meet students in the cafeteria to scan their dismissal tag and direct them to the appropriate numbered loading area.
- If your child requires a car seat/booster seat, please have it located on the passenger side of your car. Please teach your child to buckle themselves in/out.
- Please remain in your car and assist with backpacks & instruments from inside your vehicle.
- Cell phone use is prohibited while in the car rider line or while driving in an active school zone.
- WATCH THIS **VIDEO** FOR MORE INFORMATION ON OUR CAR RIDER LINE.

Bus Eligibility & Registration

In order to ride the school bus, eligibility criteria must be met and students must be registered through CISD transportation. Registration and bus route information can be found on the CISD website. Students should memorize their bus route number (numbers often change from year to year).

Buses will not be on an exact time schedule for the first couple of weeks until bus routes have been finalized. The transportation department will be monitoring the average number of bus riders per bus prior to making any permanent changes. They are unable to finalize routes if students are not on the bus. Therefore, we recommend if your child will be a regular bus rider that they begin riding the bus on the first day of school. If after two weeks you have concerns regarding transportation, we recommend you contact the CISD Transportation Department.

Transportation Changes

For your child's safety, transportation changes must be sent to your child's teacher in writing by a parent or legal guardian. Teachers will not allow your child to go home a different way without a signed note from their parents. Please plan in advance for transportation changes and send a note to your child's teacher. Please do not email your child's teacher during the day to change your child's transportation. Teachers do not check email during instruction and will not get the message. If a change is made after your child is at school due to an emergency, contact the front office receptionist.

Transportation changes must be made before 2:00 pm. This includes parent drive-ups at the end of the day, so please plan accordingly. Students will not be checked out after 2:30pm.

Severe Weather Dismissal

Parents will receive a text and email to notify them of a severe weather dismissal. If your child is regularly a Biker/Walker, determine how your child will go home in the event a severe weather dismissal has been called and provide this information to your child's teacher. The options are bus rider (if eligible and registered), car rider OR parent walk-up (located outside at Biker/Walker C exit).

*Biker/Walker parents must also have the family car tag if they wish to walk up to the school to pick up their child for a severe weather dismissal. Please remember to bring this tag. We will not be able to dismiss your child without it. Parents wishing to walk up to the school will pick up their child at the gym door.

We realize that dismissal takes a little longer on these days, but it is necessary to maintain an orderly and safe environment for our students. Our staff works very hard to make this process safe and efficient for everyone.

Watch this **VIDEO** for more information and assistance with Severe Weather Dismissal.

Early Release Days

Conroe ISD has 2 early release days this year. Coulson Tough students **will be dismissed at 11:55am on December 18 and May 27**. A modified lunch schedule will be implemented prior to dismissal. Food will be available in the cafeteria; however, students are encouraged to bring lunch from home.

Attendance

Attendance is one of the main indicators of student success. School starts at 7:55am. Students that arrive in their classroom after 7:55am are tardy. Attendance is taken at 9:00am. A child is absent if they are not on campus at 9:01am unless they have a signed note from a health care professional for an appointment that morning. An automated phone call and email will be sent to parents any time a student is marked absent.

Parents must email their child's homeroom teacher the reason for an absence and copy our attendance clerk on the email. Parents may also choose to send a note with their child, which will be forwarded to the attendance clerk.

State law requires that students must be in attendance for a minimum of 90 percent of the instructional days for which they are enrolled during a school year to be promoted. The law goes on to state that it is the parent/legal guardian's duty to monitor the student's attendance and require the student to attend school. It is important for students to remain in school until the close of each school day at 3:10pm unless illness has caused a child to leave earlier.

Regular school attendance is important. Please make vacation arrangements during holidays and weekends to avoid students missing important classroom instruction.

Make-up Work Due to Absence

Students will be given the opportunity to make up work missed due to any absence. It is the responsibility of the student to request and complete any assignment or test missed because of an absence. Students will be permitted one day for each day absent to complete the assigned work.

Leaving School for an Appointment

If you need to pick up your child for an appointment, please do so **no later than 2:30pm.** Most of the time, you know your appointment schedule in advance. Please send a note with your child indicating the time they will be picked up. The child will not be called from their classroom until you arrive at the school.

Communication

Our campus Titan Tribune newsletter is emailed out at the beginning of each month and grade level teachers will email a newsletter each week. Please read through these newsletters carefully as they are full of important information and dates.

Conferences

All teachers in Kindergarten-4th grade will be contacting parents to schedule conferences during the fall semester prior to our winter break. Teachers in 5th and 6th grade will schedule a parent conference when needed or requested by the parent.

Many times, your questions can be answered via email or a phone call. However, parents are welcome to request a teacher/parent conference at any time. Partner teachers often meet together so they can provide a comprehensive overview of the child's progress. To schedule a conference, please send an email to the teachers.

Teacher Planning/Conference Times

Kindergarten	10:10am-11:10am
1st Grade	10:10am-11:10am
2nd Grade	11:20am-12:20pm
3rd Grade	8:00am-9:00am
4th Grade	9:05am-10:05am
5th Grade	2:05pm-3:05pm
6th Grade	1:00pm-2:00pm

CISD Parent Portal

Parent Portal is a free program available to all CISD parents/guardians that allows viewing of helpful information regarding student attendance, report cards, progress reports, daily grades, state test results, Standard of Excellence (SOE) notes, discipline, lunch account balance, and other district resources. Parents may also sign up to receive an email alert when an assignment score is input or updated using the Home Access Center icon in the Parent Portal. Parents/Guardians wishing to access this service must have a valid email address.

To access the Parent Portal, please login using the email address that is in your child's record. Contact our registrar if you need to update your email address.

More information about the CISD Parent Portal and specific log in directions can be found at the link below: https://parents.classlink.com/conroeisd

Grading Guidelines

Progress reports and report cards for all 3rd-6th grade students will be available through the CISD Parent Portal-Home Access Center. Kindergarten, 1st and 2nd grade students will receive a paper copy of their standards-based report card (there are no progress reports issued in these grade levels). Specific information regarding the number of grades collected and weight of each category can be found in CISD's Elementary/Intermediate Student Handbook.

A teacher may enter an 'X' in the gradebook if a student has been exempted from completing an assignment or getting a numerical grade. A 'Z' entered in the gradebook is equivalent to a numerical zero and will be included in a student's average as such.

Lunch/Snack Guidelines

Lunch Menu: The CISD lunch menu is posted on the Coulson Tough website.

There are several state laws that pertain to nutrition for children in the public schools. For more information, please see the CISD Elementary & Intermediate Student Handbook.

Lunch/Recess Times

GRADE LEVEL	RECESS	LUNCH
Kindergarten	1:55pm-2:25pm	12:45pm-1:15pm
1st Grade	12:55pm-1:25pm	12:25pm-12:55pm
2nd Grade	1:25pm-1:55pm	10:50am-11:20am
3rd Grade	11:10am-11:40am	10:40am-11:10am
4th Grade	12:15pm-12:45pm	11:45am-12:15pm
5th Grade	11:45am-12:10pm	11:25am-11:45am
6th Grade	12:30pm-12:55pm	12:10pm-12:30pm

Lunch with your Child

Parents often ask if they may have lunch with their child as a special treat. Parents are welcome to join their child during their scheduled lunchtime beginning August 24. We have designated parent/visitor tables for this special time with your child. Only your child will be able to join you at the visitor table. Lunch is an important social time for children with their friends. We encourage parents to consider the frequency in which they join their child for lunch during the school year.

Snacks

Grade level teachers will share more information about snack times and expectations.

Birthday Celebrations

Parents wishing for their child to distribute birthday treats may only send in store bought treats with the ingredient label on the package. Homemade treats, flowers, and balloons are not permitted due to allergies, safety, and other concerns.

It is easiest for teachers and students to distribute individually wrapped items. No items will be distributed if it requires cutting.

Kindergarten-4th Grade: Treats may be brought to school and distributed by a staff member during the last 10 minutes of their lunch period.

5th & 6th Grades: Please contact your child's homeroom teacher to make arrangements for birthday treats. Your child's homeroom teacher will be able to provide you with more details about procedures in these grades.

Party invitations may only be distributed at school if your child provides an invitation for every child in the classroom or all girls/all boys in the classroom. Otherwise, arrangements should be made to distribute invitations outside of school.

Parent Teacher Organization (PTO)

The Coulson Tough PTO is a vital component at our school. Participation is a terrific way to support our school and meet people in our amazing community. More information about current PTO Board members and committees can be found on the PTO website: https://ctpto.membershiptoolkit.com/home

PTO meetings are typically the first Thursday of each month. Watch the Titan Tribune for more information on dates, times and location.

Our teachers and PTO volunteers are not permitted to distribute parent email addresses, phone numbers, etc. to help with the distribution of birthday invitations or other non-school related information. However, our PTO does maintain an electronic student directory where parents may opt in or out of sharing personal information. Parents that have joined the PTO may access the information families opted to share at any time through their website.

Safety

We work relentlessly to develop relationships and trust with our students so that they always feel there is someone with whom they can talk. Students are encouraged to report safety concerns to school staff as soon as possible. In addition, the Conroe ISD Police Department monitors the Kid Chat hotline (1-888-KidChat) and the Anonymous Alerts app, which allows for anonymous communication regarding an incident or issue.



Security

The Tough faculty and staff have your child's safety as our number one priority. You filled out emergency contact and health information online for the school year. Please make sure we always have current contact information for parents/guardians and at least two emergency contacts who are not the parents/guardians who would be able to pick up your child. If you indicate someone is not permitted to pick up your child, then legal documentation needs to be provided to our registrar.

It is imperative that you update any changes in your address or phone numbers after the school year has begun. Please email changes to our registrar. When visiting the campus, you will have your driver's license scanned and will be logged into our visitor's database. In addition, our building is equipped with security cameras.

Throughout the year, teachers review safety practices with our students. We conduct a variety of safety drills during the school year to help keep our students safe and for everyone to practice what to do if an emergency occurs. The drills include fire, severe weather, lock down, secure, hold, and evacuation. We also have a team of staff members, including our school nurse and administration, trained in first aid, AED use & CPR.

Volunteer in CISD

All volunteers at Coulson Tough are required to fill out information for a criminal history check. This must be done every school year and only takes a few minutes to complete. Access the application through the CISD website – Volunteer in CISD Application.

Dress Code at Coulson Tough

We follow the CISD dress code as outlined in the Conroe ISD Elementary and Intermediate Handbook. The following guidelines are consistent with the CISD K-12 philosophy:

- Types of shorts not permitted: bicycle shorts, boxer shorts, cut-off shorts, and shorts that fit too tightly or do not provide adequate coverage.
- Since our students have PE daily, students are allowed to wear athletic shorts as long as they are long enough to provide adequate coverage during activities.
- No student may wear articles of clothing, including face masks, which display obscenities, advertise alcoholic beverages, narcotics or other prohibited substances. Clothing that depicts violence, weapons, and/or death, are prohibited.

- Clothing that exposes the midriff in any way is not allowed.
- Tank tops or basketball jerseys with large arm holes must be layered with a t-shirt underneath.
- Athletic-type tennis shoes are required for physical education class.
- Jeans, shorts, or long pants with holes above the mid-thigh are not allowed.
- Undergarments must be covered at all times.
- Off-the-shoulder shirts are not permitted.
- Make-up/cosmetics may not be worn or applied at school.
- Hats or head coverings (including the hoods of sweatshirts) are not permitted unless for religious or medical reasons, designated school incentive days or as approved by the principal.

Student Personal Electronic Devices

- Personal cell phones, smartwatches, tablets, laptops, headphones, earbuds, etc. should be turned off and kept in backpacks and should not be visible during school hours including instructional time, reward time, free time, lunch, and in the hallways.
- Cell phones and smartwatches may be used respectfully and responsibly before school and after school.
- Cell phones and smartwatches should not be used to capture video, audio, or images at school or on the bus.
- Use of cell phones and smartwatches may be permitted in extenuating circumstances with permission from a staff member. (ex. to notify parent/ guardian of a late bus).

Nurse

Please ensure that the nurse has updated information about your child's health. Notify her if there are any changes related to allergies, medications, treatment plans, etc.

Teachers have been asked to call the nurse any time there is a health concern to determine the level of the student's need. Minor issues (lost tooth, scrapes and scratches, etc.) can be treated in the classroom. Students will be brought to the clinic for more serious concerns.

FOUNDATIONS PROCEDURES & EXPECTATIONS

Our campus has developed and implemented a schoolwide system of expectations and procedures rooted in the principles of Positive Behavioral Interventions & Supports (PBIS). We have established a Foundations Team that is committed to fostering a safe and positive school environment that ensures negative student behaviors do not impede the learning of any student. We regularly review, prioritize, revise, adopt and implement campuswide policies and procedures to ensure we are meeting the needs of all students and staff. The following sections outline our Foundations procedures & expectations:

Guidelines for Success: Character Counts at Coulson Tough

At Coulson Tough we strive to teach and enrich the whole child, not only academically, but also through character education and opportunities for personal growth and development. We strongly believe academics + character = SUCCESS and our culture of character is designed to support this goal. Each month we focus on one of our nine Pillars of Character. The nine Pillars are Respect, Responsibility, Fairness, Gratitude, Courage, Kindness, Honesty, Resilience, and Citizenship. Each has a specific color and is supported by habits of the week.



Our entire school community builds upon these traits through modeling and reinforcing positive behaviors. One student is chosen each month by his/her teacher to be honored at a Spotlight on Character ceremony. Parents/legal guardians are invited to this special event to celebrate the success of these students and the impact they are having on their school community. The entire school celebrates on these Spotlight days by wearing the color of that particular pillar.

The entire staff works together to support student learning and character development. Students recite the Coulson Tough Pledge of Kindness every morning:

I pledge to think more about the words I use.
I will replace words that hurt with words that build others up.
I am pledging to do this one word at a time.

Through appropriate modeling of expected behaviors, the teachers and staff at Coulson Tough are dedicated to the development of responsible citizens. Titans are expected to always demonstrate our character pillars while they are at Coulson Tough and while participating in off-campus activities in which they are representing our school.

All of Coulson Tough's administrators, teachers and staff look forward to providing your child with an educational environment of excellence, mutual respect and kindness.

Academic Integrity

At Coulson Tough, we believe in doing our best and being honest in all our school work. This means:

1. **Doing Your Own Work:** When you have an independent assignment or a test, make sure you do it by yourself. If you need help, ask your teacher or parents, but make sure your work is your own.
2. **Respecting Others' Work:** If you use information or ideas from a book, website, or another person, always give them credit. This means saying where you found the information and not pretending it's your own.
3. **Being Honest:** Always tell the truth about your work. Don't copy from others, and don't let others copy from you. If you make a mistake, it's okay—just let your teacher know.
4. **Asking for Help:** If you're unsure about something, ask your teacher for help. It's better to ask questions and learn than to guess and get it wrong.
5. **Being Fair:** Treat everyone fairly and with respect. Everyone should have a chance to do their own work and learn on their own.

By following these guidelines, we help make our school a place where everyone can learn and grow honestly. Let's all work together to keep our school a place of trust and respect!

Levels of Behavior

Our staff worked collaboratively to develop a plan to identify and address unwanted behaviors. Behaviors are classified into 3 levels: mild (Level 1), moderate (Level 2), or severe (Level 3). Level 1 behaviors are generally addressed immediately at the time and in the setting where the behavior occurs. Level 2, moderate behaviors, may be handled initially in the time and setting where they occur, but might require further documentation and assistance from an administrator, and office consequences may be implemented. Level 3 behaviors are those that require immediate administrative involvement and removal from the current setting. With Level 3 behaviors, an Incident Notification will be written and office consequences will be implemented. The Incident Notification will be viewable in the Home Access Center once processed by an administrator. Any time an administrator speaks with a student, parents are notified. Please reach out to campus administration if you have any questions about our Levels of Behavior.

Campuswide Behavior Expectations

Electronic Devices

Staff will…

- teach and review student expectations
- interact positively
- correct misbehavior immediately, calmly, briefly, consistently, and privately
- actively monitor & respond based on the campus level of misbehavior

Students will…

- Silence and store cell phones, tablets, headphones/earbuds, and smartwatches upon entering the building
- store devices in their backpack
- respectfully ask permission to use the device in extenuating circumstances before or after school
- follow expectations while on field trips & other school sponsored events that occur during the school day
- respectfully accept corrections

One liner

- Silence and store.

Arrival

Staff at arrival stations will…

- arrive to assigned stations on time;
- proactively monitor and correct student to enforce student expectations;
- interact positively with students and assist as needed;
- leave notes for substitutes with details of duty responsibilities;
- greet students walking by you in the hall;
- monitor the lines in the hallways or cafeteria.

Staff in classrooms will…

- stand at the door and greet students upon arrival;
- monitor students in the classroom and address situations as they arise;
- correct hallway behaviors as needed;
- leave notes for substitutes with details of duty responsibilities.

Students will…

- sit in line on their pockets with hands to self;
- use a voice level 2 or lower;
- walk down the hall on the correct side, single file, facing forward
- accept corrections respectfully;

Hallway Transitions

Staff will…

- teach behavior expectations;
- interact positively with students;
- actively monitor students throughout the line;
- correct misbehavior, immediately, consistently, calmly, briefly, and privately.

Students will…

- use a voice level 0;
- walk single file in the hallway on the correct side;
- walk with purpose facing forward;
- walk respectfully (hands and feet to self, not bumping others, etc.);
- respectfully accept corrections;

- keep personal spacing.

One Liners

- Walking feet.
- Check your voice.
- Single file.
- Hands by your side.
- Walk with purpose.
- Red and white.

Cafeteria

Staff will…

- teach behavior expectations;
- interact positively with students;
- arrive on time to the cafeteria;
- actively monitor students in assigned areas;
- correct misbehavior, immediately, consistently, calmly, briefly, and privately;
- monitor lunch lines for congestion;
- monitor the number of students dismissed to the bathroom;
- monitor and dismiss students using the trash signals.
- bring your extra door badge when on duty.

Students will…

- use a voice no louder than a level 2;
- walk in the cafeteria at all times;
- sit 3-4 on a bench;
- use a CT signal and wait for permission before leaving their seat;
- eat appropriately with their feet under the table;
- be respectful to others with their body and belongings;
- respectfully accept corrections;

One Liners

- Walking feet.
- Check your voice.
- Four to a bench.
- Use signals.
- Sit and eat.
- Hands to yourself.

Restrooms

Staff will…

- Have a system in place for one girl and one boy to be out of the room/area at a time
- Have a monitoring system in the classroom
- Teach expectations to the students:
    - Feet on the floor
    - Lock the door from the inside and unlock as you leave

    - Teach how to check for occupancy and look under the stall from a distance
- Teach students where to stand to wait if all the stalls are occupied
- Revisit expectations as needed
- Utilize a system for monitoring the restroom traffic at lunch

Students will…

- Use a voice level 0
- Use the facilities and leave no trace of visit
- Wash hands and throw paper towel in the trash can (2 pumps of soap, 2 pumps of paper towels, and 2 points in the trash can)
- Report any problems (cleanliness, behavior, toilet malfunction)
- Leave school items in the classroom
- Respect the facilities and other's privacy
- Spend 2 minutes or less
- Use your assigned restroom for your grade level or during your grade level activity
- Wear lanyard with door badge when necessary and return to teacher

Recess

Staff will…

- Bring the classroom badge (for student entry to building) and walkie talkie
- Interact positively with students
- Actively monitor students without distractions from phones or conversations (scan the playground areas)
- Position staff so all students are in clear lines of sight (refer to monitoring map)
- Use common attention signal: ONE whistle = take a knee, and TWO whistles = line up
- Correct misbehavior calmly, consistently, and immediately
- Teach and revisit behavior expectations proactively
- Carry extra gloves and band aids
- Check Perry Weather on Haivision and follow campus procedures accordingly
- Actively monitor the retaining wall perimeter
- Position staff on lower level (same level as playground)

Students will…

- have the option to bring water bottles outside;
- respectfully accept corrections;

Swings: ● K-6th 2 people on the swings at a time sitting back to back ● Have one person give ONE push to start the swing ● Keep feet and head from touching the canopy ● Form line at the ramp ● Wait for the swing to stop before	**Nature:** ● Respect nature ● Leave nature outside **Play Structures:** ● Play tag in the grassy area ONLY ● Keep mulch on the ground ● Go UP the ladder and DOWN the slide feet first or on your pockets ● Get off structure safely and

getting off **Field Games:** ● Use PE game rules on the playground ● Rock, paper, scissor solves disputes ● Touch only - no tackling, pushing, or grabbing ● No tumbling/gymnastics **Retaining Wall:** ● Keep off the wall (no jumping, standing, or sitting) ● Walk single file up and down the stairs to play area ● Play ONLY on the main field and designated structures	appropriately ● Take turns, one at a time ● Hands only on the monkey bars (no hanging upside down) ● Use the structure safely and appropriately **Recess Equipment:** ● Be responsible ● Notify a teacher when a ball goes over the fence ● Only balls may be brought out to recess

Dismissal

Staff at dismissal stations will…

- Arrive at assigned duty stations on time.
- Double check dismissal tags and transportation change stickers.
- Proactively monitor and correct students to enforce student expectations.
- Interact positively with students and assist as needed.
- Leave notes for your substitute with details of duty responsibilities, if absent.

Staff in the classrooms will…

- Proactively monitor and correct students to enforce student expectations in the classroom.
- Monitor dismissal prompts and announcements. Instruct students to watch, listen and exit the classroom with purpose. Note: times and order of dismissal have both changed.
- Leave instructions for substitutes with details of dismissal responsibilities and expectations.

Students will…

- Be prepared, packed and ready to go.
- Use voice level 1 in the classroom. Listen, watch and be ready to move when prompted.
- Walk with purpose directly to the dismissal area.
- Walk on the appropriate side of the hallway. Use a voice level 2 while in the hallway.
- Respectfully follow directions and requests of all staff monitoring dismissal.

Thank you for helping us ensure that Coulson Tough is a safe and enjoyable place for everyone to Learn. Grow. Excel.