

**WESTVIEW SCHOOL CORPORATION
TOPEKA ELEMENTARY SCHOOL
P.O. BOX 39, 138 SCHOOL STREET
TOPEKA, INDIANA 46571
<http://westviewin.apptegy.us/o/topeka>
Find us on Facebook
PHONE: 260-593-2897 FAX: 260-593-2899
PRINCIPAL: MRS. BECKY SIEGEL**

SCHOOL BEGINS AT 8:10 on Monday and 7:40 on Tuesday-Friday.

WELCOME!

The Topeka Elementary School staff welcomes you to a new school year. We are proud of our school and community and we are committed to helping every child learn and feel successful. We encourage parents to support us in this effort. Parents' positive attitude and support make a significant difference.

TOPEKA ELEMENTARY SCHOOL MISSION STATEMENT

We are a diverse school that will work with family, home, and community. Our students will learn at their highest potential, while showing respect and appreciation for all people.

TOPEKA ELEMENTARY SCHOOL BELIEF STATEMENT

Whereas. . .

All students can learn.

Accountability to promote learning is important.

Attitudes and expectations of the community, parents, and teachers are reflected in students.

The interaction of home, community, and school is essential to quality education by providing a safe, responsible, and respectful environment.

Experience enhances learning.

Learning is a continuous, life-long process of observation and problem-solving.

Therefore, we believe. . .

Accountability for learning should be shared by home, school, and community.

All individuals and their cultures should be treated with respect.

Education should promote creativity, critical thinking, and the enjoyment of learning.

Education should address basic academic, life, and social skills essential for becoming independent adults.

Students should be directed and challenged to strive toward their highest potential.

School and classroom practice should be based on the best current research.

2019-20

LIFE LONG GUIDELINES

An important part of our school environment is the practice of Lifelong Guidelines:

Be Trustworthy

Be Truthful

Use No Put-Downs

Use Active Listening

Do Your Personal Best

We also emphasize these **Life Skills:**

Integrity	Initiative	Courage	Flexibility	Honesty
Perseverance	Organization	Sense of Humor	Problem Solving	Kindness
Responsibility	Patience	Friendship	Curiosity	Leadership
Cooperation	Caring	Respect	Self Control	Trustworthiness
Citizenship	Compassion	Diligence	Fairness	Character
Service	Sportsmanship	Self Discipline		

SCHOOL MOTTO

“Treat people right and do the right thing”

PARENT TEACHER ORGANIZATION

The Topeka Elementary Parent Teacher Organization exists to promote the education and welfare of our children. The organization sponsors educational opportunities, family activities, and gifts to our school. The PTO is also an important communication link between the school administration, teachers, and parents. Parents are encouraged to join and participate in the activities of the PTO. Meetings are scheduled on the third Wednesday of every other month at 4:00 p.m. beginning September 18th. Everyone is invited to attend and participate.

Officers

President -Abby Vaughn
Vice-President -Doretta Yoder
Secretary-Elisa Yoder
Treasurer – Jim Warrener

ARRIVAL AND DISMISSAL TIMES

The bell will ring for students to enter the building at **7:40 a.m** except on Mondays. **See Delayed Mondays below.** The breakfast doors will open at **7:30 a.m.** Students need to be in their classroom when the **tardy bell rings at 7:50** and classes will begin. Students should not be dropped off before 7:30 a.m. Bus rider dismissal begins at 2:15 p.m. for grades K-2 and 2:17 p.m. for grades 3-4. Car riders will be dismissed once the busses have been released and the cars are lined up on the sidewalk. Students that walk will be released after all of the traffic is cleared.

DROP OFF/PICKUP PROCEDURES

Morning Drop Off: Use the circle entrance on Harrison Street to drop off students in the morning.

Afternoon Pick up: In the afternoon the busses will load and dismiss first. **For the safety of our students, do not drive around the busses while they are lined up in front of the school.**

After the busses depart, drive along the main sidewalk all the way to the Playground Alley. The students will be dismissed for the cars once all the cars have stopped.

2019-20

DELAYED MONDAYS

School will begin 30 minutes later **EVERY** Monday. Busses will run exactly thirty minutes later than normal. Students will enter the building on Mondays at 8:10 and the tardy bell will ring at 8:20. Breakfast will be offered on Mondays beginning at 8:00. **School will begin as a normal day at 9:50 if there is a weather delay on a Monday.**

ATTENDANCE

The importance of regular attendance cannot be overemphasized. Contact the school by phone or indicate the reason by note in the event of any absence. Excessive absences make it difficult for your child to complete assigned work. Children who are picked up early, especially daily, are losing class time and the teacher cannot make this time up. A student that arrives between 7:50 a.m. and 8:20 a.m. will be marked tardy. A half day of absence for the a.m. will be marked if absent from 8:20-11:00. A half day p.m. absence is from 11:00-1:45. Students picked up before 1:45 p.m. are considered absent for a half day. When a student accumulates five tardies, a recess will be spent in the office. Students with perfect attendance will be recognized at the end of the school year.

Attendance/Tardy Ratings for a School Year

0-2 days	Superior
3-5 days	Good
6-10 days	Marginal
10 or more	Severe

FAMILY VACATIONS

Taking a family vacation when school is in session is discouraged and the principal shall be contacted in advance. Parents assume responsibility to teach the concepts and skills covered while their child is not in class. Students will be unenrolled if they miss more than two weeks at a time and then re-enrolled upon their return. It is difficult for the teacher to prepare the needed materials ahead of time.

LEAVING SCHOOL

Children are expected to remain at school throughout the school day unless the school office receives a note or telephone call. The school will not allow a child to leave the school unattended during the school day. Parents arriving to pick up children before dismissal are required to come to the school office and sign out their child. The office will call for the student once a parent/guardian has arrived in the office.

BUS CHANGES

If your child needs to ride a bus other than his/her regular bus, the school office must receive a note of permission stating the child's name and destination. Please contact the school before making alternate bus arrangements for your child. Buses cannot be rerouted for babysitters or other needs. Permission may be given by phone if the call is received by 1:45 pm. Otherwise, the student will be sent on his/her usual bus route. Please check with the bus driver in advance before planning overnight parties. Some of the busses are already at capacity. **NO EXCEPTIONS.**

2019-20

SCHOOL DELAYS AND CLOSINGS

Road and weather conditions will be evaluated prior to 6:15 a.m. A two hour delay or cancellation will be announced on the following stations:

WOWO 1190AM

WTHD 105.5 FM

WNDU 92.9FM TV 16

WSBT TV 22

WSJV TV 28

WFRN 104.7 FM

WANE TV 15

In the event of an early dismissal, information will be announced as soon as a determination is made. A voicemail will be recorded on the school's main number stating the delay or cancellation. When school is cancelled for the day, all conferences, activities, and meetings are cancelled. On a two hour delay, busses will run exactly two hours later than the normal pick up time. The entrance bell will ring at 9:40 and the tardy bell will ring at 9:50. Breakfast will not be served if there is a two hour delay.

HEALTH INFORMATION

Schools in Indiana have particular legal responsibilities for health concerns at different grade levels. The school nurse, Mrs. Sara Miller, will be administering the following programs in accordance with those requirements.

Immunizations

Indiana State law requires up-to-date immunization records for attending school. The LaGrange County Health Dept. has regular clinics in Topeka and elsewhere. Phone 499-4182 to make an appointment or contact your family doctor.

Vision Screening

Students in grades one and three will be screened for vision problems at the beginning of the school year. Students in kindergarten, grades two and four who wear glasses or have had previous borderline results of vision testing or are new to Westview, will also be screened. Communication will be sent home if a referral to an eye doctor for more complete testing is indicated. A teacher or parent may request a vision screening for a student anytime during the school year.

Hearing Screening

Students in grades one and four will be screened for hearing problems at the beginning of the school year. In kindergarten, grades two and three, only new students and those students who have a previous history of hearing problems will be screened. A note will be sent home if a doctor visit is recommended. Again, a teacher or parent may request a hearing screening for any student throughout the school year.

Drugs and AIDS Education

The requirements for educating students about drugs and AIDS at Topeka Elementary School will be taught by classroom teachers and the school nurse. Also included in the classes taught by the school nurse are lessons on personal hygiene and making smart healthy choices.

Illness

Please keep your children out of school if they have/had a temperature of 100 degrees F, or more, diarrhea, or vomited in the past 24 hours. This reduces chances of exposing others to that illness and allows for your child to properly rest and get plenty of fluids to get well more quickly.

Medications

If it is necessary for your child to take medication during school hours, written verification is needed both from your doctor and a parent/guardian. (A prescription label is considered doctor verification.) Prescription medications need to be brought to school, in an original container, by a parent rather than sent with the child. If any over-the-counter medications need to be given, you may send it in

2019-20

with your child, also in the original container, with a note from you giving instructions/permission to give. Herbal and homeopathic preparations will not be given at school.

Emergency Contact Information

Provide a phone number in which someone will answer the phone in case of an emergency.

Voicemail numbers are not an appropriate way for the school to reach you in case of an emergency.

STUDENT LANGUAGE

Students are expected to use respectful language when addressing adults and other students. All comments and opinions voiced should be stated politely and respectfully. Students should address all school staff by using their title (Mr. _____ or Mrs. _____ or Ms. _____). Students should only speak English while at school and on the bus. Profanity is never appropriate.

BREAKFAST AND LUNCH

Our school cafeteria provides well-balanced meals. Breakfast and lunch are paid through a deposit into your child's meal account. If a meal charge is necessary, the charge must be paid the following school day. Breakfast is \$1.50 and lunch is \$2.50 per meal. Milk is furnished with each meal. Additional cartons of milk are available for \$.50. Children who carry their lunch may purchase a carton of milk using their lunch account for \$.50. We strongly discourage including soda in a packed lunch.

PARENT CONFERENCES

Parent conference information will be sent home with your child when the dates are confirmed.

However, parents are urged to contact the school whenever the need arises. If you wish to have a conference with your child's teacher, please call ahead to make an appointment. Cooperation and communication between teachers, students, and parents is necessary for good academic performance and effective discipline.

PROGRESS REPORTS

All students, kindergarten through grade four, will receive four formal progress reports per year. First through fourth grade will receive four mid-term reports. The midterm will be sent home with your child at approximately four and one-half weeks into the nine-week period. Formal progress reports will be sent home on the Wednesday following the end of the nine-week period.

STUDENT INFORMATION/ENROLLMENT FORM

Please update any changes that occur during the school year after the enrollment form is returned. This includes address, phone, employment or emergency contact persons to the school office.

VISITING SCHOOL

All parents and visitors are required to enter at the main entrance and report to the office when they arrive at school. A visitor's badge must be clipped onto the collar area of clothing if a parent and/or visitor plans on entering the school. Parents are always welcome to Topeka Elementary School and may visit at any time. We do suggest parents wait to visit until school has been in session for at least two weeks. Visitation by students enrolled in other schools is not permitted due to class disruption. All other visitors must have prior approval by the principal/school designee before visiting.

TOPEKA ELEMENTARY SCHOOL DISCIPLINE & BULLYING POLICY

Maintaining a safe environment is the responsibility of all teachers and adult supervisors. Discipline procedures could include loss of privileges, loss of recess, isolation for lunch period, removal from class, special seating assignment, phone calls or notes to parents, or any other reasonable action such as suspension and/or expulsion. If a student chooses to continue behaving in an inappropriate manner he/she may be referred to the principal's office. Parents may be informed of any referral by phone or letter. If poor behavior persists, parents may be required to attend a disciplinary conference with the principal and teacher to plan a strategy to help the child choose appropriate behavior.

Bullying is considered as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Forms are available in the office or on the school website for parents to report bullying.

The following is a summary of the Indiana law concerning student conduct. The items listed are grounds for SUSPENSION and/or EXPULSION:

*Use of any type of violence, fear, force, coercion, noise, intimidation, threat, or other act to interfere with regular school classes. Such acts could include: (a) sit-ins; (b) blocking room or doorway entrances; (c) causing fires or explosions; (d) having any firearms, explosives, knives, or other weapons on school grounds; and (e) disrupting any school class or program with noise, disorder, or physical interference.

*Theft or damage to school property of substantial value or repeated theft or damage to school property of small value.

*Stealing or damaging private property of students, teachers or other adults.

*Intentionally causing or attempting to cause physical injury to any student or adult.

*Intimidating any student through either individual or group threats or violence.

*Bullying is prohibited. Bullying is considered as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.

*Knowingly possessing, handling or transmitting any object that could be considered a weapon, including but not limited to: firearms, explosives (including firecrackers), knives and clubs.

*Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a prescription from a registered physician is accepted.

*Selling or giving away any of the items listed above, or any substance, which the receiver is led to believe, contains one of the listed substances.

*Failing in a substantial number of instances to comply with directions of the teacher and other school officials.

*Engaging in any activity forbidden by the laws of the State of Indiana.

*Fighting, throwing objects, tampering with fire alarms or extinguishers, using vulgar or obscene language

*Possessing and/or using any tobacco products, including cigarettes, snuff, cigars, lighters, matches, e-cigarettes and paraphernalia.

*Leaving the school grounds or any assigned classroom without written consent from the classroom teacher or the office.

NOTE: These rules are in force during any of the following times: (a) any time the student is on school property; (b) on the way to and from school; (c) at any school sponsored event; (d) at any school where a Westview School Corporation school is participating.

2019-20

TEXTBOOKS

Textbooks issued to the student are the property of the Westview School Corporation. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged beyond use. The book rental fee for kindergarten through grade four is \$90.00 for the 2019-20 school year. Book rental should be paid separately for each child. A separate receipt will be issued for each book rental fee paid. Checks should be payable to Topeka Elementary School. Please do not send cash.

MEDIA CENTER

The media center offers a variety of books for students to check out. Each class visits the media center on a weekly basis to listen to stories and learn different library skills. An overdue notice will be given to students with books one month overdue. A letter will be sent to parents after two overdue notices have been prepared. The parent letter will request payment for the missing book(s). The student may not be allowed to check-out books if a book is not returned or paid for within a reasonable amount of time. If a book is damaged and cannot be reshelved, the replacement cost is charged to the student plus a \$1.00 handling fee.

COMPUTER AND INTERNET USAGE

Computer usage by students is for educational purposes and school personnel will determine student access to programs. The Internet offers diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication. Westview School Corporation has taken precautions to restrict access to controversial materials.

WESTVIEW SCHOOL CORPORATION TECHNOLOGY ACCEPTABLE USE GUIDELINES FOR STUDENTS

The following guidelines and procedures are to be utilized by all students attending Westview School Corporation. All students will have access to use the District's computers, Network, or on-line services unless a parent refuses to allow access to on-line services and expresses this refusal in writing yearly to the school principal. In addition users in violation of any part of this policy, or who are identified as a security risk, or having a history of problems with other computer systems, can be denied access to the Network and/or on-line services for the remainder of the school year. Repeat offenders may have their rights suspended indefinitely.

1. The use of the Network and online services is a privilege, which may be revoked by the Corporation at any time, for any reason.
2. The system shall be used only for purposes related to education. Commercial and/or political use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications.
3. Students will adhere to all rules and regulations posted in labs and classrooms regarding specific computer use. Rules and regulations are subject to modification administered by the appropriate staff members at any time.
4. Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users.
5. The student, in whose name the Network user account is issued, is responsible for its proper use at all times. They shall use this system only under their own account number. All users are held accountable for the activity of their account number and will not share their account number with others.

2019-20

6. Students may not save information in any directory other than their user account unless otherwise deemed acceptable by authorized staff members.
7. Copyrighted material may not be placed on the system without the author's permission.
8. Students may not install or copy software to their user account, or download programs on any corporation owned computer.
9. The Corporation reserves all rights to any material stored in files on corporation networks and may remove any material which the Corporation, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
10. Students found saving inappropriate material to their personal user account may be suspended from access to the Network.
11. Users shall not transmit, or view material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or defamation of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
12. All communications and information accessible via the network should be assumed to be private property. Copying of software applications from the Network is illegal, and will be considered stealing.
13. Use of the computer and/or network will not be for financial gain.
14. Students may not use the Network/Internet as a means of purchasing items for personal or school use. The Westview School Corporation makes no warranties of any kind, either expressed or implied, for the Westview Network. The corporation will not be responsible for unauthorized financial obligations resulting from the use of the Westview Network by a student.
15. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
16. Vandalism or abuse will result in the cancellation of user privileges. This includes, but is not limited to: uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
17. Any student involved in showing another student how to accomplish an activity that violates any part of these guidelines may be punished along with the violator.
18. Users shall report any security problem or misuse of the network to the teacher, principal, immediate supervisor, or network administrators.
19. Students must notify a staff member immediately if they discover a problem with the network or corporation computers.
20. The Westview School Corporation utilizes a filtering service for online activities. If material that could be considered inappropriate is not filtered students must report this immediately to a staff member. Failure to report such materials may result in loss of network privileges.
21. Parents/Guardians may be legally responsible for their child's actions concerning illegal activity on the Corporation Network.

STUDENT DRESS

Student dress and appearance are the responsibility of the parent. We ask that you dress your child in clothing and footwear that is appropriate and suitable for movement throughout the school and on the playground. Students are to come to school neat, clean, and dressed appropriately for the weather. Student appearance disruptive to the school environment is not permissible. Non-streaking tennis shoes are suggested for physical education classes and indoor recess.

BRINGING THINGS TO SCHOOL

Anything not needed for class should be left at home. Students are not to bring toys or electronics to school. The school is not responsible for any item brought to school that becomes broken, misplaced, or damaged.

PHONE CALLS

Phone calls will be transferred to voicemail during classroom instruction. Voicemail will be checked regularly and return calls will be made.

RECESS

The school will make every effort to go outdoors for recess during the school year. Children should be dressed appropriately for recess play. Boots, mittens, and hats are necessary for participation in outdoor recess during the winter months. A note may be sent with your child asking his/her teacher to allow him/her not to participate in outdoor recess because of a health situation. Recess will only be excused with a parent note for one day. If your child needs to stay inside for more than one day, a doctor's note will be requested along with a parent conference. Students are allowed to bring mitts to play softball. All other balls and bats need to stay home.

Inside Recess: The gym is only available on Mondays and Wednesdays.

AM Recess- Utilize three rooms for the following:

1. Activity/Movement
2. Games
3. Work

LUNCH Recess-Add the option of a movie

Playground Rules:

1. Walk to and from the building on the sidewalk.
2. Tag games may be played on grassy areas away from the building.
3. Appropriate climbing is allowed on the playground equipment only.
(Bleachers, picnic tables, fences, hitching racks, etc. are not to be climbed on.)
4. Do not throw snow. Wear snow boots and snow pants to play in the snow.
5. Play away from the building and windows.
6. No football.
7. Playground balls must be thrown below the neck for DodgeBall.
8. Students must stay on school property.
9. Basketball games should be confined to one basket, unless the playground supervisor grants permission to use additional baskets.
10. No toys are to be brought from home.
11. Personal ball mitts can be used. It is important for the mitts to be labeled with a name.
12. While on swings, don't twist the chains, jump from the swings or connect to a partner.
13. Go down the slides one student at a time while sitting on bottom with feet first.
14. No soccer or kicking balls on the blacktop area, unless the playground supervisor grants permission due to wet grass.
15. Inappropriate play will not be tolerated.

SCHOOL BUS RULES FOR SAFETY

Be ready to board bus.

Behave at the bus stop and walk while entering the bus.

When crossing the road, stay 6-10 feet from the front of the bus.

Find your seat and stay seated.

No bullying or fighting.

Talk in a reasonable volume.

No food or drink on the bus.

No throwing of anything on or off the bus.

Profanity is not allowed.

POWERSCHOOL

Westview School Corporation utilizes the PowerSchool computer program to manage all student information. Parents can access their student's information with an assigned username and password. Available information includes grades and teacher comments for first through fourth grades and attendance. Lunch account information is not currently in the PowerSchool system. There is an option to sign up for alerts regarding our school/district via text or phone number. Please contact the office to sign up for this feature.

FUNDRAISERS

The staff is very supportive of the many fundraisers our students participate in. Students may bring in fundraising materials from their different clubs. Students need to bring all fundraising information to the office where all staff can view and participate upon their discretion. This will allow the student to receive fundraising support without missing instruction.

STUDY TRIPS GUIDELINES

Each grade level will participate in at least one study trip during the school year. Some study trips require parent volunteers to be active participants. The number of volunteers needed is at the discretion of the teachers planning the trip. Parents who volunteer for a study trip will adhere to the following guidelines.

- Non emergency cell phone use is prohibited
- Chaperones will ride the bus
- Children not enrolled in the class are not allowed to attend
- Must be 21 years of age
- Will be subject to a criminal history check
- No tobacco use
- No pictures are to be posted on any social media such as Facebook, Vine, Google+, or Twitter, etc.

2019-20

RECESS/LUNCH SCHEDULE

	A.M.	Lunch/Recess
Kindergarten	9:15-9:30	10:30-11:15
First	9:15-9:30	10:45-11:30
Second	9:35-9:50	11:15-12:00
Third	10:00-10:15	11:30-12:15
Fourth	10:10-10:25	11:45-12:25

PARENTS RIGHT TO KNOW

August 2019

Dear Parents or Guardians:

As a school that receives federal funding, we are required to notify parents of information regarding the professional qualifications of their student's classroom teachers. Please be assured that adults in your child's class are qualified professionals. You have the right to request and receive in a timely manner information regarding your student's teacher, including:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition, you should be assured that if at any time your student is taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school. Please sign the back side of the registration form to fulfill a federal requirement for your son's/daughter's participation.

If you have questions or concerns, please contact your child's school principal.

Sincerely,
Michelle Grewe
Curriculum/Instruction/Assessment

TOPEKA ELEMENTARY SCHOOL MATH FACTS GOALS

Grade	Operation	# of Problems	Time	% of Accuracy
K 2 nd semester	Add/Subtract to 10	20		90%
1 st	Mastery of Add/Subtract to 20	50	5 min.	90%
2 nd	Mastery of Add/Subtract to 20	100	5 min. (2.5 min per half)	90%
3 rd	Maintain mastery of Add/Subtract Mastery of Multiplication & Division	100	5 min.	90%
4 th	Maintain mastery of ALL facts	100	4 min.	90% *With focus on improvement

Topeka Elementary School Expectations School/Parent/Student Connection

ATTENDANCE: Regular attendance is expected of all students and is necessary to achieve success. Lessons missed can never be made up in a satisfactory manner because the value of class activities is missed. Absences are excusable for illness and death in the immediate family. Students with perfect attendance will receive recognition at the end of each grading period. Students with perfect attendance for the entire school year will receive recognition at the awards program at the end of the school year.

BEHAVIOR: Our goal is to create a safe, respectful, and responsible environment to maximize learning for all students. Attached is a list of reminder behaviors to help reach this goal. Teachers will provide communication on a weekly basis to keep you informed on your child's behavior. There will be awards at the end of each grading period for students who meet the expectations on a daily basis.

ACADEMICS: Homework is a home and school process and both will work together to enhance learning. Homework will be purposeful and is an important part of the learning process. Our primary focus of homework is for students to practice skills to make them more of an independent learner. At a minimum, students should read or be read to for fifteen to twenty minutes and practice math facts for ten minutes at least three days a week.

Topeka Elementary School Wide Expectations

	Classrooms	Bathrooms	Office	Cafeteria	Arrival/Departure	Bus	Hallways	Recess/Playground
Be Respectful	<ul style="list-style-type: none"> *Follow directions the first time given *Be a good listener *Say please and thank you *Use appropriate and positive language *Respect others, all staff, and property 	<ul style="list-style-type: none"> *Be patient *Be quiet *Respect the privacy of others *Get in and out as quickly as possible *Keep bathrooms clean 	<ul style="list-style-type: none"> *Wait quietly *Use please, thank you, and excuse me 	<ul style="list-style-type: none"> *Use an indoor voice *Eat politely and quietly *Respond to a quiet signal *Follow directions the first time given *Say please and thank you 	<ul style="list-style-type: none"> *Use appropriate and positive language *Remove hats and hoods upon entering the building *Follow all staff directions the first time given 	<ul style="list-style-type: none"> *Wait your turn *Keep your hands, feet, and objects to yourself *Follow directions *Use appropriate language 	<ul style="list-style-type: none"> *Walk in a single-file line *Hands at your side *Respect all hallway displays 	<ul style="list-style-type: none"> *Follow directions the first time given *Take turns *Use appropriate and positive language

<p>Be Responsible</p>	<ul style="list-style-type: none"> *Use time wisely *Put things away *Care for school property *Give your best effort *Be prepared *At end of the day, make sure your area is clean 	<ul style="list-style-type: none"> *Flush the toilet before you leave *No playing *Turn off water 	<ul style="list-style-type: none"> *Give pass to an adult *Tell the truth 	<ul style="list-style-type: none"> *Clean up after yourself *Ask for permission when you need to get up *Use hooks for coats and hats *Keep all food in the cafeteria 	<ul style="list-style-type: none"> *Wait at your assigned entrance *Follow established procedures (including bus riders) 	<ul style="list-style-type: none"> *Use inside voice *Keep your items with you *Be a model for all students 	<ul style="list-style-type: none"> *Go directly to your destination 	<ul style="list-style-type: none"> *Line up when the bell rings *Return equipment
<p>Be Safe</p>	<ul style="list-style-type: none"> *Push chair in *Walk-don't run *Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> *Wash hands and use soap after using the restroom *Walk-don't run 	<ul style="list-style-type: none"> *Wait patiently while sitting or standing in one place 	<ul style="list-style-type: none"> *Stay seated until dismissed *Walk-don't run *Keep hands and food to yourself 	<ul style="list-style-type: none"> *Stay on the sidewalk *Cross at crossing guards *Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> *Remain seated *Listen to the driver *Walk - don't run to and from the bus 	<ul style="list-style-type: none"> *Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> *Use equipment appropriately *No rough play *Walk on the sidewalk *Enter and exit in orderly lines