Harper School

Student Handbook

HARPER SCHOOL RULES

Please review the following rules with your child.

SHOWING RESPECT FOR YOURSELF, FOR OTHERS, AND FOR HARPER SCHOOL

We must be friendly to everyone and look out for one another. We must respect the rights of others and learn to appreciate and understand one another's strengths and weaknesses.

Harper School belongs to all of us. We must do our share to keep it clean and in good physical condition. Sometimes seemingly harmless pranks can cause very expensive repair work.

Verbal, physical or emotional bullying is not allowed. Any behaviors that are thought to be bullying in nature will be immediately addressed. An individual plan will be set up for any student who is identified as a bully. The principal and school social worker will be involved in all cases that bullying has been identified.

ATTENDANCE

1. I will try my hardest to be at school every day on time.
2. If I am absent for more than one-half day, I am not able to participate in any after school events at Harper on the day of absence.

DANGEROUS ITEMS

1. Students are not allowed to bring any type of weapon (real or toy) to school, for ANY reason (play, costume). This includes guns, knives, and any other devise, which could be used in a threatening way.
2. Students are not allowed to bring matches or lighters to school.

SCHOOL ARRIVAL AND DEPARTURE

1. Children are not allowed to use skateboards, scooters, or roller blades on School grounds. When on school grounds, these items should be walked.
2. Students should wear helmets when riding their bikes to and from school.
3. Students should walk and not run while on school grounds.
4. Students should use sidewalks, not the grassy areas, to enter and exit the building.
5. Students should not swing from or pull on tree branches.

DRESS

1. Clothing should be appropriate for school. No inappropriate slogans or pictures are allowed.
2. Skirts/dresses should be of an appropriate length (finger-tip length).
3. Caps are to be taken off at the door upon arrival.
4. See through clothing, tube tops, halters or clothing that is suggestive in nature are not allowed.
5. PE approved shoes are required for PE.
6. No flip-flops are allowed during outside recess.

*Students not adhering to these guidelines may be asked to change their clothing or call a parent for appropriate clothing.

CLASSROOM

1. Take your classroom work and responsibilities seriously.
2. Do not distract other children. You will be more successful if you quietly concentrate on your schoolwork.

HALLWAYS

1. When going through the hallways, walk quietly and do not disturb other children in class.
2. Close you locker door quietly. All items should be kept in your locker and not in the hallway.
3. Once you enter school, recess is over and all playing should stop.
4. Everyone should pick up litter from the classroom and hall floors and deposit it into wastebaskets.
5. Movement of classes to and from the art, music, PE and library areas should be orderly and quiet.

AUDITORIUM

1. You should enter the auditorium quietly
2. There should be absolutely no talking during a performance. Sometimes it is necessary to tell a neighbor something during the program, but it is much more polite to wait until it has ended.
3. The only polite way to show your appreciation to a performer is to applaud! It is rude to whistle, boo, yell, etc.
4. Remain seated and quiet until your class is excused.

CAFETERIA

1. Children should not share food with other children. This is for the safety of all children—particularly children with life-threatening food allergies.

2. Children should wash hands before and after lunch. Wipes/hand sanitizer are provided in the cafeteria and classrooms.
3. Walk to you place in line. Good manners to all are expected!
4. Once you sit at a table, stay there. You may hurt someone's feelings by changing tables.
5. Do not save places; this may hurt someone's feelings. There should be six or less children per table.
6. Remember to take everything that you need when you go through the line the first time.
7. Talk to people at your table only and use inside voices.
8. Do not play with other people's food or your own.
9. Raise your hand before leaving the table for any reason.
10. Children may not purchase food for others.
11. Pick up all of your garbage and throw it out prior to leaving.
12. Once you leave the cafeteria, proceed to the playground area only.
13. Use the washrooms that are adjacent to the cafeteria.
14. Put playground balls and ropes in the basket.
15. Gum chewing is **not** permitted in school or on the playground. Food must **not** be taken from the cafeteria to the playground.
16. There should be six or less children per table.
17. Children may not return to their classroom or locker unless approved by their teacher or lunchroom supervisor.

PLAYGROUND

1. Always obey the supervisors on the playground.
2. Stay within school boundaries. If a ball goes over the fence, get a supervisor to help you. Do not climb over the fence.
3. If a problem arises between you and other children, try to solve it peacefully before you ask for help from the adults on the playground. **Discuss** differences in opinions—**don't** fight! If you can't resolve the problem, please go to a supervisor for assistance.
4. The following activities are not permitted on the Harper playground:
   - Tackling in any game
   - Climbing on another child's back
   - Chicken fighting
   - Throwing of any object other than a ball
   - Snowballing
   - Batting balls
   - Pegging in kickball
   - Climbing fences, trees or walls
   - King of the Mountain
   - Wrestling
   - Acrobatics
5. Football may only be played on the grassy area.

6. Use only equipment on the playground that has been supplied by the school. A PE teacher must approve any other equipment.

7. Children may not lock games to other children.

8. If a child breaks one of the rules for use of playground equipment, he or she may not be allowed to use that piece of equipment for the remainder of the recess period.

9. Children should use designated play areas for organized games.

10. Eating food and chewing gum is not permitted on the playground.

11. Children are not allowed to kick a ball toward the building.

12. Once outside, children are not allowed back in the building unless they need to see nurse.

13. Children should use the restrooms prior to lunch. In an "emergency" permission will be given by a supervisor.

14. Wall ball is only permitted with a teacher-approved ball on the wall adjacent to the library/auditorium.

15. Children are only permitted in the garden when supervision is present.

16. The **swing** rules:

Only **one** person to a swing
Swing on bottom only
No standing on swings
No swinging or twisting sideways
No jumping off the swings
No climbing the poles that support the swings
No throwing the swings over the top to make them higher
Students may push each other from behind, but no "underdogs"

If all of the swings are taken, a child may notify one of the children on the swings that he/she will count to 100. That child must give up the swing at the count of 100. Each forward swing is counted as one, and each backward swing is counted as one.

17. The **slide** rules:

No sliding double
No standing at the top
No climbing up the slide
No climbing up the poles that support the slide
No sliding on stomach
No sliding on back

18. The **horizontal ladder** rules:

Only one person on the horizontal ladder at a time
Children should go in one direction only
Children should start on the first rung and not jump to a further rung

19. The **jump rope** rules:

In a jump rope game, a child should not quit when he or she is out, but must take a turn at one end of the rope
Do not use a jump rope for anything other than jumping rope

20. The **kickball** rules:

No pegging allowed

21. The **equipment** rules:

No balls on equipment
No tag
No running

22. **Wet equipment** rules:

When playground equipment is wet, it is CLOSED
Swings may be used
Avoid muddy areas and puddles

23. **Snow** rules:

No throwing snow at people or objects
You must have snow pants and boots to play in the snow (otherwise blacktop only) and mittens and hats are strongly encouraged
No king of the mountain
Be respectful of others' creations

24. **Garden** rules:

*** I PROMISE TO WALK GENTLY IN THE HARPER GARDEN**

Use the stepping-stones, wood chips, and grass to walk through garden areas

Walk carefully between the plants, looking out for small seedlings below

Walk only across the bridge; remember, no swinging on the bridge rails

Stay down from the edges of a raised bed

Only enter the garden with adult supervision

Running, galloping, and other fast activity is for the playground

*** I PROMISE TO TREAT ALL OF NATURE WITH KINDNESS AND RESPECT**

Remember that the garden is home to many special plants and animals

All plants, bushes, trees and animals are to be protected from injury

Only pick flowers/leaves/food items if given the direction from a teacher

Enjoy watching insects and other wild creatures; be calm when near them

Only collect small insects for observation with a teacher; release them back to their natural habitat soon afterwards

Use magnifiers and garden tools correctly

Spray water on plants only

Cooperate and work politely with others in the garden and always

*** I PROMISE TO HELP PROTECT THIS PLACE FOR OTHERS AND ME**

Be willing to help care for the Harper Garden; it is part of the Earth

Help put away the garden tools

Help keep trash out of the garden

Close the gate carefully when leaving the garden area

Tell a teacher if something concerns you with the garden area

Help others learn how to care for the Harper Garden

(See other equipment/game rules in classroom.)

PLAYGROUND/LUNCHROOM CONSEQUENCES:

1. All children attending Harper receive a list of the school rules at the beginning of each year.
2. Parents are asked to review the rules with their child.
3. Within the first few days of school, classroom teachers will also review the rules.
4. Generally, the first time a child breaks a rule during lunch or lunch recess, a reminder is given. Should the child continue to break the rule, the principal gives him/her an official warning and/or consequence depending on the offense. Parents are notified depending on the offense.
5. Please remember, school lunch and recess are a privilege**. If necessary, a student could be removed for a brief or extended amount of time.**

BUS:

1. Students are expected to exhibit law-abiding behavior on the bus.
2. No standing, seat switching, bullying or yelling is permitted.
3. Items may not be hung or thrown from windows.
   *A verbal warning is given for the first altercation. A written warning is given for the next altercation. The parent and principal will be contacted. Consequences may include assigned seating, temporary bus suspension, or permanent bus suspension.

OTHER:

1. Student use of cell phones/IPods, etc. are not allowed within the school. Phones/IPods, etc. may be used after school hours, outside of the building.

2. Electronic games are not allowed at school.
3. Gum and hard candy are not allowed at school.
4. Storing expensive, personal items or money in student desks or lockers is strongly discouraged.
5. Hair paint is not allowed in student's hair except on Halloween. No hair paint is allowed on ANY other days-including holidays or special event days.
6. Children should refer to adults as Mr. or Mrs./Ms. or Dr. Children should NOT call adults by their first name.
7. Bikes should be locked on the bike rack.
8. No stickers should be placed on/in lockers.
9. Scooters should be placed in locker or on the front steps of the school.

PLEASE REVIEW THE CURRENT PARENT/DISTRICT HANDBOOK.
PLEASE REVIEW THE INTERNET AGREEMENT FOR POLICIES REGARDING COMPUTER USE.