

**A POSITIVE CONNECTION:**  
Student Handbook

*Good Manners*

*Respect*

*Sharing*

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*Responsibility*

*Working Hard*

*Try Your Best*

Hawley Elementary School

## OUR HAWLEY SCHOOL PLEDGE

Here at Hawley  
we learn and we play.  
We do our best  
to show respect every day.  
We are responsible  
for this special learning place,  
taking pride in our work  
with a smile on our face.  
We will be kind  
and always cooperate,  
so let's go out  
and make today great!

**Work Hard & Be Nice!**



## BEING A GOOD HES CITIZEN

“Respect,” “Responsibility,” and “Manners” are three of the many concepts which are very important to us. Your kind and safe actions set positive examples for those around you in the classroom, the hallways, the cafe, and the playground. By solving problems and taking care of each other, you help to make HES a positive school environment.



## OUR HAWLEY COMMUNITY

As students at Hawley School you are part of a large family that includes more than 300 other children as well as over 60 teachers and staff members. As you grow we want you to learn how to:

- \* Solve problems in a thoughtful, peaceful way
- \* Communicate with adults and peers in a courteous manner
- \* Admit to and learn from mistakes
- \* Understand that poor decisions often lead to logical consequences
- \* Take care of each other

We know you'll sometimes make mistakes; we all do. Hopefully you'll learn from the mistakes and become good citizens of Hawley School, the Newtown Community and our great Country.

## STUDENT EXPECTATIONS

1. Students should always support teaching and learning.
2. Students should always support positive relationships.
3. Students should always show respect for people and property.

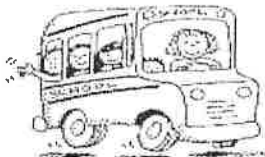


## EXPECTATIONS THROUGHOUT THE SCHOOL

1. Take care of our school building and all property, inside and outside (bathrooms, desks, chairs, equipment, rugs).
2. Walk quietly throughout the building and always use inside voices. Students should be in a straight line, close together, and on the right.
3. Be considerate and courteous. Examples: holding doors; sharing; following directions given by adults; using “please, thank you, and excuse me”; being kind to all staff and students.
4. Leave disruptive objects at home.
5. “Dress for Success.” Wear appropriate T-shirts or other clothes.
6. Follow all bus and safety rules.
7. Computers and other equipment are for appropriate school purposes only. Use them appropriately. If you make a mistake, report it immediately to an adult.

## EXPECTATIONS IN THE CAFETERIA

1. Line up quietly to get lunch or snacks. Be careful not to spill.
2. Be courteous, respectful, and use good manners.
  - \*Quiet, inside voices
  - \*Face your table, feet under table
  - \*Talk to those children at your table
  - \*Keep your hands to yourselves
  - \*Only touch your food and your property
  - \*Use proper table manners
  - \*Raise your hand if you need help
3. Clean up your table and floor area.
4. Remain seated until excused.
5. Leaving the cafeteria during lunch will only be permitted in special circumstances, for example:
  - \*Visit the bathroom
  - \*Going to the nurse
  - \*Lunch Bunch
6. Quiet down immediately when the adults clap 3 times.
7. At the end of lunch, leave in an orderly and quiet manner, following the directions of the staff member in charge.
8. Walk quietly outside to the playground as you pass classrooms and offices.



## BUS EXPECTATIONS

Please review the Hawley School Handbook for Student Behavior on School Buses with your child. It can be accessed on the school website in the parent tab.

## PLAYGROUND EXPECTATIONS

NOTE: During recess only Hawely students and staff are allowed on the playground. **No one else is allowed without special permission from the principal.**

1. Stay on the playground, the black top, or the field where an adult can always see you.
2. Think “safety” when on the playground.
  - \*Walk near or on the playground equipment
  - \*Using the slide: Slide feet first **down** the slide only; move out of the way quickly; look to see that no one else is at the bottom before sliding; give space to others going down the slide.
  - \*Using the swings: Sit only; one at a time; hold on with both hands; wait until the swing stops before getting off; give space when walking in front of or behind a moving swing.
3. Be cooperative and considerate of others— share space and equipment, take turns, compromise, follow directions and rules.
4. Clean up and line up when you hear the whistle.
5. Make recess a safe and fun time for everyone!



## CELL PHONES

Students *may not* have cell phones in school or on the bus.

## TOYS

In general, toys should not be brought to school since they are often disruptive to the classroom and the school cannot be responsible if toys are broken or lost.

- Pokemon and other trading cards are not allowed
- Toys that may cause injury on a busy playground such as skateboards, kites, sillybands, hard Frisbees, hardballs (baseballs and footballs), and bats are not allowed in school under any circumstances
- Only soft, Nerf-type sports equipment is allowed
- Electronic toys and other devices are not allowed in school. This includes such items as iPods and tablets.

The school will not be responsible for lost or broken toys/electronics.

## LOGICAL CONSEQUENCES



When determining logical consequences for students who do not meet expectations, the following are considered:

- **Physical and Emotional Safety:** Keeping all students safe is our top priority.
- **The age of the student:** We expect better judgment from experienced students.
- **Past behavior:** Everyone makes an occasional mistake and hopefully learns from that mistake. Students who repeatedly break school rules will require a higher level of intervention. Most behavior problems are handled by the Lead Teacher, Classroom Teacher or Paraeducators.
- **Understanding/Intent:** Sometimes students do something without understanding the impact. After an explanation, it is expected that behaviors are not repeated.

When a problem is deemed serious or continuous by the staff, and/or classroom behavior strategies and logical consequences have been employed, the student is referred to the Principal. The back page outlines actions that may be taken.

At Hawley we strive to foster kindness, safety, respect, problem-solving, cooperation, and good citizenship through structure, consistency, and education. It is our hope that we can help the students learn to better understand the impact of and to take responsibility for their actions. Parental support and cooperation is crucial to this development.

**Level 1: Student not meeting expectations**

Warning → Discussion with Teacher → CARES letter to be signed by parent

**Level 2: Unkind/Unsafe/Disruptive Actions or Repeat of Level 1**

Discussion with Lead Teacher/Principal → CARES letter to be signed by parent → Call home → Possible lost school privilege

**Level 3: Physical aggression, intentional disrespect toward students or staff**

Discussion with Principal → Call home (possible parent meeting) → Lost privilege → Possible in-school suspension

**Level 4: Threatening or dangerous actions or words**

Discussion with Principal → Call home (Possible parent meeting) → Possible in/out of school suspension or expulsion → Possible report to Authorities

