

Highland Oaks School Rules

A. General Recess Rules

- a. Walk on the blacktop and wood chips....
- b. You may run on the grass.
- c. Freeze when bell rings.
 - o Students playing in the wood chip must sit on the curb.
 - o Students playing on the grass must walk to the blacktop.
 - o All students must sit or take a knee while waiting. If students are sitting in a group, they should be extra quiet.
 - o Playground should be silent so that teacher directions could be heard.
- d. Problems with peers should be shared with teacher or proctor on duty.
- e. School rules are to be followed for all recess games.
- f. Rockin' Recess equipment should be returned back to appropriate boxes.
- g. The student who checks out equipment must also return the equipment.
- h. Students must ask a teacher before going to the nurse.

B. Rules for Lining Up

- a. When bell rings, students sit or take a knee to freeze.
- b. When the whistle blows, students will WALK quietly to their designated lines.
- c. When students reach their designated lines, they are to sit quietly and face forward waiting for directions from the teacher or proctor.
- d. When walking in hallways (ex: fire drills, lunch) students should remain in a quiet and straight line with hands either at their sides or behind their backs.

C. Rules for Morning Pavilion Waiting Area

- a. Students must arrive after 8:00 am.
- b. Students must stay in the Pavilion area (without putting backpacks away first).
- c. Students are expected to bring a book to read or quiet activity to do (no tag, no playing games).
- d. Talk quietly
- e. Students must be seated on a bench at all times.
- f. Wait for teachers to dismiss students, then walk to the blacktop area.
- g. Listen for instructions from the teachers on duty (listening, not talking).
- h. Say goodbye to your parents at the gate before sitting down to read.

D. Rules for Play Structure

- a. Only walking is allowed on the wood chips
- b. Monkey bars – only move from east to west
- c. Monkey bars – only one student at a time
- d. Monkey bars - swing by your hands only
- e. Slides - down only, on bottoms
- f. Slides – only one student at a time
- g. Swings - count 20 FULL swings
- h. Swings – students must wait on curb while counting to 20
- i. Swings - slow down before stepping off

E. Rules for Quiet Zones (i.e. Hallways/Common Areas)

- a. Always use quiet voices in the hallways and common areas.
- b. Always use quiet walking feet in the hallways.
- c. Walk in a single file line.

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- d. Keep your hands to yourself.
- e. Walk facing forward with eyes looking ahead.
- f. Stay to the right side of the hallway.
- g. When using the stairs, walk using each step.

F. Library Rules

- a. Walk in quietly
- a. Return books are placed in the cart
- b. TK, K, 1st and 2nd grade students sit quietly on rug to listen to story. Students should sit on their bottoms, facing forward, in personal 'square.'
- c. Use browsing sticks to find desired book.
- d. To check out a book, wait in line next to the book racks (TK/K gets an ID card).
- e. Sit quietly at tables to read books.
- f. Push in chairs and quietly exit.
- g. **4/5th grade students pick out books independently and quietly; then return to the lab

G. Computer Lab Rules

- a. Leave the computer lab better than you found it.
- b. Push in your chair.
- c. "Page ups" remain in the left corner.
- d. Headphones should be returned to their hook.
- e. When finished, students should Log off/Shut down - depending on day and time.
- f. Remove any belongings brought to the computer lab.
- g. Mice should be placed in the right side.
- h. Use quiet library voices.
- i. Raise your hand for assistance.
- j. "Digital Citizenship." See attached AUSD contract.
- k. Sit up straight and don't swivel chairs.

H. Rules for Waiting in the Dismissal Area in the front of the school

- a. Wait and watch for your ride.
- b. Students are not allowed to stand or walk on the walls by the stairs and ramp. The area around the ramp/stairs is only for walking. Students running will be sent to the office to sit and wait.
- c. Students must ask Yosh or Cindy for permission before using the phone in the nurse's office. This phone is only for emergency use.
- d. Students on the benches by the office and teachers lounge wall must be sitting.
- e. Railings, bars and plants are not safe areas for students to play.
- f. Keep track of your belongings and place trash in the trash cans.
- g. After school, the MPR is only for groups with prior authorization and adult supervision.
- h. After 3:00, all students need to wait in the office. Adult supervision is only available in the car line until 3:00.