

JONES ELEMENTARY



P R I D E

Prepared~Respect~Integrity~Determination~Excellence

2014-2015

PARENT HANDBOOK

Tulsa Public School
Dr. Keith Ballard, Superintendent
Bradley Griffin, Principal

Dear Jones Parents & Guardians:

Welcome to the 2014-2015 school year! The Jones faculty is excited about the strong educational opportunities which have been designed for your children. If you are a family new to Jones, we extend to you a special welcome. I believe our school will continue to improve each year as new families contribute their time, talents and ideas.

The goal of Jones Elementary School is to provide excellence in education, which concentrates on basic skills. The basic skills include reading, writing, language, math, science, social studies and the arts. These basics will prepare students to live in our changing society. The instruction provided to the individual learner expects him/her to use the maximum of his learning ability in a positive school climate which encourages trust, warmth, and self-discipline.

To The Student – Today you are creating your future. Use your gifts, talents, and best effort to take advantage of this opportunity to learn. This is your chance for life in America at its fullest.

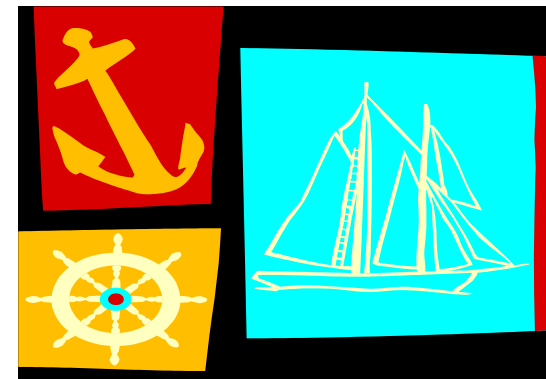
To The Parent - Your child needs to be of strong character and well educated to function effectively in today’s society. He/she needs to have a deep respect for intelligence, achievement, learning, and for disciplined work. You have a right to expect the best for your child that can be given with the resources available. The personnel in the school accept that responsibility and ask that you actively participate in the education of your child. Nurture your child’s curiosity, creativity, and confidence. Encourage good study habits, monitor home study, and provide time and books for recreational reading. If you have a suggestion, concern, or problem about his/her progress in school, communicate with the teacher, counselor, or administrator.

This can be the best year your child has ever had in school. Let’s begin by regular, ongoing communication between home and school. If you wish to discuss your child’s grades, etc., please set up an appointment during the teacher’s planning period so they may talk freely. Please call the school office and leave a message, or you may email the teacher at any time.

Thank you for your support!

Sincerely,

Mr. Bradley Griffin, Principal



Frequently Used Phone Numbers



Jones Elementary Main Office: 918-746-9040

Nurse's Office: 918-746-9050

Martha Whiteley, Counselor: 918-746-9044

Kathy McKinney, Cafeteria Manager: 918-746-6049

Jones ES Fax: 918-746-9046

Student Transportation: 918-833-8100

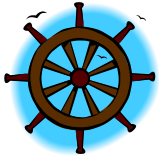
Phone Calls to Classrooms

During the school day, your child's teacher is engaged in instruction and supervision of students. Messages for teachers will be taken in the front office and delivered to the teacher to assure a prompt return call. Calls will be forwarded to teachers before and after school, or if previously arranged, during Plan Times.



General Information

1. Parents are welcome to visit the school. All visitors should report to the office, sign in, and receive a visitor badge. Although we have an open door policy at Jones, visiting during class time can often become a distraction to the students. Please contact the office to set up an appointment for classroom visits. The teachers at Jones will be given a 24 hour notice prior to visitations. Student visitors will not be allowed in the classroom or on the playground.
2. Students should not bring money to school unless it is for lunches or for a school function. If it gets lost or stolen, it is very rarely found.
3. It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. This is necessary in keeping enrollment cards updated in the event of an illness or injury. **Emergency numbers must be provided.**
4. Tulsa Public Schools make accident insurance available to students. The school system is not financially responsible for the cost of any accidental injury occurring from a school activity. The insurance is offered as a convenience. Enrollment forms are sent home with students at the beginning of each school year and are available in the office.
5. Please mark all lunch containers, backpacks, and clothing with the name of the owner. Items collected in Lost and Found, which go unclaimed, will be given to a local organization at the end of the year.
6. A telephone is available to students for emergency use only. Students must have a phone pass from their teacher before using the phone. Students are asked to make after-school plans prior to coming to school. Student cell phones are prohibited in the classroom. If your student brings a phone to school, they will need to check it in the office. They may pick it up after school.
7. Students are responsible to care for classroom textbooks and library books. They must be paid for if damaged or lost.
8. Students must have notes from parents to remain inside during recess.
9. When moving, please contact the office ahead of time so withdrawals can be properly processed.
10. No animals or pets should be brought to school without prior permission.
11. TULSA PUBLIC SCHOOLS Policy 2117 STUDENT PICKUP DURING THE SCHOOL DAY PURPOSE:
To ensure students always leave school in the custody of a safe adult who is authorized in writing to do so by a parent or legal guardian. Only a parent or legal guardian may designate another adult (over the age of 18) to pick up a student early from school. Such authorization must be presented in writing and entered into the District's emergency contact database. **Persons authorized by the parent or legal guardian for early pickup must be able to produce a valid, unexpired, photo identification card.**



INSTRUCTION

Curriculum

The curriculum at Jones Elementary includes an integrated study of reading, math, language arts, spelling, social studies, science, penmanship, health, physical education, technology, music and art. The curriculum as defined by the Oklahoma State Department of Education and Jones Elementary is provided in the Priority Academic Student Skills (PASS).

Assessment

Teachers use multi-criteria assessments when measuring student mastery of the state objectives through projects, daily assignments, performances, test, etc. Each child's progress is observed and recorded at regular intervals. Results are used to improve and assist instruction.

Grades

The grading scales for Jones Elementary are as follows:

Grades Pre-K- K

M- Mastery
P- Progressing
N- No Evidence

Grades 1-2

E- Excellent
S- Satisfactory
N- Needs Improvement
U- Unsatisfactory

Grades 3-5

A-Very Good (90-100)
B-Good (80-89)
C-Average (70-79)
D-Poor (60-69)
F- Failing (0-59)
S- Satisfactory
N- Needs Improvement
U - Unsatisfactory

Homework

Homework offers an opportunity to reinforce skills and concepts studied at school. Most homework is assigned because of special projects, tests, or unfinished assignments. All work is expected to be turned in on time unless a student has been absent due to illness or for other authorized reasons. Make-up assignments are due within a reasonable time as determined by the teacher and principal. If a student is absent for more than one day, a request for assignments due to illness may be made by phoning the school office before 11:00 on the day on which the work will be picked up. Work cannot be picked up before 2:50 p.m.

Report Cards

Report cards will be sent home every nine-weeks. Please sign and return the signature card in the envelope immediately for each quarter.

Parents Portal-Online Access to your child's grades:

An exciting and useful tool for parents and guardians is the parent portal. The portal allows you to maintain current grade and attendance information for your student. In order to use the portal, you must have a confidential ID and password. You may receive your portal password by stopping by our main office and speaking to our office staff. You, the parent/guardian, are responsible for maintaining the privacy and security of your username and password required to access your student's information.



ATTENDANCE

Entrance Requirements

Students must be four years of age on or before September 1, to be admitted to Early Childhood. Students must be five years of age on or before September 1, to be admitted to kindergarten. First grade enrollees must be six years of age before entering school. New students must present a certified birth certificate, proof of residence and a record of immunization to the district prior to enrollment. You must visit the enrollment center to enroll in school.

School Hours

School Starts 7:35 a.m.

Dismissal 2:50 p.m.

Arrival

Students may arrive between 7:25 and 7:40 a.m. Tardy is 7:45. No school personnel are on duty before 7:25 a.m. Students should not arrive before 7:25 a.m. Students arriving after 8:15 a.m. will not be able to eat breakfast. All students should report to the gym upon arrival.

Dismissal

If a student must leave school anytime during the school day, parents or those designated on the enrollment card must check them out through the office. Please do not go directly to the classroom. Photo ID must be presented at check out.

Tardies and Absenteeism:

Promptness and regular attendance are essential characteristics for success. Pupils arriving late or leaving early disrupt the entire class. Students will receive a pass to class after check-in. Parents or guardians must contact the school at 918-746-9040 before 9:00a.m. if a student will be absent. The automatic calling system will contact parents of unaccounted students. All students who are picked up during the day must be signed out in the office. See new policy previous page. Parents must check late/tardy students in through the office.

Lunches:

Tulsa Public Schools participate in the National School Lunch Program. Students may pay for lunches daily or send in increments. Charges are available on an emergency basis. Charges must be paid the following day. Efforts will be made to notify parents of the debt. Children from households whose income falls within the federal income guidelines are eligible for either free or reduced price meals. Applications will be sent home the first day of school. We encourage you to fill the application out and send it back to school. Parents are welcome to eat with their children.



Dress Code

The following uniform dress code is mandatory for all Jones Elementary students.

All uniform items should be clean, well fitting, and free of holes and rips. All shirts should be tucked in.

Monday through Thursday:

Pants	Khaki, black or navy blue slacks only. Pants must be worn around the waist and may not drag the ground.
Capris	Khaki, black or navy blue only. No decorations or additional colors.
Shorts and Skirts	Khaki, black or navy blue only. No shorter than fingertip length. Cargo-style shorts with pockets on the legs are allowed.
Skorts	(Skirts with attached shorts) Khaki, black or navy blue only. No shorter than fingertip length.
Jumpers	(A sleeveless dress worn over a blouse) Khaki, black or navy blue only. No shorter than fingertip length.
Shirts	Red, black, white, pink or navy blue only. Long or short sleeve oxford or polos. Shirts may <u>not</u> have logos, lace, decorated trim or rounded Peter Pan-style collars.
Socks & Tights	School colors and solids only: White, black, red, pink or navy blue.
Shoes	Athletic, Oxford or Mary Jane style. Shoes must have a closed toe and a closed heel with a heel no higher than 1 inch. Slip on shoes (including sandals, crocs, and mules) or shoes with wheelies are <u>not</u> uniform and will not be allowed.

Friday “Spirit Day”:

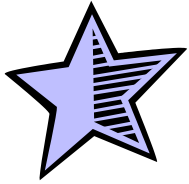
Spirit Shirts	Students may wear any Jones Elementary logo t-shirt on Fridays or they may wear any a Uniform shirt. There will be special Fridays where the students will be allowed to wear jeans. Those dates will be communicated in the future.
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Fridays Are Not free Dress Days!

Other Acceptable Uniform Items

Sweaters	Red, black, white, pink or navy blue cardigans (button up) or pullovers (Crew or v-neck).
Turtlenecks	Red, black, white, pink or navy blue. To be worn under polo shirts on cold days.
Sweatshirts	Red, black, white, pink or navy blue. Plain or with Jones logo.
Backpacks	Wheeled backpacks are not allowed as they do not fit in lockers and present a tripping hazard.

For those students not conforming to the uniform code, parents will be contacted to bring appropriate dress.



SPECIAL ANNOUNCEMENTS

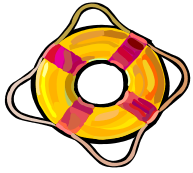
GIFTED & TALENTED NOTICE:

Every child in Tulsa Public Schools who shows evidence of high performance capability in areas such as intellectual, creative, artistic or leadership capacity, or in specific academic areas, and who require learning opportunities of experiences not ordinarily provided by the school in order to fully develop such capabilities is eligible for nomination and referred for participation in the Gifted and Talented program. This is an attempt to locate those children in order to assist in providing the services to which they are entitled. If you are aware of a gifted or talented child in need of differentiated instruction, please contact the site principal or school counselor to initiate the identification process.

ASBESTOS NOTICE:

To All Employees, Parents, Visitors, and any Interested Person:

Regarding Asbestos-Containing Materials in All Buildings Owned, Leased/Rented or used by Tulsa Public Schools. Date of notice is: August 31, 2010. All Tulsa Public School Buildings have been inspected for asbestos-containing materials in accordance with E.P.A. mandate on or before October 12, 1989, by licensed and accredited inspectors. Results of inspections, samples and subsequent analysis are available for your review in the Asbestos Management Plan on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77 E. Ave, Tulsa, Oklahoma. Contact person: Connie Pounds, Maintenance Center, 1555 N. 77 E. Ave., Tulsa, Ok 74115, Phone: 833-8019.



Medication

Jones Elementary will comply with and enforce State Law in regard to the dispensing of medication, the re-admissions of children after exclusion due to head lice, and immunizations. The cooperation of all parties is greatly appreciated.

Dispensing Medication:

School personnel will administer only medication that has been prescribed for a student by a physician. Medication must be brought to school by the parent or guardian and must be in prescription vial, with the pharmacy label that states the physician's name, the name of the medication and the directions for administration. This could include an over-the-counter medication such as cough medicine, Motrin, Tylenol, or any other domestic remedies, only if a physician has made a diagnosis and has directed that a specific medication be given to that student. **Non-prescription medicines must be in the original container and accompanied by the physician's written request and instruction for administration at school.** A written request, signed by the parent or guardian, must accompany the medication stating the name of the medication, the amount to be given, and the time to be given. Medication that is to be given for longer than ten (10) days or "only when necessary" will require a written and signed statement by the physician. **Forms for the physician's statement are available in the school office.**

Too Sick For School? A Guide from the American Academy of Pediatrics:

How do you decide whether your child is too ill to go to school? Martin Ushkow, M.D., offers some guidelines. You should definitely keep your child home when:

- Your child's temperature climbs to 100 or more.
- Vomiting or diarrhea occurs.
- Your child breaks out in a suspicious rash.
- Your child complains of a tummy ache or fatigue accompanied by a cluster of other symptoms, such as fever and vomiting.
- A headache that persists for a day or two, or recurs.
- Students should remain home symptom free for twenty-four hours before returning to school.

Head Lice:

To comply with the State law and in accordance with the recommendations of the Oklahoma State Department of Health, the following will be required of a student that has been excluded from school with head lice:

1. Provide proof of treatment such as the container or box from the medication used.
2. Parent or guardian must be with the student at time of the recheck.
3. Since there is a compulsory attendance law, a student should not miss more than one or two days of school because of treatment of head lice.

Immunization:

Parents or guardians of students wishing to enroll in school must first present evidence of adequate immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, and rubella, hepatitis A, hepatitis B, vermicelli. Exemptions to the immunization requirements as authorized by the state statute will be accepted.



JONES MEDIA CENTER



2014-2015

Jones is fortunate to have an automated media center where the children may gain knowledge about the world outside their immediate home and school environment. Every effort is made to provide the best quality in children's literature for both research and pleasure reading. In addition, a wide array of learning materials designed to support the curriculum is available to our students. Children also have access to information on the Internet.

PARENT VOLUNTEERS

Parent volunteers play a vital role in the operation of the Media Center. Volunteers assist with special projects and with the book fair. Please contact the Media Center for more information about helping in this area.

MEDIA CENTER HOURS

The Media Center is open daily from 7:50 a.m. to 2:50 p.m. The Media Center operates on a set schedule and a flexible schedule thus allowing students to come during the school day on a library pass. Individual, small groups and class instruction may be scheduled as needs arise. A full-time library media specialist and an aide provide assistance.

MATERIAL CHECK-OUT

Students in Pre-K through first grade may check out one book at a time. Second grade through fifth grade students may check out two books. Books are checked out for one (1) week, but may be renewed for an extended period of time.

OVERDUE BOOKS

Students and their parents are responsible for the replacement cost of books or magazines, which are lost or damaged. A student who has lost a book is not allowed to check out materials until his/her record is cleared.

BOOK FAIR

The Library Media Center sponsors a book fair. The fair offers students an opportunity to buy quality books for home, birthdays, and/or gifts. The profits help the Media Center provide new materials for our students and faculty.

ONLINE DATABASES

Tulsa Public Schools is proud to offer quality databases to our students both at school and at home 24 hours a day through the internet. Our database collection currently includes: World Book Web, Nettekker, Biography Resource Center, Grolier Online, EBSCO Host, and many more! Access the databases from home by going to: http://www.tulsaschools.org/depts/Fulton_library/WebPages/logon.asp or by visiting Tulsa Public Schools' website (www.tulsaschools.org), clicking the "Parents" tab, select "Library Media Services" and then click on the "Big 6" icon. For username and password information please contact our school librarian.

READING INCENTIVES

PreK-2nd grade students are encouraged to fill out reading logs at home and can turn them in for prizes. All 3rd-6th graders are encouraged to take online quizzes for points and prizes. All students that complete reading logs or earn points in Reading Counts will have their picture taken for our "Wall of Fame". Students will receive certificates in our Friday assembly.



Student Delivery & Pick Up: West Side-S. 71st E. Ave Only!
Unattended Vehicles Prohibited Unless in A Designated Parking Space

Parents providing transportation for their children should use the driveway exiting 71st E. Ave only. Please be cautious and courteous while waiting for your child(ren). Pull forward to the Crosswalk and use patience as our students come first.

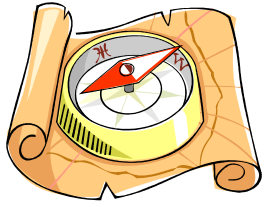
Bus Riders

Students may ride only their regularly assigned bus and get off at their regularly assigned stop unless emergency arrangements have been made with the Director of Transportation.

Food, candy, gum, and soft drinks are prohibited on the bus. Damage to seats and other equipment must be paid by the offender. Students are permitted to ride the bus as long as they abide by the bus rules listed below:

1. Enter the bus quietly and be seated as soon as possible.
2. Remain seated until the bus comes to a complete stop.
3. Do not engage in horseplay.
4. Keep head and arms inside the bus.
5. Do not throw anything in or out of the bus.
6. Keep all objects out of the aisle.
7. Talk quietly to friends sitting nearby.
8. Be respectful and courteous to the bus driver.
9. Do not talk to the driver while the bus is moving unless it is an emergency.
10. Never tamper with the emergency door of the bus.
11. In the event of an emergency, remain seated until instructions have been given by the driver or other responsible adult.

Failure to follow the rules may result in seat assignments and/or verbal correction by the bus driver. Serious or repeated infractions may require the sending of a written report to the principal and possible disciplinary action. Suspension of bus riding privileges is possible.



Special Services

Counseling

Our counselor works with children, parents, teachers and the principal. The counselor assists children needing individual, group and classroom counseling. The counselor coordinates all group and individual testing and placement activities. Areas of emphasis include: study skills, responsibility, self-concept, friendship, cooperation and decision-making.

Enrichment Program

An enrichment program is provided for students who qualify as intellectually gifted.

Health

The school health program includes various activities directed toward the promotion of good health and fitness habits.

Indian Counseling and Tutoring

Personnel assist teachers, parents and children in meeting needs related to Indian education.

Fine Arts – music, speech and art

Emphasis is placed on techniques, appreciation and understanding.

Nursing

School nursing activities include identifying student health needs, administering health screening tests, providing emergency care for ill and injured children, giving health counseling and safety instruction, and assisting in the maintenance of a healthful school environment. Our nurse serves several schools and has a traveling assignment. A health assistant is available throughout the day.

Physical Education

Elementary physical education classes are designed for health, skill and motor skill development.

Physical and Occupational Therapy

Available services are provided where special needs warrant.

Speech Therapy

A speech/language pathologist provides services to designated children through a referral from teacher, counselor or parent.

Any of the above described services or special needs may be discussed with the school counselor.



DISCIPLINE

Behavior Response Plan – Rights, Responsibilities and Consequences

Your child is bringing home a copy of the 2014-2015 Behavior Response Plan. This booklet includes everything you must know about schools providing a safe, orderly learning environment for our children. Please read this carefully and discuss with your children. This also contains information about **BUS BEHAVIOR** and the **STUDENT DRESS CODE**. You may also access this information on-line @ www.tulsaschools.org. Please work closely with us on instructing your children to use their time and manners at school in a way that allows them to do their best, assures that other children are not disrupted and provides our teachers and staff the opportunity to do their job of teaching your children.

We try to make as few rules as possible. However, every rule we make is for the student's benefit, physical safety, or to maximize teaching and, therefore, learning. We care for your children and want the best for them; therefore, it is important that we work together as partners in attaining this common goal. We, at Jones, would like to stress cooperation between the school and parents in the area of student behavior. Sometimes discipline problems arise that cannot be solved by the school personnel. In these cases parents will be notified. The following are suggested ways in which parents can be supportive in ensuring their children are performing to their maximum potential academically and socially.

- A. Establish an understanding of proper behavior, respect for authority and property of others.
- B. Support the principal and teachers by attending conferences concerning your child's behavior and scholastic achievements, so problems will not get out of hand. Classroom visits could be a part of this activity.
- C. Discuss the child's problems and provide encouragement.
- D. Supervise homework and provide a quiet place for study.
 1. Limit time spent watching TV, playing video games, etc.
 2. Establish a regular time for study.
- E. Ensure adequate rest and nutrition.
- F. Give your child's academic growth high priority.
- G. Ensure prompt and regular attendance.
- H. Hold the child accountable in areas of responsibility at home and school.
- I. Provide the required school supplies.
- J. Participate in the PTA by attending meetings and helping with projects when possible.

We strive to insure every child is treated with fairness and respect and has equal opportunity. We will not permit any child to disrupt school in any manner to the degree that the educational opportunities of other children are hindered.

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of, and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect towards others, obscene language, or destruction of school property.

A discipline policy has been developed that is consistent yet flexible for individual needs. The following forms of discipline will be used:

1. Private consultation with student(s).
2. Removal of the student from the situation until self-control is regained.
3. Removal of privileges.
4. Behavioral contracts or agreements with parents and students when parental cooperation is consistent and conducive to that of the classroom.
5. School suspension.

Jones Elementary School Wide Procedures

This is how we show our *Patriot P.R.I.D.E.!*

Cafeteria Procedures

- Wait in line for food quietly.
- 5 students at a time in line.
- Eat your **own** food.
- Raise your hand for help.
- Follow directions.
- Leave with permission.
- Follow HALL procedures in hallway.

Bathroom Procedures

- Quiet voices.
- Use and flush toilet.
- Respect other's privacy.
- Wash your hands.
 - Two squirts of soap.
 - Three pulls of paper towels.
- Throw paper towels away
- Clean up any trash.
- Walk back to class.

HALL Procedures

- **H**ands at your side
- **A**ll eyes forward
- **L**ips zipped
- **L**ow speed

Playground Procedures

- Share and take turns.
- Include others in play.
- Follow directions.
- Bring in what you take out.
- Walk on sidewalk.
- Stay on playground.
- Use only playground equipment.
- Line up quickly and quietly at your cone.
- 2 minutes to line up at whistle blow.

Early Arrival Procedures

- Walk into gym.
- Line up and sit under your teacher's name.
- Hands and feet to yourself.
- Wait for teacher to pick you up.
- Late students must go to office for a tardy slip before going to class.

Dismissal Procedures

- Parent Pick up:
 - Line up and stay with your teacher.
 - Listen for your name to be called.
 - Look for car.
 - Walk with an adult (teacher) to your car.
- Bus Riders: Walk to cafeteria.
- Walkers:
 - Go straight home.
 - Cross at cross walks.

COMMUNITY GUIDELINES

Jones Elementary is working to incorporate “community guidelines and life skills” into the daily routines in classrooms and the school. These ideals are posted throughout the building, discussed in class, and promoted in other ways. Jones believes that by encouraging students to embrace these ideals they will develop valuable skills for success and happiness in both school and life.

MUTUAL RESPECT: considering and honoring individual cultural values, beliefs and needs- includes respect for others, newcomers, children, teachers, parents, caring adults, personal property, individual property, individual skills, talents, and contributions.

ATTENTIVE LISTENING: attending (listening silently with full attention), non-verbal encouragement, paraphrasing and reflecting feelings.

TRUSTWORTHINESS: practicing being dependable, reliable, honest, keeper of confidences.

TRUTHFULNESS: being honest about things and feelings, and being honest with ourselves and others.

APPRECIATIONS/NO PUT DOWNS: statements of regard and recognition rather than negative derogatory remarks.

RIGHT TO PASS: choosing the extent to participate in a group activity, particularly when it involves sharing feelings- does not apply to learning tasks when individual accountability is required (e.g. homework, taking tests, responding to teacher).

PERSONAL BEST: quality work, the best possible performance given that time and resources available.

LIFESKILLS

Life skills are used to define ones personal best.

CARING: To feel and show concern for others.

COMMON SENSE: To use good judgment.

COOPERATION: To work together toward a common goal or purpose.

COURAGE: To act according to one’s beliefs despite fear of consequences.

CURIOSITY: A desire to investigate and seek understanding of one’s world.

EFFORT: To do your best.

FLEXIBILITY: To be willing to alter plans when necessary.

FRIENDSHIP: To make and keep a friend through mutual trust and caring.

INITIATIVE: To do something because it needs to be done.

INTEGRITY: To act according to a sense of what’s right and wrong.

ORGANIZATION: To plan, arrange, and implement in an orderly way, to keep things orderly and ready to use.

PATIENCE: To wait calmly for someone or something.

PERSEVERANCE: To keep at it.

PRIDE: Satisfaction from doing one’s best.

PROBLEM SOLVING: To create solutions for difficult situations and everyday problems.

RESOURCEFULNESS: To respond to challenges and opportunities in innovative and creative ways.

RESPONSIBILITY: To respond when appropriate, to be accountable for one’s actions.

SENSE OF HUMOR: To laugh and be playful without harming others.



Seven Rules for Living a Positive Lifeskills Life!

Rule 1: Do unto others as you would have them do unto you. Treat them the way you want to be treated.

Rule 2: Appreciate and value yourself and others recognizing that we all are capable of great things.

Rule 3: Be Respectful. Do not laugh at or make fun of a person's mistakes or use sarcasm or putdowns.

Rule 4: Have Good Manners. Say 'Please,' 'Thank you,' 'Excuse me,' 'May I?' and 'You are Welcome!' These words show that you respect yourself and others.

Rule 5: Cheer each other to success.

Rule 6: Provide help and encouragement always. Support can be as simple as words..

Rule 7: Recognize positive effort and acknowledge it. Learning is the hardest part of improvement.

Rule 8: Always encourage others to try; never make someone feel like giving up on being better.