



# **Morton Elementary**

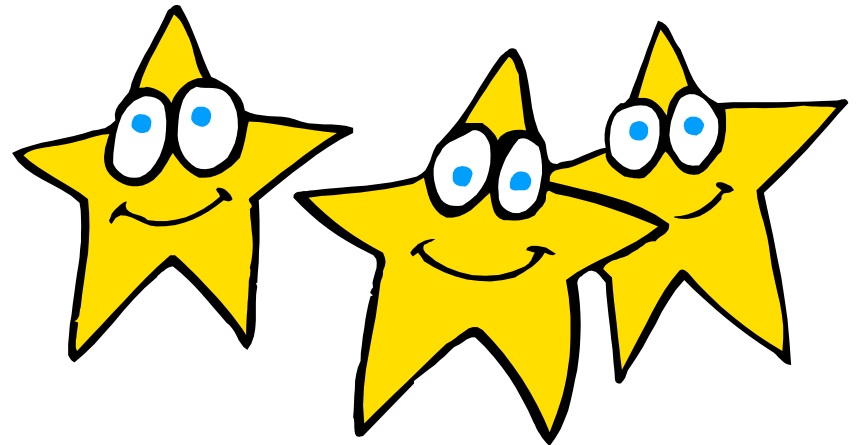


## **PBS Student Handbook**

**Be a STAR!**



**Created for  
Morton Elementary  
Students Only!**



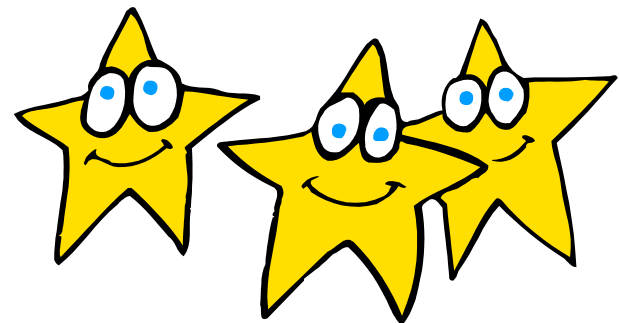
**2010- 2011  
School Year**

**This Student Handbook  
belongs to:**

**Student:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Room:** \_\_\_\_\_



Dear Boys and Girls,

Welcome to Morton School! At Morton School you will participate in our behavior program to “BE STARS”! **STARS** stands for **Sudents Taking Action to be... Respectful & Responsible and Safe. This year we will learn, practice and teach others respectful, responsible and safe behavior for all school activities. You will be expected to follow each of the “STARS” rules at all times. Students who make good choices will be rewarded throughout the school year. Take special care of this book and use it as a reminder of our three school rules to be **Respectful, Responsible and Safe.****

Remember that if we all work together to make positive choices, all students at Morton School will be **STARS!**

Your Principal,  
Miss Schmitt



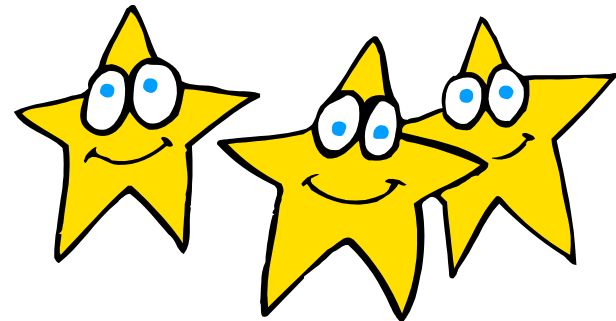
## My Promise

The rules in our student handbook have been explained to me and I have received my copy. As a good citizen of Morton Elementary School, I understand that I am responsible for following the “Morton STARS” rules and promise to always...  
**BE A STAR !**

My teacher’s name is \_\_\_\_\_

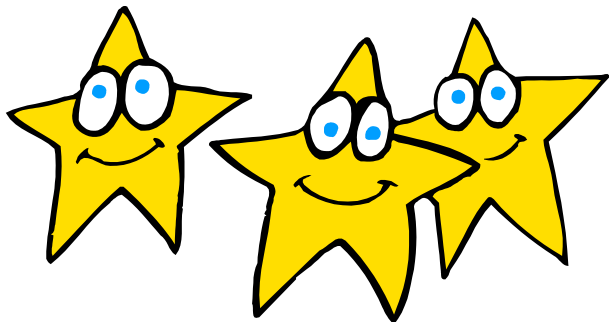
I am in grade \_\_\_\_\_

My signature \_\_\_\_\_

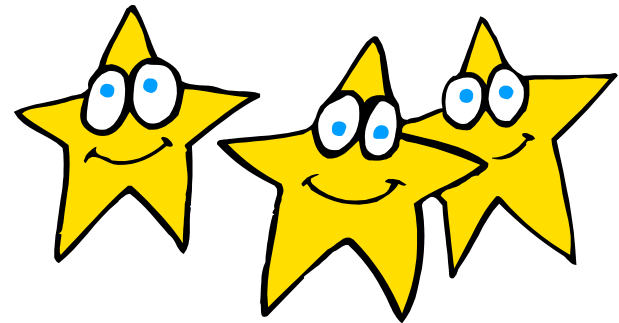


# I Must Remember To

- Do my best work at all times.
- Complete all homework assignments.
- Take home all school information such as newsletters, menus and other notices.
- Always show respect to our guest teachers and make them feel welcome at Morton Elementary School.
- Take pride in your building and work together to keep it looking neat and clean.
- Be kind and caring to the members of our school community.
- Follow safety rules for the common good of our school community.



**Be a STAR!**



**Morton Students are STARS...**

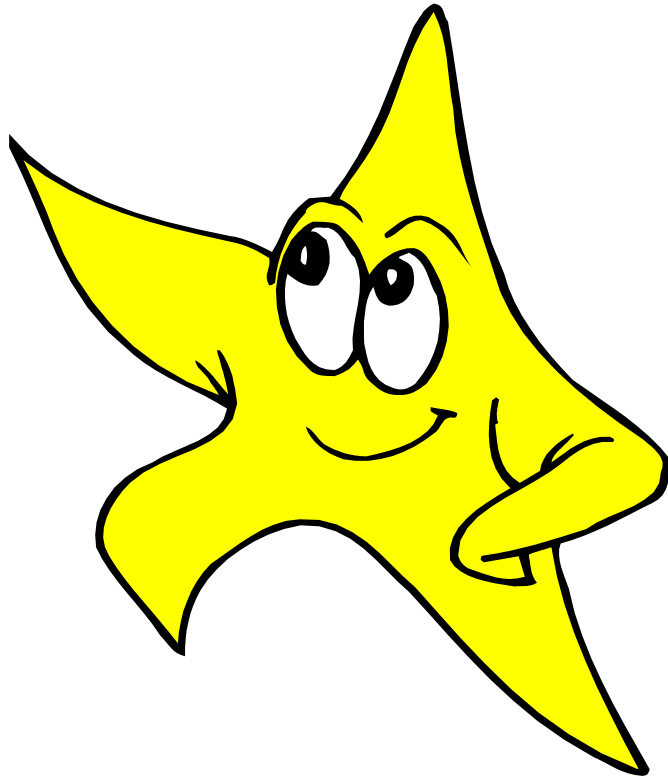
**Students**

**Taking**

**Action to **BE****

**Respectful & Responsible**

**Safe**



## Be Respectful

- Use caring language and a soft voice when speaking with other students and adults.
- Follow directions the first time given.
- Be considerate to other's space.
- Listen while others are speaking
- Be polite and use good manners when speaking to others.

## If I violate the rules

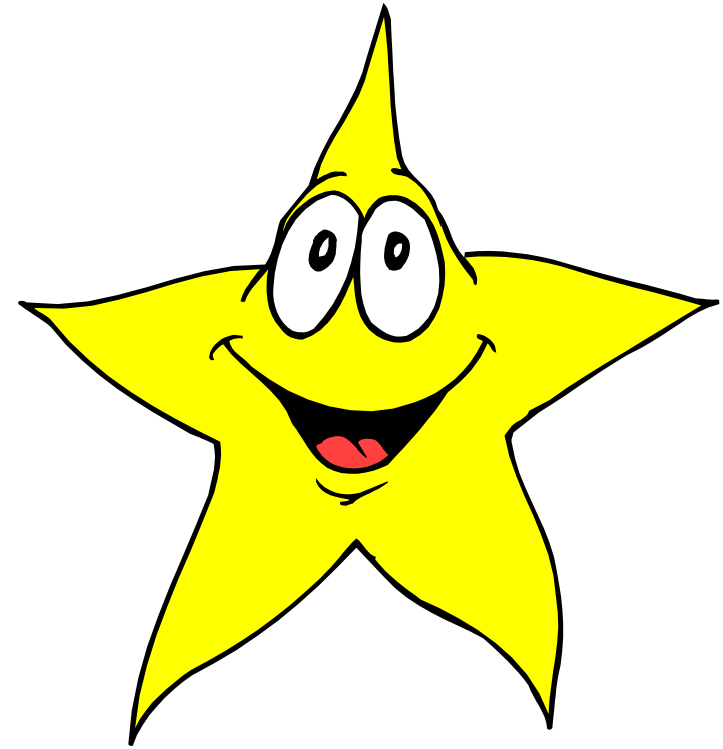
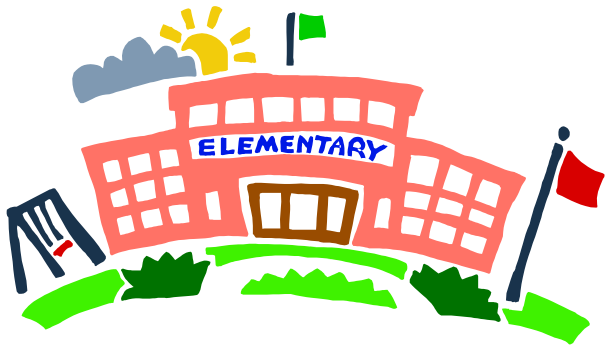
If I consistently violate our “Morton STARS” three rules and the responsibilities stated in my student handbook, my teacher and/ or principal may recommend one or more of the following actions:

- Miss recess.
- Speak with the principal in the office.
- Speak with my parents.
- Lunch detention.
- Loss of a special privilege or activity.
- In school suspension.
- Out of school suspension.
- Agree on appropriate consequence.



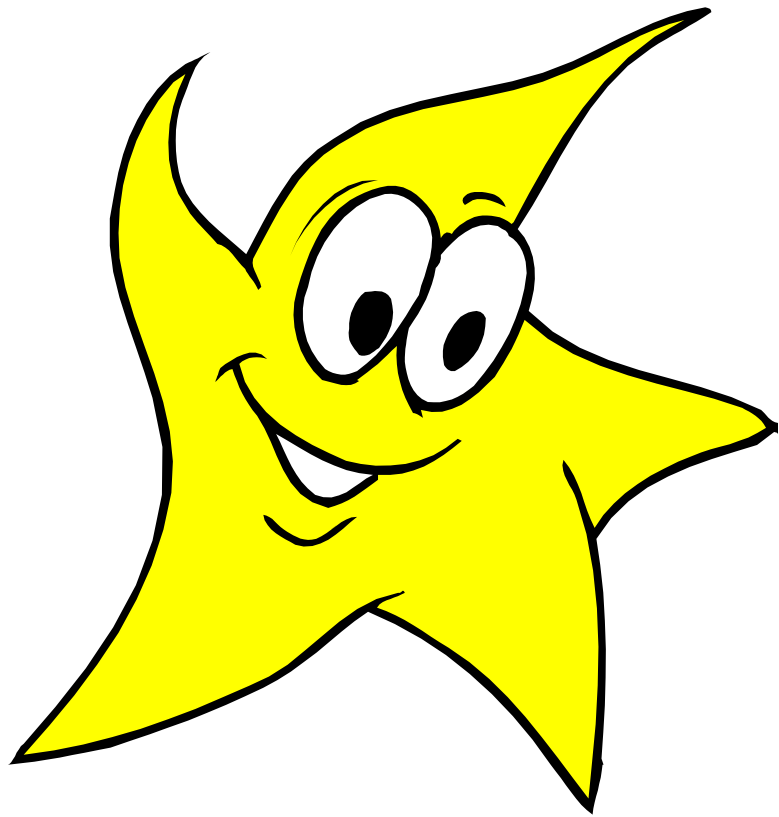
# Dismissal From School

- First bell is for bussers.
- Second bell is for walkers, bikers and children being picked up.
- Bikers must walk their bike off the school property.
- Go directly to your destination, car or bus pick-up area.
- Use the sidewalks.



## Be Responsible

- Be on time , prepared and where you are suppose to be.
- Take care of belongings and clean up after yourself.
- Follow directions the first time they are given.
- Always tell the truth.
- Keep hands and feet to yourself.



## Be Safe

- Use walking feet while facing forward.
- Carry supplies safely.
- Use equipment safely.
- Keep your area neat and clean.
- Be aware of others around you.
- Push in your chair when leaving a seat.

## Field Trips

- You are expected to participate in all school field trips.
- Return signed permission forms from your parents before going on a field trip.
- Practice good citizenship by remembering to be a STAR and follow the “Morton STARS” rules.
- Remember you are a guest at the places you visit. You represent Morton Elementary.

## Safety Patrol

- Safety patrols share responsibility for our safety.
- Respect our patrols at all times.
- Recognize patrols as special helpers.
- Obey the patrols.

## School Store

- You may visit the school store if your teacher allows you during your scheduled grade level day and time.
- Y 5's and Kindergarten do not shop at the school store.
- You must come prepared to purchase something.
- Show respect to the school store workers.



## Library

- Use the library for a quiet place to read and study.
- Always use a shelf marker when looking at books.
- Be responsible for the proper care of books and computers.
- Be responsible for returning your books on time, and for any lost or damaged items.



## Fire Drill

- Walk in a single file line.
- Go quickly and quietly to your assigned area. Walk and keep mouths quiet during a fire drill.
- Remain quiet and with your class at your designated area until further directions are given.
- If away from the rest of your class when the fire alarm rings, go to the nearest exit and report to the nearest adult.
- Return quietly to your classroom when the fire drill is completed.

## What being Morton STARS Will Look Like In...



## Classrooms

- Always give your best effort.
- Be on time.
- Use respectful language towards other students and adults.
- Follow directions the first time they are given.
- Keep hands, feet and supplies to yourself.
- Raise your hand to take turns.
- Complete all assignments on time.
- Keep your area neat and clean.
- Tell the truth at all times.

## Hallway

- Walk quietly, respecting other classrooms by not talking or using a quiet voice when necessary.
- Face forward, walking behind the person in front of you.
- Respect other's personal space.
- Go directly to your destination.
- Carry supplies safely.
- Tell the truth at all times.



## **Lunchroom**

- Walk to the lunchroom quietly.
- Have everything you need with you before you leave the classroom.
- Use indoor voices in the lunchroom.
- Use good manners.
- Clean up after yourself.
- Follow directions the first time they are given.
- Tell the truth at all times.



## **Playground**

- Use playground equipment properly.
- Keep hands and feet to yourself.
- Use caring language towards others.
- Return equipment when finished playing.
- Line up immediately when signaled.
- Enter the building with quiet voices and walking feet.
- Tell the truth at all times.

## **Bus**

Riding the school bus is a privilege.

- Approach the bus only when it is stopped.
- Remain seated on the bus until the bus has stopped and you are directed to get up.
- Keep your feet inside your seat.
- Follow the directions of the bus driver at all times.



## **Restrooms**

- Use the restrooms only with the permission of an adult.
- Enter and leave quietly and quickly.
- Always wash your hands before leaving the restroom.
- Keep the restroom clean and neat by using soap, water, paper towel and facilities appropriately.