



Wolf Lake Elementary School-Wide Common Area Student Procedures and Behavioral Expectations

Note: Students are expected to leave all toys and personal belongings (non school-related) at home. Students are expected to wear appropriate shoes on PE days. Students are not permitted to wear “heellies”, or bring skateboards to school. Students are expected to follow the OCPS Code of Student Conduct and adhere to the OCPS Dress Code.

Hallways

- Students are expected to walk in orderly lines in the hallway, staying to the right side, unless directed otherwise by an adult. Students should pass through doorways to the right.
- It is expected that students are quiet in the hallways at all times. Learning is happening all around us. We will not disturb others.
- Students are expected to keep their hands off the walls to keep our painted walls clean.
- Students are expected to enjoy the artwork, bulletin boards and other displays with their eyes and not their hands.
- Students are always expected to travel with a buddy.

Stairwells

- Students are to use their grade level designated stairwells at all times.
- Walk to the right of the stairwell and hold the handrails at all times.
- Teachers have been designated to use certain stairways for dismissal. Please follow the directions of your teacher and use the assigned stairs.
- Use caution on the stairways. No horse-playing.
- Do not pull rolling backpacks up the stairs or down the stairs. Carry backpacks on your back when using the stairs.

Elevator Use

- The elevator will only be used by students who have medical needs. Medical documentation must be provided to the administration and permission secured for the use of the elevator. All other students are to use stairwells.

Arrival

- Students are not to be on campus prior to 8:15 a.m. Students who need to come to school earlier must be enrolled in the Extended Day Program. Extended Day students are to meet in the cafeteria from 7:00-8:15 a.m.
- Breakfast is served from 8:15-8:40 a.m. Those students eating breakfast must come into the cafeteria quietly, find their name card and proceed through the line. All breakfast students are expected to eat quickly and quietly, clean up their area and leave the breakfast area.
- When students arrive on campus, they are to go directly to their “gathering area” if it is between 8:15-8:30 a.m. The gathering areas are as follows:
 - K Cafeteria
 - 1 First Grade Hallway (all inside classes)
 - 1-2 Outside Portable Classrooms (all outside classes)
 - 3-5 Cafeteria or Privilege Areas for 5th grade only (computer lab or basketball courts)
- Students may talk quietly during this gathering time, but everyone must be sitting with their assigned grade level and talk in a quiet voice.
- Students arriving after 8:30 a.m. may proceed directly to class. Students are not to visit other teacher’s classrooms, wander the halls, etc... All students are to report directly to class.
- Those students who are in the cafeteria will be dismissed at 8:30 a.m. to go to class. Students need to follow the lead of the supervising adult when being escorted to classes. Students are late AFTER 8:45!!

Dismissal

- Students who are bike riders and walkers will be escorted by an adult. These students are to exit the building from the side pavilion door. Walkers must proceed home and bike riders must access their bikes and proceed home. Siblings can meet in this area. Students riding a bike must wear helmets and are encouraged to secure their bicycle with a lock.
- Students who are participating in afternoon Extended Day will be in the first group of students who are called to be dismissed. These students will walk directly to the cafeteria for check in.
- Students who are car riders will be escorted by a teacher to the lobby. All of these students will sit with their assigned grade level and wait quietly for their names to be called on the speaker. Once their name is called, they are to exit the front doors and load into their cars.
- Students who are bus riders will be called in shifts and escorted out of the building through the side door by the PE pavilion to the bus loading area. Students are to locate their bus sign and load their bus quickly if the bus has arrived. Those who are waiting for busses are to sit in a line by their designated bus sign.

Parents are encouraged to use www.schoolpay.com to manage their child's lunch account. Students are encouraged to pay by the week or month to keep their accounts current.

In order to maintain a safe and orderly environment in the cafeteria and promote an enjoyable dining experience, Wolf Lake students are expected to follow these procedures and expectations:

PROCEDURES

1. Enter through the door closest to the media center or the side door by Pre-K and walk in a quiet line. Those students bringing lunch from home may go directly to their assigned table.
2. Those getting a school lunch must proceed to the lunch line.
3. Classes will sit together at assigned tables. The privilege system for 5th graders will be introduced later in the school year and will allow for 5th graders to sit with friends from other classes.
4. When students are dismissed, they are to clear all of their trash from the table and floor below and proceed to the trash receptacles.
5. Students will be lined up to wait silently for their teacher by the exit doors.

EXPECTATIONS

1. Students are expected to enter the cafeteria quietly and stay in an orderly line. They may talk quietly in line, outside of the kitchen area. There is to be no talking once entering the kitchen area. Students are expected to behave appropriately in line (no horseplay).
2. Students may talk quietly while they are eating, but the focus should be on eating first. Students are expected to keep the noise level down while they are dining, to make for an enjoyable cafeteria experience for all.
3. Students are to talk only to those classmates at their table. No one should be yelling down the table, turning around to visit other tables, or talking to those waiting in line.
4. Students are to remain seated at all times in the cafeteria. If a student needs to get up, he/she is to raise his/her hand and ask permission.
5. Students are to eat their own food and not the food of others.
6. Students are to sit with their feet under the table at all times.
7. When an adult signals to get your attention, all students are to be silent and wait for instructions.
8. Students are expected to walk at all times in the cafeteria.
9. When lining up and waiting for their teacher to pick them up, students are to stand in an orderly line without talking.

Memory Garden Expectations

1. Stay on the walking paths within the garden and do not walk on/trample/disturb the plants in the area.
2. If dining in the area, remove all trash when you leave.
3. Do not pick flowers off the trees and plants.
4. Do not hang on the branches of the neighboring trees that have been dedicated to our friends.
5. Do not walk along or disturb the stone edging.