

# Brookhurst Jr. High



## Parent-Student Handbook

Brookhurst Jr High  
601 N. Brookhurst Ave.  
Anaheim, CA 90801  
(714) 999-3613  
**Brookhurst.org**

# *Welcome to the school year 2020-2021*

## **Principal's Message**

### **Welcome to Brookhurst Junior High School Home of the Spartans!**

It is an honor to welcome you to Brookhurst Junior High. Our school has unique and exclusive opportunities that we want you to participate in. We look forward to meeting and sharing with you the wonderful programs we have at our site from our Global Leadership and Language Academy (Dual language program in Spanish), our AVID program, our Visual and Performing Arts, our STEM Robotics and Marine Biology course, our World Languages (Spanish and Chinese), our Career Exploration course to our after school athletics. Additionally, as a California Democracy school, we believe in student voice and action civics. This past year, our school took top honors out of all junior highs in Orange County and placed 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the Orange County's Mivka Challenge. We received a California Award of Merit for our action civic efforts and look forward this year, to have YOU pursue a passion of your choice. For our parents, we also have programs for you to participate in such as parent learning walks, parent leadership academies and also our parent ambassador program. At our school, students and parents are expected to continue to develop and refine their Communication, Critical Thinking, Creativity, Collaboration and Character to achieve their UNLIMITED YOU and success.

Sincerely,

Mrs. Hilda Vázquez-Díaz

Principal



## Important Numbers and Dates

### FREQUENTLY CALLED TELEPHONE NUMBERS

Main Office .....	714-999 – 3613
Fax.....	714-999 –1764
Attendance .....	714-999 – 3612
Records/Registration.....	714-999-3613 x 31640

### DATES TO REMEMBER FOR 2020-2021

August 3, 2020.....	New student orientation for last names A-H
August 4, 2020.....	New student orientation for students I-O
August 5, 2020.....	New student orientation for students P-Z
August 12, 2020.....	First day of school
August 25, 2020.....	Back to School Night
October 9, 2020.....	End of 1 <sup>st</sup> Quarter – Minimum Day
December 18, 2020.....	End of 2 <sup>nd</sup> Quarter – Minimum Day
February 10, 2021.....	Open House
March 12, 2021.....	End of 3 <sup>rd</sup> Quarter – Minimum Day
May 27, 2021 .....	End of 4 <sup>th</sup> Quarter – Minimum day/Last Day of School

### HOLIDAYS AND VACATION DAYS (NON-STUDENT DAYS)

September 7, 2020.....	Labor Day (Holiday)
October 12, 2020.....	Staff Development Day – Non-Student Day
November 11, 2020.....	Veteran’s Day (Holiday)
November 23 – 27, 2020.....	Thanksgiving Break
December 21, 2020 – January 1, 2021.....	Winter Break
January 18, 2021.....	Martin Luther King Day (Holiday)
January 29, 2021.....	Staff Development Day – Non-Student Day
February 8, 2021.....	Lincoln’s Birthday (Holiday)
February 15, 2021.....	President’s Day (Holiday)

March 22-26, 2021..... Spring Break

**Anaheim Union High School District  
2020-2021  
Student/Teacher Calendar**

<b>July 2020</b>					<b>November 2020</b>					<b>March 2021</b>				
		1	2	3*	2	3	4	5	6	1	2	3	4	5
6	7	8	9	10	9	10	11*	12	13	8	9	10	11	12<
13	14	15	16	17	16	17	18	19	20	15	16	17	18	19
20	21	22	23	24	23	24	25	26*	27*	22	23	24	25	26*
27	28	29	30	31	30					29	30	31		
<b>August 2020</b>					<b>December 2020</b>					<b>April 2021</b>				
3	4	5	6	7		1	2	3	4				1	2
10++	11+	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17#	18<	12	13	14	15	16
24	25	26	27	28	21	22	23	24*	25*	19	20	21	22	23
31					28	29	30	31*		26	27	28	29	30
<b>September 2020</b>					<b>January 2021</b>					<b>May 2021</b>				
	1	2	3	4					1*	3	4	5	6	7
7*	8	9	10	11	4	5	6	7	8	10	11	12	13	14
14	15	16	17	18	11	12	13	14	15	17	18	19	20	21
21	22	23	24	25	18*	19	20	21	22	24	25	26#	27<	28+
28	29	30			25	26	27	28	29++	31*				
<b>October 2020</b>					<b>February 2021</b>					<b>June 2021</b>				
			1	2	1	2	3	4	5		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
5	6	7	8	9<	8*	9	10	11	12	7	8	9	10	11
12++	13	14	15	16	15*	16	17	18	19	14	15	16	17	18
19	20	21	22	23	22	23	24	25	26	21	22	23	24	25
26	27	28	29	30						28	29	30		



School Begins



Non-Student/Non-Teacher Day  
Holidays

+

Teacher Day; No Students

++

Staff Development Day; No students

<

End of the Quarter or Semester  
And Minimum Day for Students

#

Minimum Day for H.S. Students Only

—

Underlined Days (June 1-June 4) are subject to  
change to regular school days if it becomes  
necessary to bring the total school days up to State  
minimum.

Quarter	Days	Dates			
1	42	Aug	12	--	Oct 9
2	43	Oct	13	--	Dec 18
3	46	Jan	4	--	Mar 12
4	49	Mar	15	--	May 27

180 Student Days  
185 Teacher Days

Progress Reports Due Fridays

10:00 a.m. at the site on:

September 18, 2020

November 13, 2020

February 5, 2021

April 23, 2021

Grades Due Fridays

10:00 a.m. at the site on:

October 16, 2020

January 8, 2021

March 19, 2021

May 28, 2021

# Student-Parent Compact

## BROOKHURST JUNIOR HIGH 2020-2021

The Brookhurst Junior High -parent compact outlines how parents, students, and the entire school staff will share the responsibility for improved student academic achievement.

At Brookhurst Junior High, it is our goal to ensure that every student is college, career and life ready. In order to achieve these goals, we must all work together. When families and schools work together, students are more likely to succeed in the educational setting. We are committed to fostering high expectations and promoting positive attitudes to achieve high academic standards and excellence in a safe and nurturing environment. As a reflection of these goals, the Student-Parent-School Compact is our way of encouraging support for our students from both the home and the school. Together we are agreeing to the following.

### STUDENT

As a student, I pledge to:

- get to class on time every day.
- complete assignments and homework on time and to do the all my work to the best of my ability.
- write all of my homework assignments down in my Student Planner.
- ask my teachers questions when I do not understand.
- spend time at home daily studying or reading.
- decide with my parent(s) a time limit to computer game use or cell phone use.
- be responsible for my own behavior and follow the rules at Brookhurst Junior High.
- discuss with my parents what I am learning at school or the problems that I am having at school.
- check my grades regularly on the Aeries website.

### HOME

As parent, we pledge to:

- provide a place for quiet study time at home and encourage good study habits.
- talk with my child about his or her school work and activities every day.
- attend conferences, look at school work, and call the school if necessary to learn how my student is progressing, or go on-line to check my student's progress. Check our Aeries website.
- encourage my child to read by reading myself and talking about what my child is reading at school or independently
- limit the time when my child is on-line or on his or her cell phone.
- reinforce and support the rules and policies of Brookhurst Junior High School.

### SCHOOL

As a teacher, we pledge to:

- explain expectations, standards, instructional goals and grading to students and parents.
- provide a safe, positive, and healthy learning environment for all students.
- communicate to all parents the progress and achievement levels of their students.
- strive to better meet the individual needs of all students.

As the principal, I pledge to:

- create a welcoming, family friendly environment for students and parents.
- communicate with students and parents on a regular basis.
- ensure a safe and orderly learning environment.
- provide appropriate staff development and training for teachers and parents.
- build and support a partnership between parents, students, and staff.

## RESOURCES FOR OUR STUDENTS AND FAMILIES

We would like to welcome all our families to the Brookhurst Family Resource Center. At our Family Resource Center, you will find many opportunities to become involved in our school community as well as an array of family resources. Here you can find information on community resources such as medical/dental assistance, individual/family counseling etc. Other information that is available to you in the Family Resource Center is:

- Parent Involvement Opportunities (meetings, trainings, workshops, volunteering, etc.)
- Aeries Parent Portal assistance
- Hosts monthly parent events such as Coffee with the Principal, Parent Learning Walks, E.L.A.C. and more.

**Center Hours:** Open Monday – Friday 7:30am-3:30pm (*Closed for lunch*)  
**Contact number:** (714) 999 – 3613  
**Contact person:** Ms. Soto [Sotoperez\\_A@auhsd.us](mailto:Sotoperez_A@auhsd.us)

# McKinney-Vento

## HOMELESS EDUCATION ACT

If your family is in a temporary or inadequate living situation due to a loss of housing, your child might be eligible for certain educational rights and services under the McKinney-Vento Homeless Education Act.

Eligibility for McKinney-Vento Services if your family lives

- In a shelter,
- In a motel or campground due to the lack of an alternative adequate accommodation,
- In a car, park, abandoned building, or bus or train station, or
- Doubled-up with other people due to loss of housing or economic hardship

If any of the above applies, then your child might be able to receive help through a federal law called the McKinney-Vento Act.

Your McKinney-Vento eligible children have the right to

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

\*If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

### Have questions or need assistance? Call the McKinney-Vento Liaison

Dr. Adela Cruz, LCSW, PPSC; Coordinator, School Mental Health  
McKinney-Vento (Homelessness)/ Foster Youth  
Email: [cruz\\_ad@auhsd.us](mailto:cruz_ad@auhsd.us) Office: 714-999-7734

# Registration for 2020-2021

Dear Students, Parents, or Guardians,

Welcome to the 2020-2021 school year. We at Brookhurst JHS are planning another excellent year for students and staff. Your enrollment for the 2020-2021 school year will depend on your completion of the necessary registration forms. Please go to **www.Brookhurst.org** for more information on what you'll need in order to complete the registration process.



## Phase 1- Aeries Online Enrollment - OPEN NOW!

In order to complete Phase 1 enrollment, you **MUST** have an Aeries PARENT PORTAL account. If you **do not** have an account, go to page 12 for instructions on how to create one.

Once you have completed the Aeries Online Enrollment, then you will generate a **Student Emergency Card**, print the **Student Emergency Card** this will be your **"Ticket to Register"**. **Sign it** and bring it to your assigned registration date and time. Refer to next page for designated dates and times.

## **NEW STUDENTS TO AUHSD (NOT COMING FROM A FEEDER ELEMENTARY SCHOOL DISTRICT)**

Must enroll in Aeries Air before completing Phases 1 & 2. Please go to:

**<https://aeriesair.auhsd.us/air/>** and complete the steps.



## Phase 2- Registration on campus in July

### **NEXT STEP:**

Parents and students should report to the Brookhurst Jr High on the days and times listed on the next page with their **signed and completed forms, and bring proof of residence (Utility bill with the parents' name, or proof of residency).**

# 8<sup>th</sup> Grade

**MONDAY, JULY 27<sup>TH</sup>**

8:00AM- 9:00AM **A-C**  
9:00AM-10:00AM **D-F**  
10:00AM-11:00AM **G-I**  
11:00AM-12:00PM **J-L**

**TUESDAY, JULY 28<sup>TH</sup>**

8:00AM- 9:00AM **M-O**  
9:00AM-10:00AM **P-R**  
10:00AM-11:00AM **S-U**  
11:00AM-12:00PM **V-Z**

**MAKE-UP REGISTRATION**

# 7<sup>th</sup> Grade

**WEDNESDAY, JULY 29<sup>TH</sup>**

8:00AM- 9:00AM **A-C**  
9:00AM-10:00AM **D-F**  
10:00AM-11:00AM **G-I**  
11:00AM-12:00PM **J-L**

**THURSDAY, JULY 30<sup>TH</sup>**

8:00AM- 9:00AM **M-O**  
9:00AM-10:00AM **P-R**  
10:00AM-11:00AM **S-U**  
11:00AM-12:00PM **V-Z**

**FRIDAY, July 31<sup>st</sup>**

**8:00 AM- 12:00 PM**

**7<sup>th</sup> & 8<sup>th</sup> Grade Registration**



August 12<sup>th</sup>, 2020 – *Start Time 7:50 AM*

Late Starts moved to Thursdays - *Start Time 8:50 AM*

## **BROOKHURST LIBRARY**

Spartans are encouraged to visit the library and check out a book from our collection of over 16,000 books and graphic novels. Items are available in Spanish and English, or other languages. Students may check out up to three items at a time, for a checkout period of two weeks. Items may be “renewed” twice for another two weeks, if needed. The library also provides access to multiple databases and additional online resources like ebooks, audiobooks, test prep, and free online homework help through our partnership with the Anaheim Public Library (i.e., ACES). Come to the library to read, study, work on group projects, and explore ideas. Download the Librista App or visit the library website to learn more about all of the helpful resources your library provides at <https://bit.ly/39aoQ8S>

**Library Hours: 7:30 am - 3:30 pm**



## **Immunization Requirements**

**STUDENTS ADMITTED AT TK/K-12 NEED:**

STARTING JULY 1, 2020

- **Diphtheria, Tetanus, and Pertussis (DTap, DTP, Tdap, or Td) – 5 doses**

(4 Doses OK if one was given on or after 4<sup>th</sup> birthday. 3 doses OK if one was given on or after 7<sup>th</sup> birthday)

For 7<sup>th</sup>-12<sup>th</sup> graders, at least 1 dose of pertussis-containing vaccine is required on or after 7<sup>th</sup> birthday.

- **Polio (OPV or IPV) – 4 doses**  
(3 doses OK if one was given on or after 4<sup>th</sup> birthday)
- **Hepatitis B – 3 doses**
- **Measles, Mumps, and Rubella (MMR) – 2 doses**  
(Both given on or after 1<sup>st</sup> birthday)
- **Varicella (Chickenpox) – 2 doses**

These immunization requirements apply to new admissions for all grades.

## Earned Income Tax Credit Act

### (EITC) INFORMATION ACT

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under

California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at [www.ftb.ca.gov](http://www.ftb.ca.gov).



## Free & Reduced Lunch Benefits

### EXTENDED BENEFITS OF PARTICIPATING IN FREE & REDUCED LUNCH PROGRAM

There are many benefits for students who are approved as eligible for free and/or reduced meals through the National School Lunch Program.

- A healthy, delicious breakfast and lunch each day at school
- \$15 AP Testing - Regularly \$94 per AP Test
- Free 11th Grade PSAT - Regularly \$16
- Free SAT Testing (up to 2 opportunities) - Regularly \$64.50 each opportunity
- Free college application fees at participating colleges or universities - including all California State and University of California schools - Regularly \$55 to \$80 each
- Free unlimited sending of SAT scores to colleges - Regularly \$12 each

AUHSD also benefits as the school district receives additional funding for each student eligible for free and/or reduced meals. This funding is currently used in AUHSD to support additional social workers, counselors, and teachers, as well as improved and increased services for students.

There are two ways to submit your application. One way is to complete a paper Application for Free and Reduced Lunch and return it to your child's school. A second, and fastest, way is to complete an online application (see below).

Please note that it can take up to 10 days to process the application. Once processed, you will receive a letter via US Mail. It is necessary to keep this letter to document eligibility

# Free & Reduced Lunch Application

## FREE & REDUCED PRICE MEAL APPLICATION INFORMATION

1. Free & Reduced price meal applications can be submitted throughout the school year. SY20/21 applications will be available online the first week of July 2020:  
<https://anaheimuhsd.rocketscanapps.com/>  
It can take up to 10 business days to process an application; please send your child to school with money or a lunch until your Application is processed.
2. Parents/guardians can pre-pay for full price meals and check account meal history balances online at: [www.schoolpay.com](http://www.schoolpay.com)
3. Meal prices: Breakfast \$1.75, Lunch \$3.00
4. Special diet information and requirements are available on the Food Services website.
5. Breakfast and Lunch menus are available on the Food Services website and are posted in all cafeterias.

## ATTENDANCE PROCEDURES

*Regular attendance IS an important key for your child's educational success.*

### Parent/Guardian:

On the day of the absence, call the Attendance Office before 9:30 AM to report the absence OR send a note with your student on the FIRST day the student returns to school to bring to the Attendance Office. If you are not able to reach the Attendance office, you can leave a voicemail message in English and/or Spanish so that the absence can be excused.

**ATTENDANCE OFFICE: (714) 999-3612**

### When a student is absent from school the parent must do the following:

1. Write a note explaining the reason for the absence or call the Attendance Office at **714 999-3612** explaining the reason for the absence.
2. The student or parent must bring the written note to the Attendance Office within three days of the absence.

**REMEMBER:** It is YOUR responsibility to clear your absences. Detentions and/or referrals may be issued if absences are not cleared.

### EXCUSED ABSENCES are as follows:

- Illness
- Doctor Appointments (Doctor note **REQUIRED**)

- Dental Appointments (Dentist note **REQUIRED**)
- Family Funeral
- Special Circumstances (i.e., court appearance)

**\*\*Absences for babysitting or vacations are NOT valid excuses**

## **AUHSD Attendance & Tardy Policy**

**EXCESSIVE OR UNAUTHORIZED ABSENCES AND TARDIES WILL NOT BE TOLERATED BY THE DISTRICT.**

Students in violation of attendance laws may:

- Be referred to an administrator and assigned discipline
- Be referred to the Student Attendance Review Board (SARB), a legally constituted panel of police and probation officers, parents, community members, county agencies and school representatives.

### **WHEN A STUDENT IS ABSENT**

**Parents are required to call the attendance office (714) 999-3612 on the day of the absence before 9:30 a.m.**

If the absence is not verified by telephone, the student is to bring a note, signed by a parent, which includes the date(s) of the absence, reason for the absence, student's name, and grade. Absences will be considered unexcused if they have not been cleared within three school days.

### **TRUANCY**

According to the Education Code of the State of California, any pupil who is absent from school without a valid excuse, or tardy in excess of 30 minutes on each of more than three days in one school year, is truant and shall be reported to the administration. Students who are truant are assigned detention or Wednesday Work Study. The following are considered truanancies:

- Being absent from school without the knowledge and consent of the parent.
- Being absent from school without a valid excuse.
- Leaving the school grounds during the day without permission.
- Staying out of class without permission.

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#### **PROCEDURE FOLLOWING AN ABSENCE:**

Student must bring in a note from the parent/guardian or doctor within 24 hours to the attendance office or the parent must call 714-999-3612

## PROCEDURE FOR LEAVING SCHOOL EARLY:

Student brings a signed note from parent to attendance office before school and gets an early release form. An unverified absence is the same as an unexcused absence.

## TARDINESS

### TARDINESS IS NOT ACCEPTABLE.

Arriving on time is a critical life skill and on time, attendance is expected. Brookhurst Tardy Policy is strictly enforced. With each tardy there are increasing consequences. Students who arrive late to school must sign in at the attendance office upon arrival and get a late pass to class.

The teacher may assign consequences for being tardy.

Teacher will contact parent when tardies are starting to affect the student's grade.

As a reminder, Brookhurst Jr. High will continue its No Go List for special events. Students accumulate hours based on tardiness/lateness, period truancies and overall attendance percentage.

## Important Links

You will be asked during the registration process to verify that you have read the school's policy pages and annual notifications.

Here are the links:

[www.Brookhurst.org](http://www.Brookhurst.org) and [www.auhsd.us](http://www.auhsd.us)

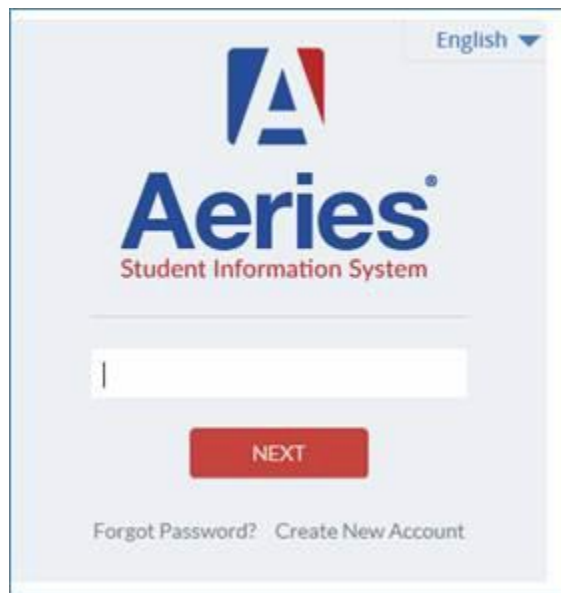
## Annual Notifications

<https://www.auhsd.us/district/index.php/parents/notification-to-parents-guardians>

## Create Aeries Parent Portal Account

### CREATING A NEW AERIES ACCOUNT

If you do not already have a Parent Portal Account it is very easy to create however you will also need an active email address to create your Aeries Portal Account. ***You will first need to obtain the Student ID, Telephone and VPC code from your school site.*** To create a new Parent Portal account visit <https://aeriesconnect.auhsd.us/auconnect> . The following Login screen will display. Click on **Create New Account**.



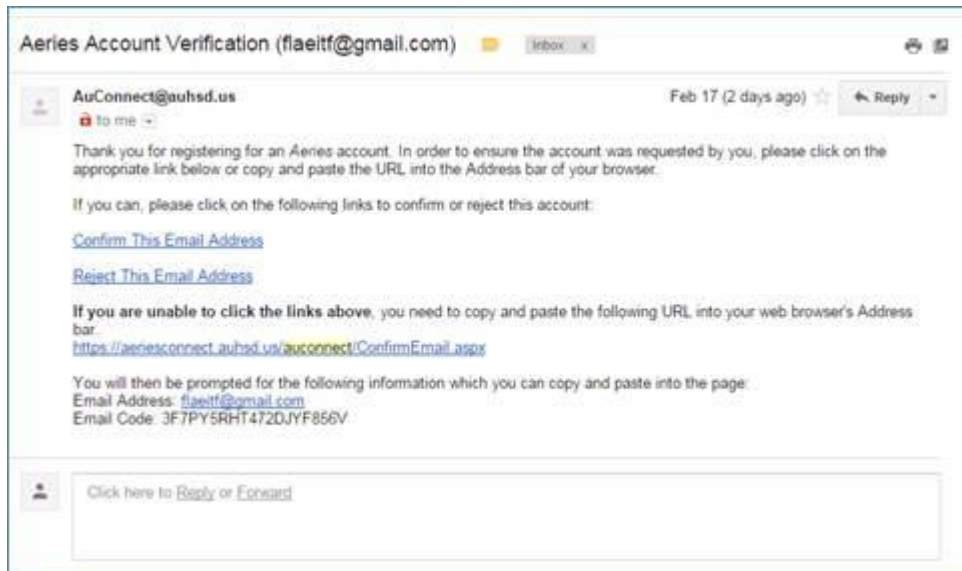
**Step 1** - select Parent for **Account Type**. Click **Next**.



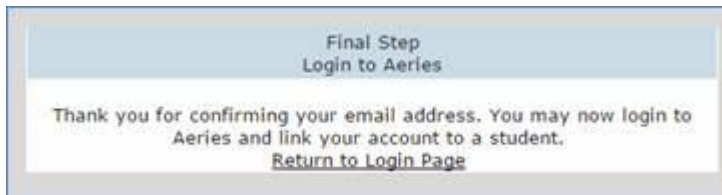
**Step 2** - enter a valid email address and password. Click **Next**.

**Step 3** - check your email for an **Aeries Account Verification**. Click on **Confirm this Email Address**.





A message will display. Return to **Login Page** and **Login to Aeries Parent Portal**.



**Step 4** - enter your Students Permanent ID, Home Telephone number and Verification code. This information can be obtained from the Registrar at your school site. Click **Next**.

Step 1  
Student Verification

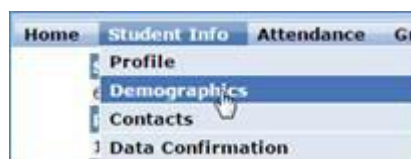
**Please Enter The Following Information About Your Student**

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:  X

You should then be able to access the Student Information that is available.







# HOME OF THE SPARTANS



# BROOKHURST PRIDE MATRIX



	Classroom/ Library/ Gym/Office Area:	Hallways:	Quad Area/ Cafeteria Breakfast/Lunch:	Restrooms/Locker Area:	In the Community:
<b>Respect</b>	<ul style="list-style-type: none"> <li>Follow adult directions and be courteous.</li> <li>Acknowledge greetings.</li> <li>Respond quickly and politely to adult requests.</li> <li>Use a quiet voice.</li> <li>Speak with appropriate language.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions and be courteous.</li> <li>Greet others politely.</li> <li>Use quiet voices.</li> <li>Answer adult questions appropriately.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions, and be courteous at all times.</li> <li>Wait your turn in line.</li> <li>Throw your trash in the trash cans.</li> <li>Use quiet voices.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom supplies appropriately.</li> <li>Keep the restroom clean.</li> <li>Use trash cans.</li> <li>Give people their privacy.</li> <li>Wait your turn.</li> <li>Use quiet and polite voices.</li> <li>Keep surfaces clean and do not deface school property.</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions and be courteous.</li> <li>Use good manners.</li> <li>Speak with appropriate language.</li> <li>Use quiet voices.</li> <li>Keep surfaces clean and do not deface school property.</li> </ul>
<b>Responsible and Ready</b>	<ul style="list-style-type: none"> <li>Arrive on time.</li> <li>Have planners and assigned/necessary materials with you.</li> <li>Maintain a clean and organized folder/backpack.</li> <li>Participate in the assigned activity.</li> <li>Enter, exit, and wait appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to where you are assigned to be.</li> <li>Walk without distracting others or classrooms.</li> <li>Be safe, and walk at all times.</li> <li>Keep the hallways clean.</li> <li>Walk on the right side of the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly to get your food.</li> <li>Keep your table and floor area clean.</li> <li>Have your ID card with you at all times, and know your ID number.</li> <li>Remain at your table and designated area.</li> <li>Keep your food and drinks in the quad area.</li> </ul>	<ul style="list-style-type: none"> <li>Flush after use.</li> <li>Wash your hands.</li> <li>Put trash in the trashcan.</li> <li>Notify staff of any problems.</li> <li>Use the nearest facility.</li> <li>Go directly to and from the restroom.</li> <li>Display your restroom pass.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions in the community.</li> <li>Obey all laws.</li> <li>Follow rules of the establishment and authority.</li> </ul>
<b>Kind</b>	<ul style="list-style-type: none"> <li>Hold the door for someone.</li> <li>Make only positive comments.</li> <li>Say, "Please, thank you, and you're welcome."</li> <li>Help others in need.</li> </ul>	<ul style="list-style-type: none"> <li>Say, "Excuse me," when passing through a crowd.</li> <li>Help others in need.</li> <li>Let others pass.</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn.</li> <li>Be/riend someone you don't know or who is new to the school.</li> <li>Offer to throw away someone's trash.</li> <li>Help others in need.</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door open for others.</li> <li>Allow someone to go ahead of you.</li> </ul>	<ul style="list-style-type: none"> <li>Hold the door for others.</li> <li>Say "Hello, Good morning and/or Good afternoon."</li> <li>Say, "Please, thank you, and/or you're welcome."</li> <li>Help others in need.</li> </ul>