

***HERITAGE ELEMENTARY  
SCHOOL***



**Addendum to LISD Student  
Handbook  
2019-2020**

## **MISSION STATEMENT**

The Vision of Heritage Elementary is to ascend toward a love of life-long learning. This will be accomplished by preparing our students to reach their highest potential as they make their flight as Heritage Hawks. On their journey, positive self-esteem will be gained, individuality will be respected, and the skills for working in a changing society will be achieved. Our vision will be strengthened through the cooperation of school, home, and community. Thus, the Heritage Hawks will soar to great heights in learning.

## **MOTTO**

**THE HERITAGE HAWKS SOAR TO GREAT HEIGHTS IN LEARNING**

### **HERITAGE ELEMENTARY SCHOOL Master Schedule 2019-2020**

#### **LUNCH SCHEDULE**

**Discovery Academy 10:30 – 11:00**  
**Kinder 10:30 – 11:00**  
**1st Grade 11:00 – 11:30**  
**2nd Grade 11:30 – 12:00**  
**3rd Grade 12:00 - 12:30**  
**4th Grade 12:30 – 1:00**  
**5th Grade 1:00-1:30**

#### **RECESS SCHEDULE**

**Discovery Academy N/A**  
**Kinder 10:00 – 10:30**  
**1st Grade 10:30 – 11:00**  
**2nd Grade 11:00 - 11:30**  
**3rd Grade 11:30 – 12:00**  
**4th Grade 12:00 – 12:30**  
**5th Grade 12:30 – 1:00**

#### **SPECIALS SCHEDULE**

**Announcements 7:45 – 7:55**  
**Planning (Specials) 7:50 – 8:40**  
**3rd Grade 8:45 – 9:35**  
**4th Grade 9:40 – 10:30**  
**5th Grade 10:35 – 11:25**  
**Lunch (Specials) 11:25 – 11:55**  
**Discovery Academy 12:00 – 12:30**  
**Kindergarten 12:00 – 12:50**  
**1st Grade 12:55 – 1:45**  
**2nd Grade 1:50 – 2:40**  
**Duties as Needed 2:45 – 3:00**

### Early Release Schedule

	<b>SPECIALS</b>	<b>LUNCH</b>	<b>RECESS</b>
<b>5</b>	<b>7:55-8:25</b>	<b>10:45-11:15</b>	<b>8:30-9:00</b>
<b>4</b>	<b>8:30-9:00</b>	<b>11:15-11:45</b>	<b>9:00-9:30</b>
<b>3</b>	<b>9:05-9:35</b>	<b>11:15-11:45</b>	<b>10:30-11:00</b>
<b>K</b>	<b>9:40-10:10</b>	<b>10:15-10:45</b>	<b>11:00-11:30</b>
<b>2</b>	<b>10:15-10:45</b>	<b>10:45-11:15</b>	<b>9:30-10:00</b>
<b>1</b>	<b>10:50-11:20</b>	<b>10:15-10:45</b>	<b>9:45-10:15</b>

### **ABSENCES**

Parents are **required** to notify the school of a child's absence. Parents may call the school at 469-713-5985 to report an absence. Please leave your child's name, grade, teacher's name, and the reason for the absence.

- A written explanation of absence to the office is required when your child returns to school. Failure to do so will result in the absence being recorded as unexcused.
- School Board policy lists the following as the only reasons for excused absence: personal illness, death in the family, quarantine, weather and road conditions making transportation to school dangerous, or a religious holy day when it is a tenet of your faith. There may be extenuating circumstances, which will result in an excused absence with **PRIOR APPROVAL** from the principal. See LISD Absence Request on school website.
- A doctor's note may be required for an extended illness of 3, or more, days in a row.
- Students being seen by a health care professional and attending school any part of the day are not counted absent with a doctor's note.
- A parent note is **required** for an absence due to a Religious Holy Day (s).

When your child is absent from school and needs his/her work, please telephone the school office by 7:45 a.m. The homeroom teacher will be notified and will make a folder, which includes all classwork from each of your child's teachers. Appropriate books will be sent home when necessary. Missed assignments can be picked up in the office at the end of the school day or be sent home with another child, if requested.

### **ARRIVAL AND DISMISSAL**

Students should not arrive at school before 7:15 a.m. and should leave for home promptly after classes or activities are dismissed. Once students enter the building, regardless of the time, they should not leave the campus without parent and school permission until their release at 3:00 pm p.m.

Bus students are dismissed from class each afternoon at 2:55 p.m. Buses will deliver and pick up students near the cafeteria area entrance. The front car loop is to be used as a drive through for delivering and picking up children. If you need to come inside the school, there are designated parking places for visitors in the parking lot. Do not park and leave your vehicle unattended in the car loop.

## ATTENDANCE

Students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, responsibility and self-discipline. Students who have good attendance generally achieve higher grades and enjoy school.

\*\*Funding to our school district is based on attendance. If your child is not here, the school does not receive the dollars necessary to educate our students. Please refrain from unnecessary absences. Review the district calendar, available in the office or on LISD.net before making vacation plans.

\*\*\*Please note: Attendance is taken at 9:00. The child must be in attendance at this time to be counted present.

### **Warning Notice to Parents**

***It is the parent's duty to monitor attendance and require the student to attend school. Under Section 25.087 of the Education Code, if the student has been absent from school, without excuse on three days or parts of days within a four-week period or 10 or more days or parts of days within a six month period, the parent is subject to prosecution under Section 25.093 and Section 25.094. Under Section 25.092, students are required to be in attendance no fewer than 90% of the days classes are offered. Failure to comply could result in retention of the child.***

## CAFETERIA

The cafeteria is maintained as a vital part of the health program of our school. The lunchroom teachers and fellow students will appreciate our cooperation in following these cafeteria rules:

1. **REPORT ALL EMERGENCIES IMMEDIATELY!**
2. Follow the cafeteria teacher's directions.
3. Sit by grade level, feet under the table and remain seated unless you have permission to leave.
4. Use your "quiet voice" when talking and follow the duty teacher's directions.
5. No exchanging of (unpackaged) foods.
6. Tables should be cleaned by each student before leaving the table.
7. Respect the rights of others.
8. We allow lunch visitors at the designated "Parent Table", but no classmate, friend, or guest.
9. The cost of student lunches is \$2.65 and adult lunches \$3.55. Student breakfast is \$1.25 and adult breakfast is \$1.60.

A free and reduced breakfast/lunch program is available to those students who qualify. Forms are available in the school office.

School lunch menus are available online.

Money may be deposited in a lunch account and used as needed. Parents may want to put spending limits on their child's account. Checks should be made payable to Heritage Lunch

Fund. A child's lunch account may be blocked from making ala carte purchases restricting them to purchase of the plate lunch only. Please contact LISD Child Nutrition to block the purchases. Students will be allowed to call home to notify parents if they do not have a sack lunch or money. If students are unable to reach their parents, an alternative lunch of a cheese sandwich will be provided. This is also provided when a child's lunch account gets too low to cover the cost of their food purchases.

### **CHANGE OF ADDRESS/TELEPHONE**

It is very important that every student maintain an up-to-date address and telephone number in the school office. Please be sure we have the following information:

1. Your current home telephone number and address.
2. Your current work phone number (both mother and father).
3. Emergency information: Someone other than parents, their name, address and phone number. This person will only be called if we cannot reach you.
4. Any health problems (allergies, regular medication, etc.)
5. Any learning problems your child might have.

***Notify the school immediately if you have a change of address or telephone number during the school year. Starting this year you will be able to change your phone number on-line.***

### **CLASSROOM PARTIES**

There will be **three** classroom parties during the school year: Winter Break, Valentine's Day and the end of the year. Classroom parties are under the direction of the classroom teachers. There are **NO** in-class birthday parties at any grade level. Children should not bring invitations for a private party to school, unless each child in that class is invited. Children who do not receive invitations do not always understand why they are being excluded.

### **FOOD ITEMS BROUGHT ON THE SCHOOL CAMPUS:**

**The only food items allowed during school hours will be for the three designated parties and student birthdays. These items must be prepared in a licensed commercial kitchen or bakery, and properly packaged. No home-baked items are allowed. Please label items with student name and teacher name and place on the cart in the foyer.**

### **CONFERENCES**

Conferences with parents will be regularly scheduled throughout the school year. Please make every effort to cooperate with the teachers in scheduling and meeting these appointments. Furthermore, we encourage conferences between parents and teachers anytime they are needed.

A parent may request a conference with their child's teacher at any time during the school year. Please call the school if a conference is desired. Please note: Children are admitted to the classroom at 7:35 a.m. It is very important that the teacher not be delayed from beginning classes by unscheduled or impromptu conferences.

## **COUNSELORS**

The Lewisville Independent School District's guidance curriculum component provides a means for helping students learn skills that the State Board of Education has identified as priority needs of students. Through the guidance curriculum activities, students develop self-esteem, motivation to achieve, decision-making skills, goal setting and planning skills, problem solving skills, interpersonal effectiveness, communication skills, cross-cultural effectiveness, and responsible behavior. These activities are taught through classroom presentation, small group interactions, and to individuals. The counselor as a member of the instructional team is a vital resource to students, teachers, administrators, and parents in helping to build the skills needed to meet the dynamic forces of our society. The Lewisville Comprehensive Guidance Program is an integral part of each school's total educational program. The basic goal of school guidance is to enhance the students' educational development.

## **DAILY SCHEDULE**

7:15 a.m.	Students may enter the building and go to the cafeteria/gym
7:20-7:35 a.m.	Students wait quietly in the cafeteria and/or eat breakfast. Supervision is provided by a teacher/staff member
7:35 a.m.	Students are released to go to their classrooms
7:35-7:45 a.m.	Teachers are in the room supervising students and preparing them for the day
7:45 a.m.	Students' work begins promptly
7:45-7:55 a.m.	Announcements and classroom business
3:00 p.m.	Students dismissed
3:00-6:30 p.m.	Extended Day School (for those enrolled in the program)

## **DELIVERIES**

No deliveries by the office staff are possible during school hours. Parents may place lunches in the designated area or hand to student when the class comes to lunch. Homework, birthday treats, snacks, or other forgotten items can be placed on the cart located outside the office. When leaving items please be sure to label with student name and teacher using the form provided. It is also suggested that parents notify the teacher regarding any items left for pickup. Classroom instruction will not be interrupted for deliveries. Thank you for your continued compliance throughout the year.

## **DRESS CODE**

Students dress and grooming is a matter that should be determined at home. However, since what students wear may influence how others may react, guidelines have been developed so

that school may function without disruption. The following should not be worn in the classroom: Halter tops, open midriff type blouses or shirts, shoes with cleats. Shirts that have lettering or designs that insinuate vulgarity, drug abuse, or alcohol. All shirts must cover the stomach with their arms raised to the sides. Shorts may be worn (K-5). They must hit mid-thigh. However, racing/track shorts, yoga pants, leggings and jeggings may be worn if the shirt drapes to mid-thigh in both front and back.

Caps should not be worn in the building except on special hat days. (*See Heritage Student Behavioral Guidelines for more information.*)

### **ELECTRONIC DEVICES/IPADS**

If a student forgets to bring their iPad or other electronic device to school, parents can drop off at the office. We do not want to interrupt instruction time and we do not want them left unattended on the cart (where parents leave cupcakes, etc) due to safety reasons. Ipads are the student's responsibility, but we understand we all sometimes forget things.

### **EMERGENCIES/DRILLS**

The students at Heritage Elementary will be drilled for natural and civil emergencies. In the event of an emergency, we ask that parents be aware that we are taking all necessary safety precautions and that they leave our telephone lines free so we may stay in contact with police, media, weather stations, etc. We recognize parents' concern for their child under these circumstances, but please consider the fact that each child's safety depends on a rapid source of communications and phone lines must be left open.

Should a parent or school visitor enter our building during a drill or during an emergency situation, that person is expected to follow school instructions and not interfere in any way with the drill/emergency procedure. Should a drill or emergency situation occur during the time a visitor is in the building, the visitor is expected to report to the nearest teacher and follow the normal drill/emergency procedure. There is NO talking during drills.

**UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE REMOVED FROM THE BUILDING DURING THESE SITUATIONS WITHOUT FIRST CHECKING THE CHILD OUT THROUGH AUTHORIZED SCHOOL PERSONNEL. STUDENT SAFETY IS OUR FIRST PRIORITY!**

LATE WORK	On time = up to a 100%
	1 day late = up to an 89%
	2 days late = up to 70%
	3 days late = up to 70%
	4 or more days late = Zero

\*\*We recognize there are extenuating circumstances. Please communicate with your child's teacher.\*\*

## **LEAVING CAMPUS**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of their teacher. Permission to leave the school will only be granted upon written or verbal request from the student's parent or guardian. Students must be signed out through the office.

## **LOST AND FOUND**

All lost and found articles, regardless of their value, should be turned in to the office. Students may claim them after proper identification. Please mark articles (especially coats) with your child's name. Items not claimed will be donated at the end of each semester.

## **PERSONAL PROPERTY BROUGHT TO SCHOOL**

Students are cautioned not to bring extra money or valuable items to school. If they wear glasses or watches, they are encouraged to keep track of them at all times. All personal items should be marked with the name and phone number of the student. Students are not to bring items or money to school for the purpose of selling, buying or trading unless it involves a school sponsored activity.

## **PETS**

All animals brought or kept at school **MUST** be approved by the principal before being brought to school.

## **SCHOOL COLORS AND MASCOT**

Heritage Elementary School colors are silver and black. The mascot is the hawk. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

## **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 7:45 a.m. is considered tardy. All tardies are considered unexcused. Excessive tardies could result in truancy filed with the court. Transfers are subject to review and possible revocation if transfer student has excessive tardies.



## **RULES FOR GENERAL BEHAVIOR**

### **HERITAGE ELEMENTARY DISCIPLINE PLAN**

Heritage's plan is based from a "Love and Logic" prospective. It teaches kids to think for themselves, raises their level of responsibility, and prepares kids for the real world by allowing decisions and consequences. A positive relationship between students, teachers and staff is the focus of this plan.

Along with discipline come expectations!

### **HERITAGE ELEMENTARY EXPECTATIONS**

**THE RULE:** Don't hurt yourself or anyone else!

This one rule is all encompassing, but for a clearer understanding it will be broken down into specific situation expectations.

The following expectations will promote a safe environment for all students.

#### **HALLWAY:**

- We walk at all times.
- We use quiet voices when allowed
- We keep hands, feet, and objects to ourselves.
- We respect and obey all staff/school workers

#### **CAFETERIA:**

- We use quiet voices while we raise our hand for assistance.
- We keep our cafeteria neat and clean.
- We may observe **SILENT TIME** the last 5 minutes of lunch to finish/clean up.
- We walk at all times.
- We allow lunch visitors at the designated "Guest Table" but no classmate/friend guest.

#### **PLAYGROUND**

- We respect the rights of others.
- We play fairly and carefully for a safe playground.
- We leave rocks, sticks and dirt on the ground.
- We know fighting, wrestling, tackling, martial arts, and "play fighting" are unacceptable.
- We use appropriate language and refrain from inappropriate gestures.
- We keep hands, feet and objects to ourselves.
- We do not jump or push others off any equipment. We slide one at a time, feet first.

- We swing one at a time, refrain from twisting chains, jumping off or running under swings.
- We do not jump on or off any equipment.
- We line up quickly and quietly at the designated time.
- Parents and younger children are not allowed on the playground during school hours for safety purposes.

## **MINOR AND MAJOR OFFENSES**

### **MINOR OFFENSES:**

#### **FAILURE TO:**

1. Show respect and courtesy to others.
2. Follow behavioral directions the first time given.
3. Keep hands, feet and objects to self.
4. Avoid unnecessary talking.
5. Avoid disruptive behavior.
6. Follow ALL expectations.

### **CONSEQUENCES FOR MINOR OFFENSES**

1. Given choices
2. Logical consequence (ex. Throwing food on the floor in the cafeteria, clean the cafeteria, running in the hall – practice walking in the hall during recess)
3. Recovery/Time out/Think Time – Student is removed to a different environment to adjust behavior and make a better choice
4. Teacher conferences with student before the end of the day
5. Student calls parents

### **MAJOR OFFENSES;**

1. Profanity and or rude gestures
2. Intentional harm to others, whether physical or verbal
3. Stealing
4. Cheating
5. Refusal to do work
6. Disrespect to adults
7. Damage or destruction to student, teacher or school property
8. Extreme misbehavior that keeps the class from functioning

### **CONSEQUENCES FOR MAJOR OFFENSES**

1. Trip to the principals office/phone parents
2. Partial Day ISS
3. 1 day In-school suspension and parental conference
4. 1 to 3 days suspension from school
5. Placement at DAEP

Daily assignments will be completed at home and returned the following day.

Students are responsible for class work missed during suspension from school. Class work is due upon re-entry to school.

**In the event of 3 days suspension from school, a parent/student/principal conference is required before re-admittance.**

### **DRESS CODE SPECIFICS**

**Not appropriate for school:**

- 1. Halter tops**
- 2. Straps less than 2 inches**
- 3. Shoes with cleats**
- 4. Shirts with lettering or designs insinuating vulgarity, drug abuse or alcohol**
- 5. Caps in the building**

**\*\*\*\*\*Shorts that are fingertip length/mid thigh are allowed.**

**Consequences: If a student's attire is questioned, the student is sent to the office and the dress code offense is explained to the student. The student will be given appropriate clothing from the nurse (if available) or the parents will be asked to bring appropriate clothes to school.**

**TEAM PLAYERS ARE CHILDREN WHO . . . .**

- 1. Listen**
- 2. Encourage others**
- 3. Allow others to contribute their talents and skills**
- 4. Recognize the needs of the group**
- 5. Think before acting**
- 6. Communicate calmly**

**STUDENTS WHO EXERCISE SELF DISCIPLINE . . . .**

- 1. Complete their assignments**
- 2. Stay on task**
- 3. Wait to be called on**
- 4. Work toward personal goals**
- 5. Try again and again**
- 6. Ignore peer pressure**
- 7. Choose productive activities**
- 8. Control tempers**

### **REWARDS – GRADES K-5**

**Verbal praise – Free homework pass – Extra free time**

**Stickers – Positive notes/calls to parents**

**Lunch with teachers, counselor, or principal**

**Hawkeye Awards**

**Specials Class Award**

**WOW Wednesday Certificates**

**Principal's Class Reward**

**And many others**

**STUDENT ATTENDANCE**  
**NINETY PER CENT RULE**  
***DENIAL OF COURSE CREDIT – GRADE RETENTION PROCEDURES***

1. Principal or designee identifies students who are having attendance problems.
2. Parents are contacted about the student's absences. (Keep all documentation on communications with parents about student absences.)
3. Decision to deny credit or retain a student because of excessive absences is made by the **PRINCIPAL**.
4. Notification is made to the parents about the principal's decision. This notification must include the information about the parent's right to petition the Campus Attendance Appeals Committee.
5. Parents can petition the Campus Attendance Appeals Committee for a hearing to present reasons for a child's absences. This petition can be submitted at any time after the last day of classes.
6. If a petition is submitted, a Campus Attendance Appeals Committee hearing must be held.
7. After hearing the parent's case for student absences the Campus Attendance Appeals Committee can:
  - a. Support the principal's decision
  - b. Overrule the principal's decision with no conditions
  - c. Set criteria the student must meet in order to regain course credit to be promoted to the next grade level.
8. Communicate the committee's decision to the parent guardian.
9. If the committee upholds the principal's decision, the communication to parents must include information on the parent's right to appeal the committee's decision to the Assistant Superintendent for Student Services. Inform parents that they have three (3) days from the date of receiving the campus level decision to petition for a hearing with the District Appeals Committee.

# Heritage Elementary

## Common Area of Concern - Playground

### Safe & Civil Schools 2019-2020

**Goal** - Students will demonstrate appropriate and acceptable behavior in a safe and respectful environment at Heritage Elementary.

#### **Expectations for Student Behavior**

- Respect teachers and other students.
- Follow the rules
- Use problem solving
- Use good social skills
- Keep hands and feet to themselves
- Be quiet when any adult raises their hand to give them FIVE or blow whistle

#### **Supervision Responsibilities**

- Recess – All classes exit the cafeteria back door by the doghouse – Re-enter the building using their own door.
- Line students up by class on blacktop/basketball courts on the left side
- Be proactive in monitoring while circulating or in a designated area
- Be on time for duty
- Leave the playground when your grade level time is up
- Walkie Talkies passed off to next grade level duty teachers
- Pick up all belongings after each recess! (No lunch pails, coats should be left out overnight)

#### **Encouragement Procedures**

- Recognize outstanding behavior on announcements
- Encourage good behavior while monitoring on duty

#### **Consequences for Infractions**

1. Verbal Warning
2. Sit out for recess outside
3. Study Hall
4. Recess Detention (PE,/Motor Lab/Kdg. 1<sup>st</sup>)
5. Office Referral

# Heritage Elementary

## Common Area of Concern Dismissal

### Safe & Civil Schools

**Goal** - Students will demonstrate appropriate and acceptable behavior in a calm and civil manner at dismissal.

#### **Expectations for Student Behavior** -

- Respect teachers, students, parents, and themselves
- Follow the rules
- Walking only – no running
- Use inside voices in the hallways
- Keep hands and feet to themselves
- Use good manners
- Be quiet when any adult raises their hand to give the FIVE.

#### **Supervision Responsibilities**

Classes cannot be lined up before 2:50

- All teachers outside their door 2:55-3:00 pm unless on duty
- Be on time for all duties
- ***Bus Duty Teacher***: one per grade level will escort students to the buses every day for six weeks. Bus duty teacher responsible for two buses after walking grade level to bus loop. Duty is over: **WHEN ALL BUSES LEAVE**

Assigned Duty – 5<sup>th</sup> grade teacher Bus #1-2; 2<sup>nd</sup> grade teacher Bus #4-5

4<sup>th</sup> grade teacher Bus #2-3; 1<sup>st</sup> grade teacher Bus #6-7

3<sup>rd</sup> grade teacher Bus #3-4; Kdg. teacher Bus #8-9

Special Ed Teacher – Special Ed Bus

Grades 3,4,5 Exit out wing doors

Grades K & 2 Exit out Cafeteria doors by RR

1<sup>st</sup> Grade Exit out by mural or back door by gym

***Front Door***: Two teachers on duty at parent pick-up line (Students seated by grade level using quiet voices, listening for their name to be called)

Two teachers on daycare – Students gather in front of school by the benches/flag pole area

One teacher on crosswalk duty in front of school

Car Pick-Up – Signs (last name) for visor will be provided by Heritage Elementary

***Back Door***: One person on duty

Monitor bike riders

Monitor students to crosswalk

Monitor students to parent pick-up

#### **Encouragement Procedures**

- **Orderly dismissal prevents injuries and saves lives**
- **Reduces traffic congestion**
- **Positive Send off**

#### **Consequences for Infractions**

- **Removal from Bus**
- **Recess Detention**
- **Teacher/parent conference**
- **Office referral**

## Is My Child Being “Bullied”?

“Bullied” is a word that’s getting a lot of press these days and certainly no form of it is fun to endure. At Heritage, we actively teach students how they should and should NOT act towards one another but, being children, sometimes poor choices are made.

It’s important to understand what “bullying” IS and what it is NOT. Bullying among children is behavior that is intentional. Typically it is repeated over time. Bullying can take many forms such as hitting, teasing, name-calling, intimidation, or social exclusion. Also sending insulting messages by phone or computer are forms of bullying. There are serious consequences for true bullying.

Dealing with behavior is always somewhat of a judgment call, but actual “bullying” includes a higher severity level than teasing or simply saying something mean to a friend in a moment of anger. To be defined as bullying, the written/verbal/physical act must result in harm or be “sufficiently severe, persistent, or pervasive” and that action creates a threatening or abusive educational environment for the child.

A first grader getting angry and calling a classmate a “stupid head” is NOT bullying. It’s not nice and will have a consequence, but it’s not really bullying. It’s a six or seven year old in need of correction and education. On the other hand, a group of fifth graders cornering another student on the playground out of earshot of the teachers and subjecting him/her daily to nasty comments would be considered bullying and requires prompt and stern action.

On the back of this handout are some tips for your child to use if a classmate is not being nice! If these simple tips do not help the situation and you feel normal childhood comments have crossed the line, please feel free to call the teacher to ask for help. Fortunately in most cases at Heritage, a little intervention resolves the problem. We want to help you and your child and want to know about the bullying situation.



## Tips for Students



When someone is name calling or saying mean things:

- ✓ Use humor (act like it doesn't bother you, because people saying mean things like to see you get upset)
- ✓ Show confidence
- ✓ Refuse to believe what a bully says about you - you know what's really true or not, so if you don't get upset, you will bore the bully and she or he will stop
- ✓ Stay away from them - it's hard to bully someone who is across the playground from you
- ✓ Play your recess games within ear shot of the teacher until the bully gets tired of you - bullies don't want the teachers to hear what they're saying



Steps to use to calm down (when angry or upset)

- Take slow deep breaths
- Count backwards slowly
- Think calming thoughts
- Talk to yourself
- Remind yourself that the bully is not being a nice person. Why would you believe something a not-nice person says?



**\*If you have tried all of the above, and nothing is working, TELL AN ADULT.**