



Area/ Expectation	Safe	Respectful	Responsible
Library	<ul style="list-style-type: none"> • Walk at all times • Keep all of the chair legs on the floor at all times • Handle materials with care • Leave food, drinks and gum outside of the library. 	<ul style="list-style-type: none"> • Clean up the area and push chairs under the tables • Return books/magazines to their correct place • Use appropriate voice and language 	<ul style="list-style-type: none"> • <u>Follow library guidelines</u> • Return books on time and in the condition they were checked out • Alert library staff to any book damage at checkout
Computer Lab	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Use chairs and tables appropriately • Use technology appropriately 	<ul style="list-style-type: none"> • Use appropriate voice and language • Respect equipment • Clean up your work area before leaving 	<ul style="list-style-type: none"> • Follow computer lab guidelines • Lab should only be used with staff present • Food and drinks are prohibited
Safety Drills	<ul style="list-style-type: none"> • Walk safely and quietly in a single-file line • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Stay on designated escape route 	<ul style="list-style-type: none"> • Stay in line • Stand silently • Listen for and follow directions
Assemblies and Special Events	<ul style="list-style-type: none"> • Wait for dismissal instructions • Enter and leave in a quiet and orderly fashion 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Show appreciation appropriately • Use appropriate voice and language 	<ul style="list-style-type: none"> • Focus on presentation • Sit with your class • Listen for and follow directions
Bus Area	<ul style="list-style-type: none"> • Walk on SIDEWALKS • Stand • Use designated crosswalks 	<ul style="list-style-type: none"> • Use appropriate voice and language • Keep hands and feet to yourself • Follow staff instructions 	<ul style="list-style-type: none"> • Wait in line patiently • Dispose of litter in trashcans • Walk bikes, scooters on school grounds
Scooters, Bicycles, Skateboards, Rollerblades, Wheels	<ul style="list-style-type: none"> • Wear a helmet • Walk equipment once on school grounds • Walk equipment across cross walks. 	<ul style="list-style-type: none"> • Respect others property • Follow staff instructions • Skateboards stored in lockers. 	<ul style="list-style-type: none"> • Follow school signs • Place equipment in appropriate area.
Outside/Lunch Break	<ul style="list-style-type: none"> • Stay in supervised areas • Keep hands and feet to yourself • General safety • Walk on black top 	<ul style="list-style-type: none"> • Follow directions of supervising staff • Use appropriate voice and language • Use good sportsmanship • Store lunch box in designated bin. 	<ul style="list-style-type: none"> • Use playground equipment appropriately and in designated area. • Leave lunches/food and drinks inside. • Dispose of trash appropriately

Area/ Expectation	Safe	Respectful	Responsible
General Social Expectations	<ul style="list-style-type: none"> • Report unsafe situations to an adult ASAP • Walk at all times • Keep hands and feet to self 	<ul style="list-style-type: none"> • Be kind, considerate, and helpful • Listen and respond to adults respectfully • Use appropriate voice and language 	<ul style="list-style-type: none"> • Always give your best effort • Be prepared and on time • Make good choices
Cafeteria/Lunch time	<ul style="list-style-type: none"> • Eat your own food • Sit properly • Walk at all times • Enter and exit through designated doors 	<ul style="list-style-type: none"> • Use good manners • Use appropriate voice and language • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Follow cafeteria guidelines • Eat properly • Clean up after yourself
Hallways/ Pathways	<ul style="list-style-type: none"> • Walk at all times • Keep hands and feet to self • General Safety • Respect the flow of traffic 	<ul style="list-style-type: none"> • Use appropriate voice and language • Respect all property • Respect all people 	<ul style="list-style-type: none"> • Walk directly to destination • Keep hallways/pathways clean • Stay within boundaries
Restrooms	<ul style="list-style-type: none"> • Keep water inside the sink/toilet • Wash hands • Dispose of paper products properly 	<ul style="list-style-type: none"> • Give people privacy • Respect property • Use supplies properly • Cell phones are not to enter the restroom 	<ul style="list-style-type: none"> • Flush toilets after use • Inform adults of concerns or problems • No loitering
Lockers	<ul style="list-style-type: none"> • Keep lockers clean • Be aware of others around you 	<ul style="list-style-type: none"> • Open/close quietly • Use your locker only • Use temporary and appropriate decorations only (not school materials) 	<ul style="list-style-type: none"> • Keep lockers organized • Keep combination confidential
Gym	<ul style="list-style-type: none"> • Food, drinks, and gum are prohibited unless pre-approved • Gym is used only with supervision 	<ul style="list-style-type: none"> • Show good sportsmanship • Use appropriate voice and language • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Wait for directions • Use equipment appropriately and with care • Return equipment to designated area
Office Area	<ul style="list-style-type: none"> • Check in at the office for assistance • Please knock on the office door before entering 	<ul style="list-style-type: none"> • Use appropriate voice and language • Be patient • Use good manners 	<ul style="list-style-type: none"> • After being tardy, check in before going to class • Get permission before using the student phone
Arrival and Dismissal	<ul style="list-style-type: none"> • Walk in designated areas • Keep hands and feet to self • Follow staff directions 	<ul style="list-style-type: none"> • Report to designated area • Enter and exit through designated door. • Stay with in boundaries 	<ul style="list-style-type: none"> • Arrive on-time • Sign in/out at the office when arriving late or leaving early • Come prepared with materials

- *Technology- Please see Technology Policy*